

**Proposal Packet for  
Comprehensive Educational Services  
for Homeless Children and Youth**

**2011-2012**

**Authorized by  
McKinney-Vento Homeless Education Assistance Improvements Act  
of 2001  
Title X, Part C of the *No Child Left Behind Act***

**DUE: JUNE 10, 2011**

## INFORMATION

### What is the purpose of the McKinney-Vento Act?

The McKinney-Vento Act authorizes the State Board of Education to make grants to local education agencies for the purposes of facilitating the enrollment, attendance, and success of homeless children and youth in school.

### What are the goals of the Act?

- Provide immediate enrollment of homeless children who are not already enrolled. This includes reviewing and revising any laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success of homeless children and youth.
- Provide school choice opportunities for homeless students, including transportation to the student's school of origin, if the parent/guardian or unaccompanied youth prefer to remain in the school of origin and it is determined that such placement is in the student's best interest.
- Provide opportunities for parent involvement in enrollment decisions.
- Ensure that homeless students have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- Ensure that homeless students are provided services in such a way that they are not isolated or stigmatized.
- Promote school (or GED) success and completion for homeless students.
- Support collaboration between school districts and social service agencies serving homeless students.

### What are the provisions of the Act?

Services may be provided through programs on school grounds or at other facilities (e.g., shelters and nonprofit community social service centers). Where services are provided through programs on school grounds, such services also may be made available to children or youth who are determined by the local educational agency to be at risk of failing or dropping out of school, except that priority for such services shall be given to homeless children and homeless youth. To the maximum extent practical, services shall be provided through programs and mechanisms that integrate homeless individuals and non-homeless individuals. Activities undertaken must not isolate or stigmatize homeless children and youth. Services provided under this program are not intended to replace the regular academic program. Funds from this grant can be used to supplement existing services, but they cannot be used to supplant services, which the school division has been providing through other means. **Collaboration and coordination with other local and state agencies that serve homeless children and youth is required.**

### Who is eligible to apply?

All Delaware local education agencies are eligible. LEAs may subcontract with other agencies; however, the local school system assumes responsibility for setting program goals and monitoring program accomplishments. The LEA will serve in the capacity of fiscal agent.

### What is the funding?

- Source: U.S. Department of Education, through the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Title X, Part C of the *No Child Left Behind Act*, P.L. 107-110).
- Amount Available: Awards will be dependent on receipt of a federal grant. Funding for 2011-2012 is estimated to be approximately \$159,000 for State of Delaware schools.
- Size of Grants: Based on established need, we expect grants to be in the range of \$1,000 to \$25,000 for the year .
- Grant Period: Sept. 2011 – June 2012
- Funding Guidelines: The grant may include both Primary Activities (direct educational services in the form of tutoring and teaching) and Related Activities (examples included in Appendix D). Applications that feature collaboration among homeless service providers and school personnel and direct services to children will be favored in the review process.

### What are the requirements of the grant process?

- The authorized representative for each applicant must sign the Statements of Assurances included with this proposal packet (Appendix C). This representative must have the authority to ensure that the local education agency making the application will fulfill all statutory and regulatory requirements for audit and monitoring purposes (usually the ranking administrator).
- Documentation of a meeting between school division coordinators and local service providers who will be collaborating in the implementation of grant activities. The purpose of the meeting should be to discuss the focus of grant activities, identify means of future communication and collaboration, and ensure commitment by all participants to the program outlined in the grant proposal. Documentation may be minutes of the meeting with a listing of attendees and their affiliations.
- A representative for each grant recipient will be required to submit one annual report. Program Evaluation Forms found in Appendix E will be used for reporting purposes.
- All grant programs must maintain fiscal and program records for a minimum of three years.
- All project funds must be spent according to the approved project proposal.
- It is expected that projects would run September through June, but summer programs are allowable. It is expected that grant recipients will follow reimbursement procedures and respond to all grant requirements in a timely fashion.

