County-District No.:	Amendment No.:

SCHEDULE #6H: Data Requirements *(Instructions on p. I-47)*

1. a. Describe the processes and procedures that will be used to identify all homeless students (regardless of whether or not they receive services from the TEXSHEP subgrant) in the participating LEAs. Note: this information is requested on *Schedule #6C*, item C.1, and may be repeated in this section using the copy-and-paste feature of the word-processing program.

   b. Describe the procedures that will be used to collect and aggregate the information necessary to report the data in *Table 1: District Demographics.*

2. a. Describe the processes and procedures that will be used to collect information about each student who receives direct services from the TEXSHEP subgrant.

   b. Describe the processes and procedures that will be used to aggregate the individual student data necessary to complete *Table 2: Demographics of Students Receiving Direct Services from the TEXSHEP Subgrant* and *Table 3: Students Referred to TEXSHEP Subgrant by Month.*

   c. Describe the processes and procedures that will be used to identify unaccompanied youth.

3. a. Describe the processes and procedures that will be used to track the types of direct services provided by the TEXSHEP subgrant to each participating student.

   b. Describe the plan to aggregate the individual student data necessary to complete *Table 4: Direct Services Provided by TEXSHEP Subgrant*

4. a. Describe the processes and procedures that will be used to access the TAKS performance of every student identified as homeless.

   b. Describe the methods that will be used to report the TAKS performance by the two subcategories: students that received direct services from the TEXSHEP subgrant and students that did not receive direct services from the TEXSHEP subgrant.

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.

County-District No.:	Amendment No.:

SCHEDULE #7: Funding Table *(Instructions on p. I-58)*

Submit This Schedule With The Original Application, Do Not Submit It As Part Of An Amendment

Single LEA applicants must complete the Single LEA Funding Table.

Multiple LEA applicants must complete the Multiple LEA Funding Table.

In order to determine the available amount, read the instructions and complete the appropriate table. **Do not attempt to complete the table before reading the instructions on pages I-58—I-60.**

Data submitted on this schedule will be verified prior to making any grant awards. Applicants that falsify data will be disqualified for funding.

***Schedule #7—Funding Table* will be submitted only with Year 1 of the application. *Schedule #7* cannot be amended and will be applied to all three years of the grant. It is not to be submitted at any point after the original application.**

County-District No.:

Single LEA Funding Table

1.	Total students enrolled in LEA for 2007-2008 as reported in the District Profile on the Academic Excellence Indicator System (AEIS) Report for 2007-2008	
2.	Number of students in the LEA identified as homeless as reported on the *2007-2008 Homeless Students Enrolled Report* made to the Texas Education Agency via eGrants	
3.	Base amount for this applicant Base amount calculation: For applicants who have identified 142 or fewer students as homeless, the available base amount is **$20,000**. For applicants who have identified between 143 and 1,285 students as homeless, multiply the total number of students identified as homeless with the per-student rate of **$140** to get the available base amount. (*Example: Multiplying the number of students identified as homeless, 600, with the per-pupil allocation, $140, gives a base amount of $84,000.)* For applicants who have identified between 1,286 and 3,000 students as homeless, the available base amount is **$180,000**. For applicants who have identified 3,001 or more students as homeless, the available base amount is **$225,000**.	$
4.	Percentage of homeless students in the LEA (# of homeless students/total enrollment)*100% (*Example: Hypothetical ISD has a total student enrollment of 9,000 and reported 600 students identified as homeless to TEA. To calculate the percentage of homeless students in Hypothetical ISD, divide the number of students identified as homeless, 600, by the total student enrollment, 9,000, and multiply by 100 [(600/9000)*100=6.67%]. Performing these calculations shows that 6.67% of the student enrollment is identified as homeless.*	%
5.	Determination of eligibility for concentration supplement Applicants with 4% or more students identified as homeless may add a $10,000 supplement to the base amount. *(Example: Hypothetical ISD can add $10,000 to its base amount of $84,000 because 6.67% is greater than 4%.)*	Circle one: Yes No
6.	The maximum amount for which this applicant is eligible to apply (Base amount + concentration supplement) *(Example: Hypothetical ISD has a base amount of $84,000. Because the percentage of homeless students in its district is greater than 4%, it can add the supplement of $10,000 to the base amount. The maximum amount that Hypothetical ISD is eligible to apply for is $94,000. ($84,000 + $10,000 = $94,000)*	$
7.	The total amount requested in this RFA The total amount requested may be equal to or less than the maximum amount given in item #6. The total amount requested may be smaller than item #6, but it cannot be greater.	$

REGION 10 EDUCATION SERVICE CENTER

Texas Support for Homeless Education Program (TEXSHEP), 2009-2012

Year One: 2009-2010

County-District No.:

Multiple LEA Funding Table

1. Total students enrolled in all participating LEAs for 2007-2008 as reported in the District Profiles on the Academic Excellence Indicator System (AEIS) Reports for 2007-2008	
2. Total number of students identified as homeless as reported by all participating LEAs on the *2007-2008 Homeless Students Enrolled Report* made to the Texas Education Agency via eGrants	
3. Base amount for this applicant Base amount calculation: For applicants who have identified 142 or fewer students as homeless, the available base amount is **$20,000**. For applicants who have identified between 143 and 1,285 students as homeless, multiply the total number of students identified as homeless with the per-student rate of **$140** to get the available base amount. (*Example: Multiplying the number of students identified as homeless, 600, with the per-pupil allocation, $140, gives a base amount of $84,000.)* For applicants who have identified between 1,286 and 3,000 students as homeless, the available base amount is **$180,000**. For applicants who have identified 3,001 or more students as homeless, the available base amount is **$225,000**.	$
4. Percentage of homeless students in the participating LEAs (# of homeless students/total enrollment)*100% (*Example The five participating LEAs have a total student enrollment of 9,000 and reported 600 students identified as homeless to TEA. To calculate the percentage of homeless students in the participating LEAs, divide the total number of students identified as homeless, 600, by the total student enrollment, 9,000, and multiply by 100 [(600/9000)*100=6.67%]. Performing these calculations shows that 6.67% of the student enrollment in the participating LEAS are identified as homeless.)*	%
5. Determination of eligibility for concentration supplement Applicants with 4% or more students identified as homeless may add a $10,000 supplement to the base amount. *(Example: This applicant can add $10,000 to its base amount of $84,000 because 6.67% is greater than 4%.)*	Circle one: Yes No
6. The maximum amount for which this applicant is eligible to apply (Base amount + concentration supplement) *(Example: This applicant, with five participating LEAs, has a base amount of $84,000. Because the percentage of homeless students for the five participating LEAs is greater than 4%, the applicant can add the supplement of $10,000 to the base amount. The maximum amount that this applicant is eligible to apply for is $94,000. $84,000 + $10,000 = $94,000)*	$
7. The total amount requested in this RFA The total amount requested may be equal to or less than the maximum amount given in item #6. The total amount requested may be smaller than item #6, but it cannot be greater.	$

County-District No.:	Amendment No.:

SCHEDULE #7A: Budget Summary *(Instructions on p. I-61)*

Do Not Submit with Amendments

Program Authority: Public Law 107-110 McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Fund Code/Shared Services Arrangement Code: 84.196

Project Period: 09/01/2009 through 08/31/2010

Line No.	Class/Object Description	Schedule Number	Class/Object Code	Budgeted Expenditures
01	Payroll Costs	7B	6100	
02	Professional and Contracted Services	7C	6200	
03	Supplies and Materials	7D	6300	
04	Other Operating Costs	7E	6400	
05	Capital Outlay—(Exclusive of 6619 and 6629)	7F	6600	
06	Adaptation of Space	7G	6629	
07	Total Direct Costs (Sum of lines 1-6)			$
08	Indirect Costs (%) (1)			
09	Total Costs			$

10	Payments to Member Districts of Shared Services Arrangements (2)	6493	$

(1) Indirect costs may not exceed 8% or the restricted indirect cost rate approved by the Texas Education Agency, less required exclusions, whichever is less.
(2) The amount in line 10 will duplicate all or a portion of the funds budgeted/requested in lines 01-09. The costs included in this amount must also be identified by line item on the appropriate supporting budget schedules collectively for the fiscal agent and member districts.

NOTE: For assistance in computing the Indirect Costs for this grant (or amendment), please see the Indirect Cost Calculation Worksheet on the THEO website at http://www.utdanacenter.org/theo.

County-District No.:	Amendment No.:

SCHEDULE #7A.1: Amended Budget Summary *(Instructions on p. I-63)*

Submit this Schedule with Amendments Only

Program Authority: Public Law 107-110 McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Fund Code/Shared Services Arrangement Code: 84.196

Project Period: 09/01/2009 through 08/31/2010

Line No.	Class/Object Description	Schedule Number	Class/ Object Code	Most Recently Approved Budget (Current NOGA)	Amount Deleted	Amount Added	New Budget
01	Payroll Costs	7B	6100	$	$	$	$
02	Professional and Contracted Services	7C	6200				
03	Supplies and Materials	7D	6300				
04	Other Operating Costs	7E	6400				
05	Capital Outlay—(Exclusive of 6619 and 6629)	7F	6600				
06	Adaptation of Space	7G	6629				
07	Total Direct Costs (Sum of lines 1-6)			$	$	$	$
08	Indirect Costs (%) (1)				Leave Blank	Leave Blank	
09	Total Costs			$	$	$	$

10	Payments to Member Districts of Shared Services Arrangements (2)	6493	$				

(1) Indirect costs may not exceed 8% or the restricted indirect cost rate approved by the Texas Education Agency, less required exclusions, whichever is less.
(2) The amount in line 10 will duplicate all or a portion of the funds budgeted/requested in lines 01-09. The costs included in this amount must also be identified by line item on the appropriate supporting budget schedules collectively for the fiscal agent and member districts.

NOTE: For assistance in computing the Indirect Costs for this grant (or amendment), please see the Indirect Cost Calculation Worksheet on the THEO website at http://www.utdanacenter.org/theo.

