



# “10 in 10” Orientation Tutorial for New State Coordinators

## Module 6: Subgrants



*10 10-Minute Modules to Orient You to Your New Position*



# About the “10 in 10” Module Series



NCHE’s “10 in10” module series for new State Coordinators for homeless education

- ❑ Provides 10 short modules that cover essential topics to orient you to your new position;
- ❑ Is based on information in NCHE’s more comprehensive *State Coordinators’ Handbook* available for download at [http://center.serve.org/nche/pr/sc\\_hb\\_2010.php](http://center.serve.org/nche/pr/sc_hb_2010.php);
- ❑ Includes links to additional resources; and
- ❑ Includes Questions to Consider and a Wrap Up to reinforce key points and help you develop your work plan.



## Module 6: Overview



New State Coordinators will learn about

- ❑ What percentage of a state's McKinney-Vento allocation must be awarded in subgrants,
- ❑ The purpose of McKinney-Vento subgrants to LEAs,
- ❑ What subgrant applications must include,
- ❑ State Coordinator responsibilities for overseeing subgrants, and
- ❑ Allowable expenditures of LEA subgrant funds.



# Overview of Subgrants



- ❑ At least 75% of the state's annual McKinney-Vento allocation must be awarded in subgrants. (Minimally funded states must award 50% of the annual allocation.)
- ❑ The competitive process may be conducted annually or in a two- or a three-year cycle.
- ❑ The state awards funds to subgrantees annually during the cycle.
- ❑ Subgrants are competitive and awarded on the basis of
  - Need, and
  - Quality of the application.



# Purpose of the Subgrants



- ❑ The state educational agency (SEA) will make subgrants to local educational agencies (LEAs) for the purpose of facilitating the enrollment, attendance, and success in school of homeless children and youths.

[42 USC § 11433(a)(1)]

- ❑ Subgrants are designed to improve upon educational services that an LEA provides to all students. [42 USC § 11433(a)(2)(A)(iii)]



# LEA Subgrant Applications Must Include



- ❑ An assessment of educational needs of homeless children and youth;
- ❑ A description of services and programs;
- ❑ Assurance that the LEA's combined fiscal effort per student, or aggregate expenditure of the LEA and state with respect to the provision of free public education by the LEA for the fiscal year preceding the subgrant year was not less than 90% combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination was made (maintenance of effort);



# LEA Subgrant Applications Must Include



- ❑ Assurance that the applicant complies with, or will use the requested funds to comply with, the McKinney-Vento Act; and
- ❑ A description of policies and procedures to ensure that activities will not isolate or stigmatize homeless children and youth.



# LEA Subgrant Applications are Recommended to Include



- ❑ Data on homeless children youth;
- ❑ Needs assessment data;
- ❑ A description of how the proposed use of funds will address the enrollment, retention, and educational success of homeless children and youth;
- ❑ A description of coordination with other programs and agencies, especially Title I, Part A; and
- ❑ An evaluation plan.



# SEA Policies on Grants



It is important to be familiar with your SEA's policies on

- ❑ Grant competitions,
- ❑ Reviewing grants,
- ❑ Getting approval for awards, and
- ❑ Budgeting processes.



# Questions to Consider



1. To what extent does your state's LEA subgrant application include the required and recommended elements?
2. What SEA policies must be taken into consideration as you plan the competition and award process?



# Regional Subgrants



- ❑ Some states award subgrants to regional entities, such as educational service centers or consortia of LEAs.
- ❑ Benefits of the regional subgrant model may include
  - Small LEAs can receive subgrant funds,
  - Administrative costs can be centralized and more efficient, and
  - Greater collaboration occurs among LEAs.

For more information on the regional approach to subgrants, see Section I of the *State Coordinators' Handbook*:

[http://center.serve.org/nche/pr/sc\\_hb\\_2010.php](http://center.serve.org/nche/pr/sc_hb_2010.php).



# State Coordinator Responsibilities for Overseeing Subgrants



- ❑ Conducting the subgrant process
- ❑ Disbursing funds on an annual basis to subgrantees
- ❑ Ensuring that LEAs are using subgrant funds for allowable expenditures
  - Providing training and technical assistance on allowable uses of funds
  - Reviewing expenditures of each subgrantee on a regular basis
  - Approving budget amendments for subgrantees who wish to alter their spending plan
- ❑ Monitoring subgrantees at least once during each subgrant cycle



# Allowable Expenditures



1. Supplemental educational services, such as tutoring and academic enrichment
2. Expedited evaluations for educational services
3. Professional development activities for educators and others working with homeless students
4. Health referrals
5. Defraying the excess cost of transportation to and from the school of origin
6. The provision of early childhood education programs for preschool-aged homeless children



# Allowable Expenditures



7. Services to retain unaccompanied youths in public school programs
8. Before- and after-school, mentoring, and summer programs with an educational component
9. The payment of fees and costs associated with tracking, obtaining, and transferring records
10. Education and training for parents of homeless children and youth about rights and resources
11. The development of coordination between schools and agencies providing services
12. The provision of pupil services (including violence prevention counseling) and referrals for such services



# Allowable Expenditures



13. Activities to address needs that may arise from domestic violence
14. The adaptation of space and purchase of supplies for non-school facilities to provide services listed above
15. The provision of school supplies, including those to be distributed at shelters or other appropriate locations
16. Other extraordinary or emergency assistance needed to enable homeless students to attend school [42 U.S.C. § 11433(d)]



## Wrap Up



Upon completing Module 6, new State Coordinators should be able to answer the following questions:

1. What is the purpose of McKinney-Vento subgrants to LEAs?
2. What percentage of the annual state McKinney-Vento allocation should be awarded in subgrants to LEAs?
3. How often should the competitive subgrant process occur?
4. What should the application include?
5. What is the State Coordinator's role in overseeing subgrant implementation in LEAs?
6. What are allowable expenses for subgrants?