

Part III: Schedules

The following pages comprise the program schedules that the applicant must complete for each grant year and amendment. The schedules required for the entire, three year TEXSHEP grant program can be found in this section. 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, you do not have to 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—#6G and #7—#7G*.

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

**REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

County-District No.:	ESC Region No.:	Project No./NOGA ID No.:
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SCHEDULE #1: General Information

Program Authority: Public Law 107-110 McKinney-Vento Homeless Education Assistance Improvements Act of 2001
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Project Dates (select one): <input type="checkbox"/> Year One: 9/1/2006 through 8/31/2007 <input type="checkbox"/> Year Two: 9/1/2007 through 8/31/2008 <input type="checkbox"/> Year Three: 9/1/2008 through 8/31/2009	Purpose of Application: <input type="checkbox"/> Application <input type="checkbox"/> Amendment Number: _____
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Applicant Name:		County-District Number:
Mailing Address:		
City:		Zip:
Contact Person:		
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>			
Typed Name of Authorized Official	Telephone Number	Date Signed	Signature of Authorized Official (blue ink)
Typed Title of Authorized Official			

For Office Use Only. Changes/notes made on this application have been confirmed with: _____ by email/FAX/telephone on: _____ by: _____
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REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009

County-District No.:	Check Applicable Year: Year 1 (2006-2007) _____ Year 2 (2007-2008) _____ Year 3 (2008-2009) _____
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SCHEDULE #2: Index to Application

Do Not Submit with Amendments

This index page must be included with the application submitted for Years 1, 2, and 3 of this application. For amendments, use *Schedule#4—Index to Amendments*. An “X” in one of the *Year* columns indicates that the schedule must be submitted with the initial application for that specific year (1, 2, or 3); the inclusion of all other schedules is dependent upon the project design. Only those optional schedules related to project elements should be submitted.

Schedule No.	Schedule Name	Schedules with "X" must be submitted		
		Year 1 (2006-2007)	Year 2 (2007-2008)	Year 3 (2008-2009)
1	General Information	X	X	X
2	Index to Application	X	X	X
3	Statement of Intent to Extend Activities (Must be submitted in years 2 & 3 only.)	N/A	X	X
6	Project Abstract	X		
6A	Capacity to Implement the Project	X		
6B	Project Justification	X		
6C	Project Description	X		
6D	Collaboration/Coordination	X		
6E	Title I Services for Children and Youth in Homeless Situations	X	X	X
6F	Data Collection	X		
6G	Project Evaluation Design	X		
7	Funding Table (Must be submitted with the year 1 original application only.)	X	N/A	N/A
7A	Budget Summary	X	X	X
7B	Payroll Costs 6100			
7C	Professional and Contracted Services 6200			
7D	Supplies and Materials 6300			
7E	Other Operating Costs 6400			
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	X		
10	Debarment and Suspension Certification	X		
11	Lobbying Certification	X		
12	Disclosure of Lobbying Activities	X		
The following schedule must be submitted with the Year 1 original application only. The authorized signature on <i>Schedule #1—General Information</i>, certifies that the applicant agrees to adhere to all provisions set forth in Schedule 13 through the duration of the three-year grant program.				
13	Grant Requirements (Must be submitted with the year original application only.)	X (Year 1 Only)	N/A	N/A
*The following two schedules need not be submitted with the application; however, the authorized signature on <i>Schedule #1</i> certifies that the applicant has read all provisions and assurances and all special provisions and assurances that apply to this application and agrees to those provisions and assurances as set forth on Schedules 14 and 14A, which are posted on the THEO website at http://www.utdanacenter.org/theo.				
14	Provisions and Assurances (Do not submit this schedule.)	*	*	*
14A	Special Provisions and Assurances (Do not submit this schedule.)	*	*	*

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County-District No.:	Check Applicable Year: Year 2 (2007-2008) _____ Year 3 (2008-2009) _____
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SCHEDULE #3: Statement of Intent to Extend Activities

This schedule is only to be submitted by subgrantees in Years Two (2007-2008) and Three (2008-2009).

CONTINUATION FUNDING: School Years 2007-2008 and 2008-2009

Any schedule listed below must be submitted with the continuation application if the subgrantee is proposing any changes from last year's implementation of the schedule. If there are no changes to the schedule, the subgrantee will extend the timeline for the schedule to August 31 of the applicable school year by marking the appropriate box next to that schedule.

If the subgrantee is extending the schedule, mark the box in the Extend column to indicate this is an extended activity. Do not include the schedule in the application.

If the subgrantee is proposing changes to the schedule, mark the box in the Change column to indicate that some or all of the activities on this schedule will change. The corresponding schedule must be included in the application and it must include the proposed changes.