County-District No.:	Amendment No.:

SCHEDULE #7B: Payroll Costs 6100 *(Instructions on p. I-64)*

Line No.	Description of Payroll Costs One Line Per Position	Related Objective(s)/ Schedules	Number of Full-Time Positions	Number of Part-time Positions (show % of FTE)	Total Payroll Costs (Include gross salaries, wages, and benefits)
01					
02					
03					
04					
05					
06					
07				**SUBTOTAL**	**$**
08	Substitutes for Public School Personnel (6112) (Explain purpose:)				$
09	Extra-Duty Pay/Beyond Normal Work Hours (6119/6121) (Explain purpose:)				$
10	**TOTAL COSTS (add lines 7 + 8 + 9)**				$

For federally-funded projects, charges to payroll must be documented according to the requirements in OMB Circular A-87. Refer to the THEO website for a summary of these requirements.

From the *NCLB News From TEA, February 19, 2008:*
Title I, Part A may pay for the homeless liaison's salary, but the liaison must also perform additional Title I responsibilities other than arranging for Title I service to homeless students. Otherwise, there is a supplant issue since the liaison is required under McKinney-Vento, not Title I. If the liaison has no other federal program responsibilities other than services to homeless students, the LEA must pay the liaison out of McKinney-Vento, state, or local funds.

Any changes to the number of positions will require an amendment, please see pp. I-28—I-29.

County-District No.:	Amendment No.:

SCHEDULE #7C: Professional and Contracted Services 6200 *(Instructions on p. I-66)*

Line No.	Description of Expense Items	Related Objective(s)	($) AMOUNTS
01	Contracted Services provided by ESC (6230) (Specify type(s) of services):		
02	Professional/Consulting Services (6210): (Enter the total amount to be paid to consultant(s)/contractor(s). Include travel costs for consultants and materials provided by consultants in the budgeted amount. Travel costs include reasonable airfare, lodging, meals, and mileage not to exceed approved state or local rates, etc.) If the applicant is requesting to contract with an organization a) to provide all or part of the **direct services to students/families** or b) to **manage the project**, provide the name(s) of the contracted organization(s) and **attach a budget by cost category and line item** to this schedule. The same cost principles for allowable costs apply to all contractors and the budget is subject to negotiation by Region 10 ESC. (For each consultant/contractor complete *Schedule #7C.1: Contractor Information*.)		(Enter the total amount for professional/ consulting services.)
03	Contracted maintenance and repair of equipment purchased with grant funds (6240)		
04	Utilities (6250), including telephone, FAX charges, and telecommunication services, water, electricity, and gas for heating/cooling for grant activities conducted before school, after school, or during the summer		
05	Rental or lease of equipment or building space (6260) (specify type and purpose):		
06	Audit fees/expenses (6212) (Allowable only for audits of **federal** grant programs conducted in accordance with the requirements in OMB Circular A-133, Audits. Audit costs that are part of an indirect cost pool should not be included on this schedule.)		
07			
08			
09	Tuition Services (6220) (Explain purpose:)		
10	**TOTAL COSTS (add lines 01 through 09)**		$

All contracted services must be provided by persons not employed by the applicant. The applicant shall not use or pay any consultant if the services could have been rendered by applicant's employees. "Honoraria" are not allowable expenditures. See instructions.

Copyright/Ownership: The subgrantee must ensure that the Region 10 Education Service Center retains copyright and ownership of any and all materials/products conceived or developed under the grant by any and all contractors. Subgrantee must ensure that such copyright/ownership is clearly stated in any and all written agreements/contracts for services.

County-District No.:	Amendment No.:

SCHEDULE #7C.1: Contractor Information (A supplement to *Schedule #7C: Professional and Contracted Services 6200)* *(Instructions on p. I-68)*

For each consultant/contractor attach a brief description of the services to be provided. Add as many rows as necessary.

Name of consultant/contractor	Description of Services	Total Costs

County-District No.:	Amendment No.:

