

Area 3 Homeless Liaison Project-

Activities/forms/reports:

The McKinney-Vento Homeless Liaison Project is a federal grant that is funded through the Illinois State Board of Education. As a sub-grant program, we ask you to be mindful of the following:

1. Monthly activity log - this is a log of what you are doing during the month.
2. Quarterly reports - this report reviews your program goals and objectives.
3. Expenditure forms - monthly or quarterly. You will use the same form to provide a semi-annual and annual cumulative expenditure report (please share these forms with your bookkeeper as they will be providing the information). *Remember you must submit an expenditure report in order for us to reimburse your ROE.*
4. Annual Verification form - this form is to be completed by each district within your region and returned to ROE 26 not later than Oct. 30.
5. District Monitoring form - to be used for district monitoring annually.
6. Subgrant Monitoring form - form that Area 3 LAL will be using to monitor your ROE program twice during the program year.

Your program should follow the activities set forth by you in your grant application as well as those of the Area 3 Homeless Program and the 16 elements as provided under McKinney-Vento. You will be expected to participate in meetings and monthly conference calls, as well as professional development activities (*ie:-Homeless Symposium - Oct 17*)

Not only will you be participating in professional development opportunities during the year, you will also be providing them. You need to offer training opportunities to the educators within your region, including LEA Liaisons, administrators and other district staff. You need to Document your activities:

- Meeting agenda
- Sign-in sheets
- Handouts
- Minutes of meetings