FY25 McKinney-Vento Subgrant Closeout Report
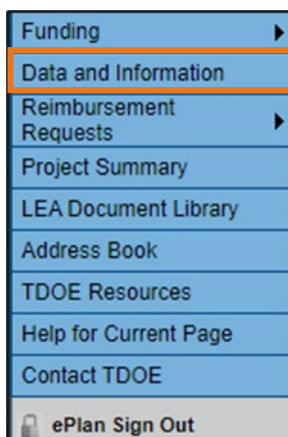# ePlan Instructions

Purpose

Monitoring the implementation and use of federal program funds is required by Title IX, Part A of the Every Student Succeeds Act (ESSA), also known as the McKinney-Vento Homeless Assistance Act, which authorizes the Education for Homeless Children and Youths Program (EHCY).

The state coordinator for the education of homeless children and youths is required by the U.S. Department of Education (ED) to submit a data report to the Secretary of Education on local educational agencies (LEAs) that have received funds under the McKinney-Vento Assistance Act. This report contains information regarding McKinney-Vento Act compliance, barriers to school access, the progress of homeless students integrating into the school environment, and progress in helping students meet state academic standards.[1] Data and information gathered during this process help to provide evidence of quality program implementation, opportunities for program development, and considerations for future funding.
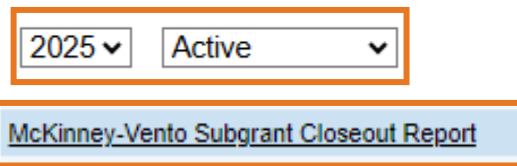
McKinney-Vento Closeout Report Instructions

1. Liaisons must complete this document using data from **July 1, 2024, to June 1, 2025** (the reporting period). Please only report on the activities provided during this period.
2. Please do not use student names in this report.
3. The FY25 McKinney-Vento Closeout Report is due **Monday, June 30, 2025**.
   Note: *Subgrantees who miss the submission deadline may be subject to a reduction of future funding or increased program monitoring.*
4. To navigate to the FY25 *McKinney-Vento Closeout Report* from the ePlan homepage, click on *Data and Information* on the ePlan main menu.

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[1] 42 U.S.C. § 11432 (f)(1)

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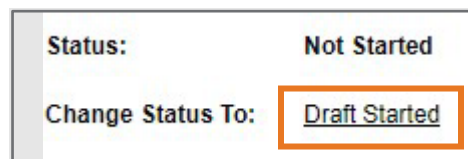tn.gov/education

1 | April 2025

5. Select the *Fiscal Year* from the drop-down box and select *McKinney-Vento Subgrant Closeout Report* from the list of Data and Information tools.
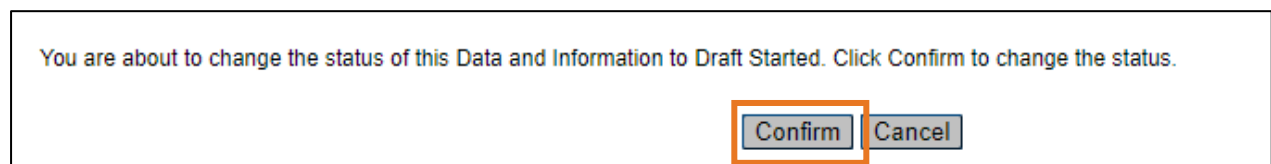

6. Click *Draft Started*. If you are unable to click *Draft Started*, hover over the *Draft Started* button to see a list of individuals who have access. **Only users with the *LEA Authorized Representative* role may click *Draft Started.***

7. Click *Confirm* to change the *LEA McKinney-Vento Subgrant Closeout Report* status to *Draft Started.*

8. Complete the *Cover Page*.

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9. The total amount of FY25 McKinney-Vento Subgrant Grant funds awarded will auto-populate.

McKinney-Vento Subgrant Details

McKinney-Vento Subgrant Grant funds - Discuss funding needs for FY25, basing requests on an evaluation of the FY24 grant allocation, the number of homeless students served, and program outcomes and needs. Note that the approval of funding requests are subject to various factors such as program performance, per-pupil expenditure amounts, and the availability of funds.