SCHEDULE #7D: Supplies and Materials 6300 *(Instructions on p. I-69)*

Line No.	Description of Expense Items	Related Objective(s)	($) AMOUNTS
01	General supplies and materials (639X), including consumable teaching and office supplies; workbooks; audio-visual aids, such as DVDs, videotapes, computer software; and supplies for technology. Provide a general description of items to be purchased; a cost breakdown is not needed. For example, *Math Manipulatives, Instructional DVDs, copier paper.*		
02	Student School Supplies (639X) Provide a general description of items to be purchased; a cost breakdown is not needed.		
03	Textbooks and other reading materials (632X) (includes textbooks and magazines, periodicals, newspapers and reference books placed in the classroom or in an office. Also includes library books and media that are not capitalized and/or that have a useful life of one year or less. (Subscriptions to periodicals/magazines must be in the name of the organization and not in the name of an individual.) Provide a general description of items to be purchased; a cost breakdown is not needed.		
04	Testing materials (633X) (does not include scoring of tests) Provide a general description of items to be purchased; a cost breakdown is not needed.		
05	Emergency Clothing, Shoes (639X) Provide a general description of items to be purchased; a cost breakdown is not needed.		
06	Other		
07	Computer hardware (not capitalized) (6395) • List the hardware requested and the estimated quantity for each type. • Describe the use/purpose of the hardware in accomplishing the objectives of the project. Attach an additional page if necessary. • An amendment is required if the use/purpose of the hardware changes, if the estimated quantity of an item increases by more than 20 percent, or if a new item is requested. (Attach an additional page if necessary.)		
08	Other equipment (not capitalized) (6395) (List equipment requested and the estimated quantity for each. Describe the use/purpose of the equipment in accomplishing the objectives of the project. Attach an additional page if necessary. An amendment is required if the use/purpose of the equipment changes, if the estimated quantity increases by more than 20 percent, or if a new item is requested.)		
09	Supplies/materials for maintenance and/or operations (631X), including gasoline/fuel for transportation, janitorial supplies, building maintenance supplies, and supplies for upkeep of equipment. Provide a general description of items to be purchased; a cost breakdown is not needed.		
10	**TOTAL COSTS (add lines 01 through 09)**		$

All costs include shipping and handling costs.

County-District No.:	Amendment No.:

SCHEDULE #7E: Other Operating Costs 6400 *(Instructions on p. I-71)*

Line No.	Description of Expense Items	Related Objective(s)	($) AMOUNTS
01	Rates for travel may not exceed those established in the General Appropriations Act for Texas. Travel Costs for Employees, Students, and Non-Employees (6410), including: a. In-State Travel b. Out-of-State Travel c. Conference/Workshop/Seminar Registration Fees.		(Enter the total amount requested for travel. Do not split out the costs among sub-items.)
02	Membership Dues (6499) in Professional Organizations; however, membership dues to organizations that lobby are not allowable (membership must be in the name of the subgrantee organization and not in the name of an individual).		
03	Awards/Incentives for Participation (6499) (nominal in cost). Identify types of awards/incentives to be provided:		
04	Insurance (6420). (personal insurance is not allowable) Identify purpose:		
05	Other:		
06	Flow-through funds to shared-services districts (6493) (Applicants with flow-through funds must complete the chart on *Schedule 7E.1*)		
07	Transportation. Explain purpose:		
08	Food and Beverage Costs (not provided by the district food service program) (6499). Refer to instructions for allowable food costs on page I-74. Explain purpose:		
09	Stipends to Non-employees (6413). Explain purpose:		
10	**TOTAL COSTS (add lines 01 through 09)**		$

County-District No.:	Amendment No.:

SCHEDULE #7E.1: Flow-Through Funds (6493) Description Chart (*Instructions on p. I-75)*

(*Instructions on p. I-75)*

This schedule is to be completed only by applicants that have budgeted money for flow-through funds (6493) on *Schedule 7E—Other Operating Costs (6400).*

Provide the following information for each district receiving flow-through funds as part of a shared services arrangement: *district name, county-district number, related objectives, and amount of flow—through funds received.* Please note that the total on this schedule should equal the amount listed for flow-through funds (6493) on *Schedule 7E—Other Operating Costs (6400).*

District Name	County-District Number	Related Objectives	Amount of flow-through funds received						
			6100	6200	6300	6400	6600	6629	Subtotal For District
Total amount of flow-through funds (should equal the amount listed for flow-through funds (6493) on *Schedule 7E—Other Operating Costs (6400)*).									**$**

County-District No.:	Amendment No.:

SCHEDULE #7F: Capital Outlay 6600 (Exclusive of 6619 and 6629) *(Instructions on p. I-76)*

Line No.	Description of Expense Items	Related Objective(s)	Quantity	($) Amounts
01	**List all equipment and furniture requested having a unit cost of $5,000 or more and a useful life of more than one year (6630).** Do not list brand names. Use generic descriptions. Enter the cost of each item. Explain the use/purpose of each item in accomplishing the objectives of the project. Attach an additional page if necessary. An amendment is required to increase the quantity or to request a new item.			
02	**List Fixed Assets - District Defined costing less than $5,000** that must be capitalized according to district policy and that have a useful life of more than one year (6640). For each type of item requested, enter the **estimated** quantity and explain the use/purpose of the item in accomplishing the objectives of the project. It is not necessary to include the cost of individual items. Attach an additional page if necessary. An amendment is required if the use/purpose of the equipment changes, if the estimated quantity of an item increases by more than 20 percent, or if a new item is requested.		**Estimated Quantity**	(Enter the total for items costing less than $5,000 that must be capitalized.)
03	**TOTAL COSTS (add line 01 plus line 02)**			$

All costs include shipping and handling.

For open-enrollment public charter schools: funds to be used for capital assets should be requested on this schedule. Refer to the *Special Supplement to Financial Accounting and Reporting Nonprofit Charter School Chart of Accounts: A Module of the TEA Financial Accounting System Resource Guide* for reporting expenditures for capital assets in PEIMS.

