

**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 #8: Certification for Shared Services Arrangements

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 #10 through #14A as applicable.**

L i n e #	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				\$

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SCHEDULE #9: Equitable Access and Participation (Required for Programs funded by the U.S. Department of Education)

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:

- | | |
|--|---|
| <ul style="list-style-type: none"> a. <input type="checkbox"/> Gender-specific bias b. <input type="checkbox"/> Gang-related activities c. <input type="checkbox"/> Drug-related activities d. <input type="checkbox"/> Visual impairments e. <input type="checkbox"/> Hearing impairments f. <input type="checkbox"/> Learning disabilities g. <input type="checkbox"/> Lack of transportation to program activities h. <input type="checkbox"/> Lack of knowledge regarding program benefits | <ul style="list-style-type: none"> i. <input type="checkbox"/> High mobility rates j. <input type="checkbox"/> Absenteeism/truancy k. <input type="checkbox"/> Lack of support from parents l. <input type="checkbox"/> Inaccessible physical structures m. <input type="checkbox"/> Shortage of qualified personnel n. <input type="checkbox"/> Cultural, linguistic, or economic diversity o. <input type="checkbox"/> Other physical disabilities/constraints_____ p. <input type="checkbox"/> 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, briefly 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.)

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SCHEDULE #10: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.11.

1. By signing *SAS Schedule #1* and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by signature on *SAS Schedule #1* and by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

As amended by the Texas Education Agency (04/02)

The signing of *Schedule #1--General Information* by applicant indicates acceptance of all requirements described on this schedule.

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SCHEDULE #11: Lobbying Certification

Section 1352, Title 31, of the United States Code, and is a prerequisite for making or entering into a subgrant or subcontract over \$100,000 with any organization. (Read instructions for this schedule for further information.)

The applicant certifies by signature on *Schedule #1—General Information*, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (See **Schedule #12—Disclosure of Lobbying Activities**.)
- (3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact on which the U. S. Department of Education and the Texas Education Agency relied when they made or entered into this grant or contract. Any organization that fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Dept. of Education form #ED 80-0008

11/89

As amended by the Texas Education Agency

03/90

The signing of *Schedule #1--General Information* by applicant indicates acceptance of all requirements described on this schedule.

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SCHEDULE #12: Disclosure Lobbying Certification

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 <input type="checkbox"/> a. Contract <input type="checkbox"/> b. Grant	2. Status of Federal Action: <input type="checkbox"/> a. Bid/Offer/Application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. Post-award	3. Report Type: <input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. Material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> 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 <i>(if individual, last name, first name, MI):</i>	10. b. Individuals Performing Services <i>(including address if different from No. 10a; last name, first name, MI):</i>	
<i>(attach Continuation Sheet(s), if necessary)</i>		
[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

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SCHEDULE #13: Grant Requirements

Submit with Year 1 Application Only

This schedule summarizes the major program and fiscal requirements of this grant. Applicants should consult *Schedules 14* and *14A* 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. The subgrantee has appointed a homeless liaison and the liaison is registered in THEO's online database.
2. The project primarily serves students in homeless situations and incidentally serves other at-risk students.
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.

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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

1. 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.
2. Grant funds are supplemental and do not supplant funds from nonfederal sources.
3. The subgrantee maintains documentation to substantiate Maintenance of Effort.
4. The subgrantee has reviewed the Expected Sequence of Events—Critical Dates section of the application and will adhere to all deadlines contained therein.
5. 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. 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 45 days after the ending date of the grant. Reports as follows:

Event	Year 1 (2006-2007)			Year 2 (2007-2008)			Year 3 (2008-2009)		
	Month	Date	Year	Month	Date	Year	Month	Date	Year
Projects begin	September	1	2006	September	1	2007	September	1	2008
1 st Quarter Ends	November	30	2006	November	30	2007	November	30	2008
1 st Quarterly Expenditure Report due	January	2	2007	January	2	2008	January	5	2009
2 nd Quarter Ends	February	28	2007	February	29	2008	February	28	2009
2 nd Quarterly Expenditure Report due	March	30	2007	March	31	2008	March	31	2009
3 rd Quarter Ends	May	31	2007	May	31	2008	May	31	2009
3 rd Quarterly Expenditure Report due	June	29	2007	June	30	2008	June	30	2009
Project year ends	August	31	2007	August	31	2008	August	31	2009
Final Expenditure Report due to Region 10 ESC	October	15	2007	October	15	2008	October	15	2009
School Audit Report due to Region 10 ESC	Within 30 days of receiving school audit								

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6. 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.

7. 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.

8. 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.
9. The subgrantee completes the scope of work described in the application at the contracted price and within the contract period.
10. 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.
11. 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.

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12. 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.
13. The subgrantee does not use Title I funds to provide transportation to and from the school of origin.
14. The subgrantee's business office works with the homeless liaison and other project staff to ensure that project staff adhere to all fiscal requirements of this grant.
15. 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.
16. 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.
17. 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.
18. Under no circumstances will subgrantees be reimbursed for more than the total amount specified on the TEXSHEP NOGA.

For home-rule and charter schools only

19. **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 Notice of Grant Award (NOGA), an approved grant application, and subsequent funding.
20. **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.
21. **Home-rule and open enrollment charter schools** must also submit current 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.