For each schedule listed, the applicant should mark the appropriate box in the Extend, Change, or N/A (Not Applicable) column.

Extend	Change	N/A	Schedules
			Schedule #6 – Project Abstract
			Schedule #6A – Capacity to Implement the Project
			Schedule #6B – Project Justification
			Schedule #6C – Project Description
			Schedule #6D – Collaboration/Coordination
			Schedule #6F – Data Collection
			Schedule #6G – Project Evaluation Design
			Schedule #8 – Certification for Shared Services Arrangements
			Schedule #9 – Equitable Access and Participation
			Schedule #10 – Debarment and Suspension Certification
			Schedule #11 – Lobbying Certification
			Schedule #12 – Disclosure of Lobbying Activities

The signing of *Schedule #1 - General Information* by applicant indicates the applicant will continue all or change activities on schedules as noted above through the given school year, unless amended.

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County-District No.:	Check Applicable Year: 2006-2007 (Year 1) _____ 2007-2008 (Year 2) _____ 2008-2009 (Year 3) _____	Amendment No.:
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SCHEDULE #4: Index to Amendments

Submit this Schedule with Amendments Only

This index page must be included with all amendments submitted for any year of this application. An "X" in the third column indicates that the schedule must be submitted with all amendments; the inclusion of all other schedules is dependent upon the project design. Only those optional schedules that are different from the previously submitted version should be submitted. Put an "X" in the column for each additional schedule submitted in addition to the required schedules.

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
6	Project Abstract	
6A	Capacity to Implement the Project	
6B	Project Justification	
6C	Project Description	
6D	Collaboration/Coordination	
6E	Title I Services for Children and Youth in Homeless Situations	
6F	Data Collection	
6G	Project Evaluation Design	
7A	Budget Summary	X
7B	Payroll Costs 6100	
7C	Professional and Contracted Services 6200	
7D	Supplies and Materials 6300	
7E	Other Operating Costs 6400	
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	Debarment and Suspension Certification	
11	Lobbying Certification	
12	Disclosure of Lobbying Activities	

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County-District No.:	Check Applicable Year: 2006-2007 (Year 1) _____ 2007-2008 (Year 2) _____ 2008-2009 (Year 3) _____	Amendment No.:
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SCHEDULE #5: Purpose of Amendment

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 dollar amount	For grants greater than \$25,000, but less than or equal to \$200,000	For grants greater than \$200,000
<input type="checkbox"/> 1. Addition of a class/object code not previously budgeted on <i>Budget Summary</i> . <input type="checkbox"/> 2. Addition of a new line item on a supporting budget schedule. <input type="checkbox"/> 3. Change in the number of positions budgeted on <i>Payroll Costs</i> schedule. <input type="checkbox"/> 4. Addition of a new item, change in use/purpose, or increase in quantity by more than 20 percent of computer hardware/equipment approved on <i>Supplies and Materials</i> schedule. <input type="checkbox"/> 5. Addition of a new item or increase in quantity of capital outlay item(s) ≥ \$5,000 approved on <i>Capital Outlay</i> schedule line 01. <input type="checkbox"/> 6. Addition of a new item, change in use/purpose, or increase in quantity by more than 20 percent of capital outlay items < \$5,000 approved on <i>Capital Outlay</i> schedule line 02. <input type="checkbox"/> 7. Reduction of funds allotted for training costs. <input type="checkbox"/> 8. Change in adaptation of space costs. <input type="checkbox"/> 9. Additional funds allocated. <input type="checkbox"/> 10. Change in scope or objectives (regardless of whether there is an associated budget revision requiring prior approval).	<input type="checkbox"/> 1. Increase in amount budgeted for payroll by more than 25% of amount previously approved. <input type="checkbox"/> 2. Increase amount for capital outlay by more than 25% of amount previously approved.	<input type="checkbox"/> 1. Increase the amount budgeted for payroll by more than 10% of amount previously approved. <input type="checkbox"/> 2. Increase amount for capital outlay by more than 10% of amount previously approved.

NOTES:

- 1) For an amendment, also complete and submit a revised *Schedule #7A—Budget Summary* even if there are no budgetary changes. Complete and submit a signed *Schedule #1* and any supporting budget schedules where there are changes. Complete and submit *Schedule #4* with all amendments.
- 2) Please include a brief written statement describing the changes this amendment is intended to make and place it directly behind this schedule.
- 3) The last day to submit an amendment is 30 days prior to the ending date of the grant.
- 4) 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 #6: Project Abstract

Limit three pages. No limit on attachments.

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SCHEDULE #6A: Capacity to Implement the Project

Provide responses to questions A, B, and C1-6 below. Failure to address all questions will result in a loss of points or possible disqualification for funding.

A. 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: _____

IMPORTANT NOTE: 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.

B. Background and Qualifications

C. 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 policies and procedures the applicant has implemented in the district(s) to be served:

1. to 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)]
2. to 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)]
3. to 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)]

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4. to 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)]
5. to resolve enrollment disputes. Be sure to 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)]
6. that address any other issues affecting homeless children and youth, including the use of Title I funds to serve homeless students.

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SCHEDULE #6B: Project Justification

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 Identification Process
2. List Challenges/Needs
3. Prioritize Needs
4. Justify Needs Selected

B. Description of District(s) to be Served

C. Homeless Student Identification and Demographics

1. Student Identification Process
2. Demographics

a. Estimated Number Of Homeless Students by

Living Situation:	Total:	Ethnicity:	Total:
i. In Shelters		i. American Indian or Alaskan Native:	
ii. In Motels		ii. Asian or Pacific Islander	
iii. Doubled-Up		iii. Black, not of Hispanic Origin	
iv. On Streets		iv. Hispanic	
v. Other		v. White, not of Hispanic Origin	
Total (i+ii+iii+iv+v)		Total (i+ii+iii+iv+v)	

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b. Estimated Number of Students to Be Served

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
Pre-Kindergarten			
Kindergarten			
1			
2			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total students receiving direct services from MV subgrant			

c. Projected Number Of School & Community Participants

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

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SCHEDULE #6C: Project Description

1. Need(s), Objective(s), Activities, Timeframe(s), Anticipated Successful Results (Outcomes)

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SCHEDULE #6D: Collaboration/Coordination

Summary of All Collaborative Agreements

Collaborators (List names only)	Objectives(s) or Schedule(s) that Describe Partnership(s) (more than one may be noted) Include page numbers where references to collaboration activities can be found.

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SCHEDULE #6E: Title I Services for Children and Youth in Homeless Situations

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.

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

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SCHEDULE #6F: Data Collection

1. Homeless Indicator Data Element For All Students
2. Four Data Elements Required for Students that Receive Direct Student Services
3. Reporting Requirements

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County-District No.:	Check Applicable Year: 2006-2007 (Year 1) _____ 2007-2008 (Year 2) _____ 2008-2009 (Year 3) _____	Amendment No.:
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SCHEDULE #6G: Project Evaluation Design

1. Evaluation Design
 - a. Describe the criteria to be used to evaluate the success of each objective:
 - b. Describe the measures to be used for each criterion listed above:

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 Narrative Report for Years One and Two of the Grant Cycle
 - c. Three-Year Grant Cycle Summary Narrative Report

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County-District No.:

SCHEDULE #7: Funding Table

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

Single LEA applicants must complete the Single LEA Funding Table.

Multiple LEA applicants must complete the Multiple LEA Funding Table.

In order to complete the appropriate table correctly, read the instructions and complete the appropriate calculation worksheet. Once you complete the appropriate worksheet, you can transfer the information from the appropriate worksheet to the appropriate table below. **Do not attempt to complete the funding table before reading the instructions and completing the appropriate worksheet on pages I-49—I-58.**

Data submitted on this table 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.

Single LEA Funding Table

1. Total student enrollment of LEA	
2. Percent of students that are economically disadvantaged	
3. The maximum amount for which this applicant is eligible to apply	
4. The total amount requested in this RFA	

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Multiple LEA Funding Table

1. Number of participating LEAs		
2. Total student enrollment of all participating LEAs		
3. For each participating LEA, the percentage of students that are economically disadvantaged	LEAs	% students economically disadvantaged
4. The number of participating LEAs with more than 65% of students economically disadvantaged		
5. Percentage of all participating LEAs that are economically disadvantaged at a rate of 65% or greater		
6. The maximum amount for which this applicant is eligible to apply		
7. The total amount requested in this RFA		

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County-District No.:	Check Applicable Year: 2006-2007 (Year 1) _____ 2007-2008 (Year 2) _____ 2008-2009 (Year 3) _____	Amendment No.:
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SCHEDULE #7A: Budget Summary

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: 09/01/2006 through 08/31/2009

Line No.	Class/Object Description	Schedule Number	C/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	\$
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⁽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>.

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SCHEDULE #7B: Payroll Costs 6100

Line No.	Description of Payroll Costs (Include gross salaries, wages, and benefits)	Related Objective(s)/ Schedules	Number of Positions	Total Payroll Costs
01				
02				
03				
04				
05				
06				
07	SUBTOTAL			\$
08	<u>Substitutes</u> for Public School Personnel (6112) (Explain purpose:)			\$
09	<u>Extra-Duty Pay/Beyond Normal Work Hours</u> (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.

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SCHEDULE #7C: Professional and Contracted Services 6200

Line No.	Description of Expense Items	Related Objective(s)	(\$) AMOUNTS
01	<u>Contracted Services provided by ESC (6230)</u> (Specify <u>type(s)</u> of services):		
02	<p><u>Professional/Consulting Services (6210)</u>: (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.)</p> <p>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.</p> <p>(For each consultant/contractor receiving more than \$10,000, attach a budget by cost category and line item to this schedule.)</p>		(Enter the total amount for professional/ consulting services.)
03	<u>Contracted maintenance and repair</u> of equipment purchased with grant funds (6240)		
04	<u>Utilities (6250)</u> , 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	<u>Rental or lease of equipment or building space (6260)</u> (specify type and purpose):		
06	<u>Audit fees/expenses</u> (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	<u>Tuition Services (6220)</u> (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.

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SCHEDULE #7D: Supplies and Materials 6300

Line No.	Description of Expense Items	Related Objective(s)	(\$) AMOUNTS
01	<u>General supplies and materials (6390)</u> , including consumable teaching and office supplies; workbooks; audio-visual aids, such as DVDs, video tapes, computer software; and supplies for technology.		
02	<u>Textbooks and other reading materials (6320)</u> (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 <u>organization</u> and not in the name of an individual.)		
03	<u>Testing materials (6330)</u> (does not include scoring of tests)		
04	<u>Computer hardware (not capitalized)</u> (<u>List</u> hardware requested and the <u>estimated</u> quantity for each. 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 increases by more than 20 percent, or if a new item is requested.)		
05	<u>Other equipment not capitalized</u> (<u>List</u> equipment requested and the <u>estimated</u> 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.)		
06	<u>Supplies/materials for maintenance and/or operations (6310)</u> , including gasoline/fuel for transportation, janitorial supplies, building maintenance supplies, and supplies for upkeep of equipment.		
07			
08			
09	TOTAL COSTS (add lines 01 through 08)		\$

All costs include shipping and handling costs.

**REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

County-District No.:	Check Applicable Year: 2006-2007 (Year 1) _____ 2007-2008 (Year 2) _____ 2008-2009 (Year 3) _____	Amendment No.:
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SCHEDULE #7E: Other Operating Costs 6400

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. <u>Travel Costs for Employees, Students, and Non-Employees (6410), including:</u> a. <u>In-State Travel</u> b. <u>Out-of-State Travel</u> c. <u>Conference/Workshop/Seminar Registration Fees.</u>		(Enter the <u>total</u> amount requested for travel. Do not split out the costs among sub-items.)
02	<u>Membership Dues (6499)</u> in Professional Organizations (membership must be in the name of the subgrantee organization and not in the name of an individual).		
03	<u>Awards/Incentives for Participation (6499)</u> (nominal in cost). <u>Identify types of awards/incentives to be provided:</u>		
04	<u>Insurance (6420)</u> . <u>Identify purpose:</u>		
05			
06			
07	<u>Transportation</u> . <u>Explain purpose:</u>		
08	<u>Food and Beverage Costs</u> (not provided by the district food service program) (6499). Refer to instructions for allowable food costs. <u>Explain purpose:</u>		
09	<u>Stipends to Non-employees (6413)</u> . <u>Explain purpose:</u>		
10	TOTAL COSTS (add lines 01 through 09)		\$

**REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

County-District No.:	Check Applicable Year: 2006-2007 (Year 1) _____ 2007-2008 (Year 2) _____ 2008-2009 (Year 3) _____	Amendment No.:
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SCHEDULE #7F: *Capital Outlay 6600 (Exclusive of 6619 and 6629)

***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.**

Line No.	Description of Expense Items	Related Objective(s)	Quantity	(\$) Amounts
01	<p><u>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).</u> Do not list <u>brand</u> names. Use <u>generic</u> descriptions. Enter the cost of <u>each</u> item. Explain the use/purpose of <u>each</u> 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.</p>			
02	<p><u>List Fixed Assets - District Defined costing less than \$5,000</u> that must be capitalized according to district policy <u>and</u> that have a useful life of more than one year (6640). For each <u>type</u> of item requested, enter the <u>estimated</u> quantity and explain the use/purpose of the item in accomplishing the objectives of the project. It is not necessary to include the <u>cost</u> of <u>individual items</u>. 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.</p>		Estimated Quantity	(Enter the <u>total</u> 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.

**REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

County-District No.:	Check Applicable Year: 2006-2007 (Year 1) _____ 2007-2008 (Year 2) _____ 2008-2009 (Year 3) _____	Amendment No.:
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SCHEDULE #7G: Adaptation of Space 6629

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.

REGION 10 EDUCATION SERVICE CENTER
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009

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.