County-District No.:	Amendment No.:

SCHEDULE #7G: Adaptation of Space 6629 *(Instructions on p. I-77)*

For each construction/remodeling contract expected to exceed $2,000 in federal grant funds, federal wage rates must be obtained from the website listed below prior to bid solicitation and contract award.

Line No.	Description of Expense Items	Related Objective(s)	Amounts (not to exceed $5,000 total)
01	Adaptation of Space for nonschool facilities (6629)		$

PROJECT JUSTIFICATION:

A. Facility Name(s):
(1)____________________(2)____________________(3)____________________

B. Estimated date(s) of completion:
(1)____________________(2)____________________(3)____________________

C. Attach a statement explaining why this proposed adaptation of space is necessary and how it will benefit children and youth in homeless situations. Describe the major components of the construction or remodeling/renovation project.

DAVIS-BACON REQUIREMENTS FOR FEDERALLY FUNDED PROJECTS:

A. Are funds requested for cost of materials only? _________Yes__________No

B. If item A is Yes, will all labor be performed by employees of the applicant? _________Yes_________No

If the response is “yes” to both items A and B above, or if no contract will exceed $2,000, the applicant is exempt from requirements set forth in the Davis-Bacon Act.

If the response to A is “no” and any construction/remodeling contract is expected to exceed $2,000, subgrantees must comply with the requirements of the Davis-Bacon Act and obtain federal wage determination rates from the U. S. Department of Labor for all applicable trades prior to bid solicitation and contract award.

To Obtain Wage Determination Rates for Texas by county, access on the Internet:
http://www.access.gpo.gov/davisbacon/. Click on “Browse all Determinations by State”, then click on “Texas”, then locate your county. Click under the “Building” column for your county to access the rates for all trades.

If your county does **not** have published wage determination rates for “building” on the above website, you will need to complete and submit **Standard Form (SF) 308** to the U.S. Department of Labor to obtain wage determination rates. Standard Form 308 is available at:
http://www.dol.gov/dol/esa/public/programs/dbra/sf308.html

For assistance with completing Standard Form 308 call:
U.S. Department of Labor, Wage and Hour Division, Request for Wage Determination, Dallas, Texas, 972-850-2634.

Please refer to the instructions for completing this schedule for additional information pertaining to the Davis-Bacon Act.

ACCESS BY THE HANDICAPPED:

Subgrantee shall require the facility to comply with the *American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped* No. A117.1-1961, as modified by other standards prescribed by the

Secretary or U.S. Administrator of General Services (41 CFR 101-19.6). The applicant shall be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

For federally funded programs, the applicant must comply with provisions of the Davis-Bacon Act and the requirements set forth in the *Technical Handbook for Facilities Engineering and Construction Manual*. The construction connected with the erection or installation of the building shall be subject to the provisions of: (1) The Davis-Bacon Act, (2) The Copeland Anti-Kickback Act, and (3) Executive Order 11246, as amended.

County-District No.:	Amendment No.:

SCHEDULE #8: Certification for Shared Services Arrangements *(Instructions on p. I-79)*

To be submitted with each application and if a new member joins the Shared Services Arrangement.

Program Authority: Public Law 107-110 McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

I, as one of the undersigned, certify that to the best of my knowledge, the information contained in this application is correct and complete, that the local education agency (LEA) that I represent has authorized me to file this application, and that such authorization action is recorded in the minutes of the agency's board meeting. The participating or intermediate education agency named below has been designated as the administrative and fiscal agent for this project and is authorized to receive and expend funds for the conduct of this project. The fiscal agent is accountable for all shared services arrangement activities and is therefore responsible for ensuring that all funds including payments to members of shared services arrangements are expended in accordance with applicable laws and regulations. All participating agencies have entered into a written shared services agreement which describes the responsibilities of the fiscal agent and SSA members, including the refund liability that may result from on-site monitoring or audits and the final disposition of equipment, facilities, and materials purchased for this project from funds specified below. It is understood that the fiscal agent is responsible for the refund for any exceptions taken as a result of on-site monitoring or audits; however, based upon the **SHARED SERVICES AGREEMENT**, which must be on file with the fiscal agent for review, the fiscal agent may have recourse to the member agencies where the discrepancy(ies) occurred. All funds are released when the tentative entitlement is released, i.e., any additional funds that result from the maximum entitlement or from reallocation will not require additional signatures. **Each member identified below acknowledges accountability for the requirements contained in Schedules #11 through #12D as applicable**.

Line #	County District Number (A)	Typed Legal Name of Agency (B)	Typed Name and Title of Authorized Representative (C)	Signature (D)	Amount of Funds Designated for Member Use (If Applicable) (E)
01		Designated Fiscal Agent:			$
02		Member Districts:			$
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20	**TOTAL AMOUNT**				$

REGION 10 EDUCATION SERVICE CENTER

Texas Support for Homeless Education Program (TEXSHEP), 2009-2012
Year One: 2009-2010

County-District No.:	Amendment No.:

SCHEDULE #9: Equitable Access and Participation (Required for Programs funded by the U.S. Department of Education) *(Instructions on p. I-82)*

Multiple LEA applicants must submit a separate schedule for each LEA in the proposed project in which barriers exist.

