

**McKinney-Vento Homeless Education
Education for Homeless Children and Youth Program**

Federal Program Title/Project Name	Mc-Kinney Vento
School District/Corporation Name	
Liaison Name	
Liaison Phone & Email	
Date	

Instructions:

1. **Gather data for review. (Pg-4 List of Monitoring Documents needed from McKinney- Vento Liaison)**
2. **Current Status – Strategies in Place and Current Status – Challenges and Needs. (Pg-2 & 3)**
3. **Develop long-term goals: if this support area were fully addressed, what would it look like? (Pg-2&3)**
4. **Set goals, as needed, to be accomplished over the next year. (Pg-2&3)**
5. **Develop indicators or measures of success for each of the goals: if this goal were accomplished, what data or evidence would you review and what level of accomplishment would you expect to indicate the goal was successfully achieved? (Pg-2&3)**

NOTE:

- Pages 2 & 3 will need to complete by McKinney-Vento Liaison.
- Pages 4-6 will be completed by Monitoring Agent.

Plan for Supporting and Monitoring LEAs – Needs Assessment and Goal Setting

LEA Support Action Area: Communication with Local Liaisons	
Current Status – Strategies in Place	Current Status – Challenges and Needs
Long-term Goals:	
Next Year's Goals	<i>Indicators or Measures of Success for Next Year's Goals</i>

LEA Support Action Area: Annual Training for Local Liaisons	
Current Status – Strategies in Place	Current Status – Challenges and Needs
Long-term Goals:	
Next Year's Goals	<i>Indicators or Measures of Success for Next Year's Goals</i>

LEA Support Action Area: Support for New Local Liaisons	
Current Status – Strategies in Place	Current Status – Challenges and Needs
Long-term Goals:	
Next Year's Goals	<i>Indicators or Measures of Success for Next Year's Goals</i>

LEA Support Action Area: Training and Technical Assistance Surrounding Specific LEA Needs or Areas of Non-compliance	
Current Status – Strategies in Place	Current Status – Challenges and Needs
Long-term Goals:	
Next Year's Goals	<i>Indicators or Measures of Success for Next Year's Goals</i>

LEA Support Action Area: Monitoring LEAs	
Current Status – Strategies in Place	Current Status – Challenges and Needs

Long-term Goals:	
Next Year's Goals	<i>Indicators or Measures of Success for Next Year's Goals</i>

LEA Support Action Area: Managing and Overseeing the Subgrant Process	
Current Status – Strategies in Place	Current Status – Challenges and Needs
Long-term Goals:	
Next Year's Goals	<i>Indicators or Measures of Success for Next Year's Goals</i>

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.”

Liaison Signature:

Date:

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McKinney-Vento Homeless Education Grant

Monitoring Documents Required

Description of Documents	YES	NO
Fact Sheet of McKinney-Vento Grant	<input type="checkbox"/>	<input type="checkbox"/>
Homeless Student Summary Report for previous year	<input type="checkbox"/>	<input type="checkbox"/>
Refugee Student Record	<input type="checkbox"/>	<input type="checkbox"/>
Shelter Signage	<input type="checkbox"/>	<input type="checkbox"/>
Uniform Vouchers	<input type="checkbox"/>	<input type="checkbox"/>
PARS's Sheet (Liaison hours sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Yearly Bus Passes (Social Workers-Student Service)	<input type="checkbox"/>	<input type="checkbox"/>
Current Grant Document	<input type="checkbox"/>	<input type="checkbox"/>
NAEHCY Conference Agenda & Attendance documentation	<input type="checkbox"/>	<input type="checkbox"/>
NCHE Professional Development Webinar Records	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development Training Log/Presentation/Attendance Log	<input type="checkbox"/>	<input type="checkbox"/>
McKinney-Vento Website/Webpage	<input type="checkbox"/>	<input type="checkbox"/>
Provide Process of Grant Implementation	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Plan for current Year	<input type="checkbox"/>	<input type="checkbox"/>
Expenses for Projected Activities for Current Year	<input type="checkbox"/>	<input type="checkbox"/>

General Grant Administration

Description	Yes	No	N/A
1. Does the grantee ensure progress reports are submitted timely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the grantee ensure expenditure reports are submitted timely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the grantee ensure that the Special Conditions associated with the grant have been met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the grantee ensure that signature samples of new officials are provided to IDOE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the grantee's financial transactions processes efficient? (i.e. Reimbursement, Request for Budget Change...etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <i>For non-profit organizations:</i> Have funds been secured with a current fidelity bond?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the grantee ensure financial reporting is accurate, current, and ensures complete disclosure of financial results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do accounting records:			

a) Identify the source and application of funds, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Include support documentation, such as canceled checks, paid bills, payrolls, and time/attendance records, contract and grant award documents, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the grantee maintain effective internal control and accountability for all grant cash, property, and other assets, ensuring it is used solely for authorized purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do actual expenditures or outlays reconcile with budgeted amounts for each grant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personnel

Description	Yes	No	N/A
1. Do timesheets for grant-funded personnel and volunteers used as match,			
a) Denote a brief description of the daily activities performed and all hours worked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Indicate they were prepared at least monthly and coincide with one or more pay periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Contain the signatures of the employee/volunteer and the supervisor of the employee/volunteer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do timesheets for positions partially funded by the grant clearly and accurately differentiate between time spent on McKinney-Vento grant activities and time spent on other activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do employees who work solely on one fund source (100%) have their activity certified semi-annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the grantee maintain personnel records for both current and past grant personnel, employed during the grant period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the grantee ensure compensatory time and compensated absences for grant-funded personnel are <u>not</u> carried forward from one grant period to another?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the grantee <u>not</u> using grant positions to supplant existing positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Note any additional comments below: PARS Document			

Travel

Description	Yes	No	N/A
1. Does the grantee maintain all supporting documentation for travel expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If grantee incurs travel for training purposes, are training certificates or other proof of attendance maintained in the grant records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do travel expenditures for mileage, per diem and lodging comply with the grantees' established policy or state travel guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Note any additional comments:			

Contractual Services

Description	Yes	No	N/A
1. Does each contract reviewed:			
a) Have deliverables which are allowable under the grant, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have beginning and ending effective dates, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Indicate contract deliverables, price and quantities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the grantee maintain current, signed copies of all contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the grantee have an established procurement procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the grantee verify, through audits or other means, that contract deliverables are being provided as stated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTES:			

Contact Information

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Signature of Monitoring Agents:

Date: