NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Guidance for Monitoring McKinney-Vento and ARP-HCY Subgrantees

Purpose:
Subgrantee monitoring helps homeless liaisons and vested personnel confirm whether subgrantees are both (1) complying with all applicable McKinney-Vento Act and/or ARP-HCY statutory requirement and (2) meeting the goals of the McKinney-Vento and/or ARP-HCY Subgrantee funds required to ensure that students who are experiencing homelessness are receiving the academic supports needed to be successful. This is accomplished by monitoring programs to which funds have been allocated.

Definitions:
Compliance Monitoring: Reviewing activities of the subgrantee to ensure the award is used for authorized purposes. In compliance with federal statutes, regulations, and the terms and conditions of the award. The three activities for compliance monitoring include:

- review of financial and performance reports,
- follow-up with subgrantees to ensure deficiencies are corrected in a timely and appropriate manner, and
- issue a NDDPI decision for findings.

Community-Based Organizations (CBOs): Organizations within your community that can support students experiencing homelessness with their needs. CBOs can include, but are not limited to, before and after school programs, churches, community centers, consignment/goodwill stores, counseling services, county agencies, dental facilities, financial Institutions, medical facilities, pantries (clothing, food, hygiene, etc.), parks & recreation departments, or shelters (domestic violence, food, homeless, etc.).

Performance Monitoring: Reviewing and evaluating subgrantee performance goals to gauge achievement. Whether conducting virtually or onsite, the monitoring process will be broken into three stages:

Pre-review Stage: Collecting information and data in preparation for the monitoring review.

Monitoring Review Stage: reading and assessing information and data collected to determine compliance and review performance.

Post-review Stage: Writing up and sharing findings with the subgrantees.

Updated October 2022

North Dakota Department of Public Instruction
McKinney-Vento and/or ARP-HCY
Program Review Instrument

Summary

Program Reviewed	
Date of Review	
Local Program Director(s)	
Local Program Coordinator(s)	
Name of Reviewer(s)	
Date of Previous Review	

Program: Identification, Immediate Enrollment and Coordination of Services

Procedures to address the identification, enrollment and coordinated services for homeless children and youth according to statutory definitions.						
	Yes	No	Met	Met with Conditions	Not Met	NA
The district administers an intake process that includes identifying students experiencing homelessness and categorizes their experience into one of the four categories (i.e. hotel/motel, doubled-up, sheltered, or non-sheltered/other).						
The district has policies/procedures in place to address the immediate enrollment of students experiencing homelessness.						
The district has policies/procedures in place to assist with the collection of documentation needed for students experiencing homelessness to register/enroll.						
The district has policies/procedures in place to connect students experiencing homelessness with support services and coordination of services.						
The district has Public Notice of Rights posters displayed in buildings throughout the district and community with correct contact information for the District Liaison and State Education of Homeless Children and Youth Coordinator.						
Commendations, recommendations, or items requiring corrective action:						

Program: Dispute Resolution

There is written policy, procedures and documentation.	Yes	No	Met	Met with Conditions	Not Met	NA
The district has a recent (in the last five [5] years) dispute resolution policy and procedure in place.						
The district ensures the student/family experiencing homelessness understands their rights, the policy and process.						
The district has documentation tracking disputes and their outcomes.						
Commendations, recommendations, or items requiring corrective action:						

Program: Operating Procedures

Proper equipment and adequate supplies are available to assist students experiencing homelessness.	Yes	No	Met	Met with Conditions	Not Met	NA
Equipment purchased is consistent with subgrant objectives.						
Program is adequately equipped and supplied to meet the needs of all students experiencing homelessness.						
An equipment inventory is maintained and updated annually.						
Commendations, recommendations, or items requiring corrective action:						

Program: Funding

The subgrantee has an annual operating budget.						
	Yes	No	Met	Met with Conditions	Not Met	NA
Budget is consistent with subgrant application.						
Funds are expended on items and activities that correspond with what is outlined in WebGrants Application.						
Funds are expended on items and activities per allowable uses of funds (McKinney-Vento (nd.gov)).						
Supporting documentation is maintained for revenue and expenditures identified on the business administrator's budget ledger.						
Independent audits are conducted annually.						
Signed (by employee & supervisor) "Time and Effort" documentation is on file.						
Commendations, recommendations, or items requiring corrective action:						

District fulfills state and federal data collection and fiscal reporting requirements.						
	Yes	No	Met	Met with Conditions	Not Met	NA
Reports required by NDDPI are received on or before the deadline dates.						
Administrative process is in place to ensure accurate/timely collection of data.						
Staff is assigned responsibility to ensure accurate data collection and reporting.						
Commendations, recommendations, or items requiring corrective action:						

Program: Required Documentation

District fulfills state and federal compliance reporting requirements.	Yes	No	Met	Met with Conditions	Not Met	NA
School Board agenda and meeting minutes reflect the annual designation of the district's homeless liaison.						
The district has an outlined job description specific for the homeless liaison.						
The district's homeless liaison has an outlined schedule sufficient to implement required McKinney-Vento mandates and time to assist students experiencing homelessness.						
The district homeless liaison documents annual professional development/training per McKinney-Vento law.						
The district homeless liaison provides annual McKinney-Vento training to district personnel. Documentation includes an agenda, presentation material and sign-in of personnel in attendance.						
Commendations, recommendations, or items requiring corrective action:						

5

McKinney-Vento and/or ARP-HCY Subgrant Site Monitoring Questions

Personnel

1. Describe the following processes:
   A. Criteria to locate and identify homeless families and unaccompanied youth.
   B. Identifying families who are doubled-up.
   C. Accessing students who are special needs once they are identified as students experiencing homelessness.
   D. Enrollment practices for students experiencing homelessness and dealing with barriers to enrollment.

2. What percentage of students stay at their school of origin? How many students are transported to other schools/districts? How do you track transportation?

3. What additional services/supports are in place to ensure the success of students experiencing homelessness?

4. How are information and training provided to the district homeless liaison? How are information and training provided to district personnel?

5. What strategies have you found successful in developing and maintaining collaborative relationships with CBOs? Please describe examples of successful collaborations of behalf of your students who experience homelessness.

6. How does the district ensure dispute resolutions are being addressed and resolved in a timely manner? What documentation do you hand out when a student experiencing homelessness (or family member) contacts you about enrollment problems or issues?

7. How does the facility go about seeking approval for purchases and acquiring supplies and materials through McKinney-Vento and/or ARP-HCY funding?

8. Do you have access to STARS or another student information system? Can you add information or just view it? What is your understanding of whose responsibility it is to maintain the accuracy of that information? What kind of information are you receiving upon admission/entry?

Students Served

1. How does the district evaluate the effectiveness of the subgrant on an annual basis?

2. Describe how the district utilizes the needs assessment to determine priorities for funding.

3. Describe the district's process to collaborate with CBOs to provide support and guidance. Include frequency, methods and examples.

4. What are some of the promising practices the district has identified for students experiencing homelessness?

5. What are some areas in need of improvement for students experiencing homelessness?

6. Describe the timeline the district follows to spend funds by the end of the fiscal year.

7. What is the process to ensure continuity in homeless education programming year to year?

8. Describe the district-level process to track inventory and expenses for your McKinney-Vento and/or ARP-HCY subgrant.