Part I: Listed below are barriers that may prevent students, teachers, and other beneficiaries from having equitable access to and equitable participation in McKinney-Vento projects and activities. Please make a check in the box in front of any barriers that might exist in the applicant's project for any of the aforementioned groups:

a. ❏ Gender-specific bias
b. ❏ Gang-related activities
c. ❏ Drug-related activities
d. ❏ Visual impairments
e. ❏ Hearing impairments
f. ❏ Learning disabilities
g. ❏ Lack of transportation to program activities
h. ❏ Lack of knowledge regarding program benefits
i. ❏ High mobility rates
j. ❏ Absenteeism/truancy
k. ❏ Lack of support from parents
l. ❏ Inaccessible physical structures
m. ❏ Shortage of qualified personnel
n. ❏ Cultural, linguistic, or economic diversity
o. ❏ Other physical disabilities/constraints___
p. ❏ Other:___________________________

Part II: If one or more of the boxes above is checked, use the space below to write the letter of the barrier, then state the group(s) affected by the barrier: students, teachers, others. For each barrier and group identified, <u>briefly</u> describe the strategies the applicant will use to ensure equitable access to and equitable access in the McKinney-Vento project. Use additional sheets as needed. (See example in instructions.)

County-District No.:	Amendment No.:

SCHEDULE #10: Disclosure of Lobbying Activities *(Instructions on p. I-82)*

Complete this form to disclose lobbying activities for lobbying services procured (pursuant to 31 U.S.C. 1352). This disclosure form is required for any federal grant/contract received in excess of $100,000 and on any subgrant/subcontract made by the grantee/contractor. (Read the instructions for this schedule for further information.) **Do not sign and submit this disclosure form unless lobbying activities are being disclosed.**

Federal Program Name____

1. Type of Federal Action	**2. Status of Federal Action:**	**3. Report Type:**
☐ a. Contract b. Grant	☐ a. Bid/Offer/Application b. Initial award c. Post-award	☐ a. Initial filing b. Material change For Material Change Only: year_______quarter________ date of last report__________

4. Name and Address of Reporting Entity: ☐ Subawardee Tier_____, *if known:* Congressional District, *if known*	**5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:** Region 10 Education Service Center 400 East Spring Valley Road P.O. Box 831300 Richardson, Texas 75083-1300 Congressional District, *if known:* 32
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: 84.196
8. Federal Action Number, *if known:*	**9. Award Amount,** *if known:* $
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**10. b. Individuals Performing Services** *(including address if different from No. 10a; last name, first name, MI):*

(attach Continuation Sheet(s), if necessary)

[ITEMS 11-15 REMOVED]

16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature________________________________ Print Name_______________________________ Title____________________________________ Telephone _______________No.Date__________
Federal Use Only:	**Standard Form LLL**

County-District No.:	Amendment No.:

SCHEDULE #11: Grant Requirements

Submit with Year 1 Application Only

This schedule summarizes the major program and fiscal requirements of this grant. Applicants should consult *Schedules 12* and *12A* for all provisions and assurances that apply to this grant—subgrantees must comply with all provisions and assurances contained within those schedules and stated throughout this RFA. Submit this schedule with the Year 1 application only. The authorized signature on *Schedule #1—General Information*, certifies that the applicant, and all participating districts if a multiple-LEA application, if successful, agrees to adhere to all provisions set forth below through the duration of the three-year grant program. Most of the requirements below are referenced elsewhere in this application; applicants may contact the Texas Homeless Education Office for additional clarification.

PROGRAM REQUIREMENTS

1. a. The subgrantee has appointed a homeless liaison and the liaison is registered in THEO's online database.

   b. The district's homeless liaison is clearly listed on the district's website, along with contact information.

2. The project primarily serves students in homeless situations and incidentally serves other students identified as at-risk by the Texas Education Code.

3. The subgrantee has conducted a thorough needs assessment and has a plan for updating the needs assessment on an ongoing basis.

4. The subgrantee has designed a project and an evaluation and based on the results of the needs assessment. The subgrantee's budget demonstrates how funds will be used to address the identified needs and to measure the project's success.

5. The subgrantee has reviewed the *Expected Sequence of Events—Critical Dates* section of the application and adheres to all deadlines contained therein, including submission of required evaluation reports.

6. The subgrantee conducts meaningful coordination and collaboration activities within the district(s) and community(ies) to be served by this grant.

7. The subgrantee uses the appropriate schedules for original and amended applications.

8. The subgrantee has no separate classrooms or schools for children and youth based solely on their housing status.

9. The subgrantee enrolls homeless students immediately and informs parents/youth about the right to remain in the school of origin.

10. The subgrantee has a dispute resolution process in place as required by the McKinney-Vento Act, including a process for notifying parents/youth in writing of all enrollment decisions regardless of the outcome.

11. The subgrantee collects all data as required by Region 10 and submits such data in an acceptable manner by the stated deadlines.

12. The subgrantee revises policies and procedures as necessary to comply with the McKinney-Vento Act and to ensure that the needs of students in homeless situations are properly addressed.