Total amount of FY25 McKinney-Vento Subgrant Grant funds awarded:	
FY25 Title I, Part A Homeless Set-Aside	$
FY25 Title I, Part A Homeless Set-Aside Per-Pupil Ratio [2]	$

10. Complete the *Students Experiencing Homelessness Data* page using 2024-25 data from EIS. If you need assistance compiling this data, please refer to the [FPO Data Manual](#) or contact Vanessa.Waters@tn.gov.

Instructions: To complete the sections below, please use 2024-25 data from EIS. If you need assistance compiling this data, please refer to the FPO data manual or contact Trish.Kelly@tn.gov.

Housing Indicator	Number of Students in Preschool (ages 3-5)	Number of Students in K-12
Shelter/Transitional Housing (01)	*	*
Doubled Up (02)	*	*
Unsheltered (03)	*	*
Hotel/Motel (04)	*	*
Total # Homeless Students	0	0

Unaccompanied Homeless Youth by Grade	Total Students
K-8	
9-12	
Total # Homeless Students	0

11. On the *Programmatic Information* page, check all the services that were provided to students and operations in the LEA supporting the education of homeless children and youths. Check all boxes that apply and answer the prompt.

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tn.gov/education

3 | April 2025

The following questions outline services provided to students and operations in the LEA supporting the education of homeless children and youths. For applicable items, check the box and provide an explanation.

☐ ☑ **1. Transportation Plans.** Check the box if the subgrantee used any funds to create a specialized transportation plan?

[   ]   If yes, how many plans were created?

☐ ☐ **2. Tutoring.** Check the box if subgrant funds used to operate a tutoring program?

☐ ☐ **3. After/Before School Programs.** Check the box if subgrant funds were used to operate an after- or before-school program?

☐ ☐ **4. Disputes.**[3] Check the box if the subgrantee had any disputes on the local level?

☐ ☐ **5. FAFSA Completion.** Check the box if there were any students who applied for FAFSA with the Unaccompanied Homeless Youth (UHY) code?

[3] Disputes: https://eplan.tn.gov/DocumentLibrary/ViewDocument.aspx?DocumentKey=1590418&inline=true

12. Please share a success story from your McKinney-Vento program during the grant period of **July 1, 2024, to June 1, 2025**. Remove the student's and family's personally identifiable information (PII). The success should be related to the services provided through your McKinney-Vento grant.

McKinney-Vento Success Story

* Please share a success story from your McKinney-Vento program during the grant period. Remove the student and their family's personally identifiable information (PII). The success should be related to the services provided through your McKinney-Vento grant.

13. Complete the *Program Goals, Outcomes, and Objectives (1-3)* page by entering the program goal as written in the approved grant application and checking the response that best describes progress made up to this point on each Program Goal.

Program Goal 1

* Enter Program Goal 1 as written in approved grant application

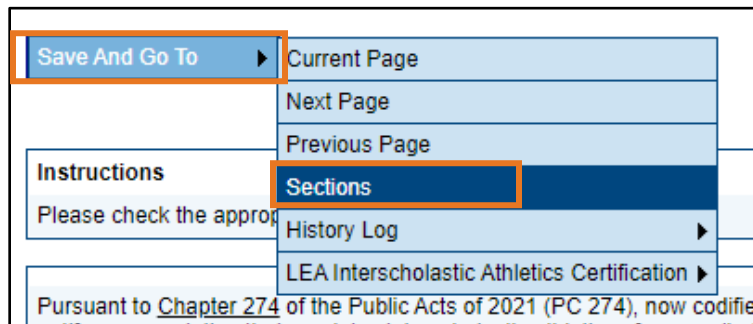Check the response that best describes progress made up to this point on Program Goal 1:

○ Exceeding Goal

○ Meeting Goal

○ Making Progress Towards Goal

○ Not Making Progress Towards Goal

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4 | April 2025

14. Return to the **Sections** page by clicking **Save and Go To**, then **Sections**.

15. Change the status to **LEA McKinney-Vento Subgrant Closeout Report Director Draft Completed**.

16. Check the box and click **Confirm** to submit the *McKinney-Vento Subgrant Closeout Report.*

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5 | April 2025