13. The subgrantee works with local housing providers to ensure that housing placements include educational considerations, and that such placements are in the best interest of students experiencing homelessness.

14. The subgrantee ensures that homeless students receive comparable services.

15. The subgrantee arranges transportation to and from the school of origin as stipulated in the McKinney-Vento Act.

16. The subgrantee maintains student records as stipulated in the McKinney-Vento Act.

17. The subgrantee enrolls homeless students in the free school meals programs immediately upon appropriate verification of the student's homeless status.

FISCAL REQUIREMENTS

18. A representative from the subgrantee's business office will attend the mandatory fiscal training session held at the fall training during the first year of the grant. During the subsequent two years of the grant, fiscal training will be held only for subgrantees that have had a change in personnel and need to train new business office personnel about TEXSHEP fiscal requirements.

19. The subgrantee has set aside Title I, Part A, funds as applicable, and includes the homeless liaison in the development of the process to distribute those funds.

20. Grant funds are supplemental and do not supplant funds from nonfederal sources.

21. The subgrantee maintains documentation to substantiate Maintenance of Effort.

22. The subgrantee has reviewed the *Expected Sequence of Events—Critical Dates* section of the application and will adhere to all deadlines contained therein.

23. At the submission of the first quarterly expenditure report, the subgrantee will submit a properly completed *Quarterly Expenditure Estimate Report*. A blank copy of the report is available on the THEO website, along with the instructions and a sample chart. This report will be updated and submitted throughout the year as needed.

24. The subgrantee provides quarterly and final expenditure reports on a properly completed and certified *Report of Project Expenditures and Cash Requirements*, provided by Region 10 and available on the THEO website. A properly completed and signed *Report of Project Expenditures and Cash Requirements* means the supplied form has been completed with the appropriate information, the report has been signed by the authorized representative in blue ink, and the original copy with the original signature has been provided. Quarterly reports are due to Region 10 within 30 days after the end of the first three quarterly periods. The final expenditure report is due within 60 days after the ending date of the grant. Reports are due as follows:

REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2009-2012
Year One: 2009-2010

	Year 1 (2009-2010)			Year 2 (2010-2011)			Year 3 (2011-2012)		
Event	Month	Date	Year	Month	Date	Year	Month	Date	Year
Projects begin	September	1	2009	September	1	2010	September	1	2011
1st Quarter Ends	November	30	2009	November	30	2010	November	30	2011
1st Quarterly Expenditure Report due	January	15	2010	January	14	2011	January	13	2012
Anticipated Annual Expenses Chart	January	15	2010	January	14	2011	January	13	2012
2nd Quarter Ends	February	28	2010	February	28	2011	February	28	2012
2nd Quarterly Expenditure Report due	March	31	2010	March	31	2011	March	30	2012
3rd Quarter Ends	May	31	2010	May	31	2011	31	31	2012
3rd Quarterly Expenditure Report due	June	30	2010	June	30	2011	June	30	2012
Project year ends	August	31	2010	August	31	2011	August	31	2012
Final Expenditure Report due to Region 10 ESC	October	15	2010	October	17	2011	October	15	2012
Revised Final Expenditure Report due to Region 10 ESC	October	29	2010	October	31	2011	October	29	2012
School Audit Report due to Region 10 ESC	Within 30 days of receiving school audit								

25. The subgrantee will receive final payment for any grant year from Region 10 only upon receipt of the *Report of Project Expenditures and Cash Requirements*, and all required programmatic reports/documents. Region 10 Education reserves the right to withhold the final payment pending receipt of the required reports.

    Expenditure Reports must be submitted to:

    McKinney-Vento Homeless Assistance Project
    Business Office – Region 10 Education Service Center
    400 East Spring Valley Road, P.O. Box 831300
    Richardson, TX 75083-1300

    The subgrantee must include a refund check for the correct amount payable to Region 10 if the final expenditure report shows a refund due. The subgrantee should write the NOGA ID/Project Number on the check.

26. The subgrantee submits, if necessary, a revised final expenditure to Region 10 within 15 days of the due date of the final expenditure report. Revised final expenditure reports received after that date, and that claim expenditures greater than the amount initially reported in the final report, will not be approved, processed, or paid by Region 10. There are absolutely **no exceptions** to this policy.

    Any revised Final Expenditure Reports claiming expenditures less than the amount initially reported in the final report must be submitted as soon as it is determined expenditures were less than the amount originally reported. Refunds are accepted at any time. A refund check must accompany the revised Final Expenditure Report.

27. The subgrantee requests cash as close as possible to the time of making disbursements. The subgrantee does not have more cash on hand than is necessary to meet three days' cash needs. Subgrantees are allowed to request only that amount that will be paid out within three business days once the payment is received from Region 10 Education Service Center. Cash management procedures will be monitored during on-site monitoring visits.

28. The subgrantee completes the scope of work described in the application at the contracted price and within the contract period.

29. The subgrantee is expected to fully expend all grant funds per program year. In any given program year, unspent grant funds may affect subsequent allocations, including those awarded for continuation grants. A subgrantee that is unable to expend the amount allocated may request a voluntary reduction in allocation.

30. A subgrantee may voluntarily reduce its TEXSHEP amount for a given year. This action will not affect funding for subsequent years. In order to make such a voluntary reduction, the subgrantee should contact THEO to explain the situation. Once THEO and the subgrantee have come to an agreement about the need for a voluntary reduction and the amount of the reduction, the subgrantee must complete an amendment to the subgrant (following the regular process for completing a subgrant amendment). The reduction will not be in effect until a new NOGA for the reduced amount has been issued. Once a new NOGA for a reduced amount is issued to a subgrantee in a given year, the reduced amount is final for the duration of that year. The subgrantee will not be able to increase its award back to its earlier level until the beginning of the subsequent program year.

31. The subgrantee maintains a financial management system that provides for accurate, current, and complete disclosure of the financial results of each grant project. The financial management system records adequately identify the source and application of funds and contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays (i.e., expenditures), income, and interest. Fiscal control and accounting procedures permit the tracing of funds to a level of expenditure adequate to establish that funds have been used in accordance with the approved grant application. The subgrantee maintains effective control over and accountability for all funds, property, and other assets. Public school districts, open-enrollment charter schools, and regional education service centers in Texas must comply with the accounting requirements in the Financial Accounting and Reporting module of the *Financial Accountability System Resource Guide*, Texas Education Agency.

32. Obligations that are liquidated and recognized as expenditures must meet the allowable cost principles in OMB Circular A-87 (as applicable) and program rules, regulations, and guidelines contained elsewhere.

33. The subgrantee submits the required annual audit report to the Region 10 Business Office in the time and manner requested by Region 10. Audit reports must be submitted to the Region 10 Business Office within 30 days of receipt of the report from the auditor. Failure to submit a copy of the audit to Region 10 ESC could result in a reduction of funds paid to the subgrantee and/or a refund to Region 10 ESC.

34. The subgrantee submits amendments only when necessary, uses the appropriate forms provided in the RFA, and adheres to the deadlines stated pertaining to submission of amendments.

35. The subgrantee does not use Title I funds to provide transportation to and from the school of origin.

36. Title I, Part A may pay for the homeless liaison's salary, but the liaison must also perform additional Title I responsibilities other than arranging for Title I service to homeless students. Otherwise, there is a supplant issue since the liaison is required under McKinney-Vento, not Title I. If the liaison has no other federal program responsibilities other than services to homeless students, the LEA must pay the liaison out of McKinney-Vento, state, or local funds.

37. The subgrantee's business office works with the homeless liaison and other project staff to ensure that project staff adheres to all fiscal requirements of this grant. At least one representative from the business office will attend the required fiscal training session held at the fall training during the first year of the grant. During the subsequent two years of the grant, fiscal training will be held only for subgrantees that have had a change in personnel and need to train new business office personnel about TEXSHEP fiscal requirements.

38. The subgrantee has included sufficient funds for at least one person affiliated with the management of this grant to attend the required fall and spring trainings and for at least one person from the business office to attend the required fiscal training session held at the fall training during the first year of the grant.

39. All materials, conceptions, and products created or conceived by subgrantee, its employees, agents, consultants or subcontractors arising out of this grant shall be the sole property of Region 10 ESC. Region 10 ESC and/or the Federal government shall hold the copyright and trademark to all materials, conceptions, and products, created or conceived under this grant. The subgrantee shall so bind all concerned through written agreements with subcontractors/consultants.

40. The subgrantee must ensure that no grant funds will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization [General Education Provisions Act, section 1232e(b)(9)]. Funds used for technology-related purposes may be used only to purchase specific products or services that become the property of the applicant and the Region 10 ESC.

41. Under no circumstances will subgrantees be reimbursed for more than the total amount specified on the *TEXSHEP Notice of Grant Award* (NOGA).

<u>For home-rule and charter schools only</u>

42. **Home-rule and open-enrollment charter schools** must have submitted to the TEA Division of School Audits the required annual audit report for the immediate prior fiscal year. The annual audit must be determined by TEA to be in compliance with the applicable audit standards for the charter school to be eligible to receive a NOGA, an approved grant application, and subsequent funding.

43. **Home-rule and open-enrollment charter schools** must have a fully approved (i.e., not provisional) Certification of Financial Accounting System from the TEA Division of School Financial Audits to be eligible to receive a NOGA, an approved grant application, and subsequent funding.

44. **Home-rule and open-enrollment charter schools** must also submit <u>current</u> proof of nonprofit status. An applicant may show current nonprofit status by any of the following means:

    a. A copy of a letter from the Internal Revenue Service recognizing that contributions to the organization are tax deductible under Section 501(c)(3) of the Internal Revenue Code;
    b. A statement from a state taxing body or the state attorney general certifying that the organization is a nonprofit organization operating within the state and that no part of its net earnings may lawfully benefit any private shareholder or individual;
    c. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
    d. Any item described above if that item applies to a state or national parent organization, together with a statement by the parent organization that it is a local nonprofit affiliate.