## CONTENTS OF PROPOSAL

### DUE TO DOE BY JUNE 10, 2011:

1. Appendix A – Cover page
  - Proposal Narrative (Up to 10 pages double spaced)
2. Appendix B – Federal Project Budget Forms  
(use attached FY '11; OECs for FY '12 will be released in July)
3. Appendix C – Assurances

### **Email or Escan above Proposal w/approval initials and signatures to:**

[drozumalski@doe.k12.de.us](mailto:drozumalski@doe.k12.de.us)

**Via State Courier:** Dennis Rozumalski  
Department of Education, Suite 2  
Townsend Bldg., Dover  
D370B

- Appendix D – Examples of Authorized Activities w/Measurable Outcomes  
(Reference Only)
- Appendix E – Program Evaluation Form (DUE by JUNE 8, 2012)

## PROPOSAL FORMAT

**Application cover page** with the required signature(s):

The application cover page must include the following items:

- Name of School District and Title of the Proposal
- Amount of funding requested and number of children being served
- Project Period is Sept. 2011 – June 2012
- Central Office Contact Person (include mailing address, phone, FAX number, and e-mail address)
- Project Contact Person (include mailing address, phone, FAX number, and e-mail address)
- Financial Contact Person (include mailing address, phone, FAX number, and e-mail address)
- Signature of Authorized Official (the same one who signs the Assurances) with date and title

**Proposal Narrative** (up to ten pages double spaced)

This main body of the proposal should contain the following identified sections:

- A. **Statement of Need:** This section should describe the specific need(s) that would be addressed by the project. Topics to address include:
  1. Assessment of the size of the local homeless population. This should include an actual count or an estimation of the LEA's homeless children and youth population (e.g., number of local shelters, availability of other services to homeless people).
- B. Description of existing education and outreach programs serving homeless children and youth in the service area. Document all direct educational services provided to homeless students by the local school division and by other agencies within the service area.
  1. Identification of Specific Needs. Identify the specific need(s) that the proposed program is designed to address. Also, a description of how these needs were identified (e.g., a systematic needs assessment or identification of needs by a local service agency) and a description of how present services fail to meet the identified need(s) must be included.
  2. Information required for current subgrantees. Current subgrantees should provide summative evaluation data to show program efficacy. Current subgrantees are encouraged to review the National Center for Homeless Education document, *Program Evaluation Guide for McKinney-Vento Local Education for Homeless Children and Youth Programs*. Identify appropriate indicators of successful programs and suggestions for data collection.
- C. **Program Description:** This section describes what the program or project is intended to do, and how it will be accomplished. The following two areas must be addressed:

1. Objectives: Specific statements of intended outcomes. Objectives should be directly related to the identified need(s).
  2. Activities: Specific statements about how the objectives are to be accomplished. Activities should be directly related to objectives. Please refer to Appendix D for examples of authorized activities.
- D. Program Administration and Management: This section provides detail on how the proposed project or program will be managed and administered. Specifically, the following areas must be addressed:
1. Timeline and Responsibilities: A proposed timeline of activities with responsibilities clearly designated. This section outlines who will do what activities when they will be accomplished. If subcontractors or external agencies will be involved in the project, then their involvement must be specified in detail.
  2. Data Collection for Evaluation. This section should address how the LEA will assess progress towards achieving the proposed program's objectives. Data collection should be both qualitative and quantitative (see Appendix D for suggestions). Information found in the annual program evaluation report form reflects a minimal level of expectation for program evaluation. Applicants are strongly encouraged to review the National Center for Homeless Education document, *Program Evaluation Guide for McKinney-Vento Local Education for Homeless Children and Youth Programs*, to identify appropriate indicators of successful programs and suggestions for data collection.
- E. Narrative Summary of Budget and Justification Statement for Proposed Activities: This section provides a detailed budget summary and rationale. Use the forms contained in Appendix C to justify expenditures based on proposed activities. Include any Title I-A funds being contributed from your Title I program.

## CRITERIA FOR REVIEW

The proposals will be evaluated using the following conceptual framework and weighting system:

### Overview-20%

This criterion evaluates the proposed program or project as a total entity, and considers how the various parts of the proposal fit together. The correspondence of proposed expenditures, activities, objectives, and identified need(s) with each other, with the purpose, goals and provisions of the grant (listed on page 3 of this packet) will be evaluated. The following questions are important in evaluating this criterion:

- Is the proposal consistent with the primary purpose of the grant? Does it provide direct services to ensure the enrollment, attendance, and success of homeless children and youth in school?
- Are the various parts of the proposal consistent? Are the expenditures tied to activities, which are keyed to objectives, which are directly related to the identified need(s)?

### Need-30%

This criterion evaluates the identified need(s) as presented in the proposal's Statement of Need. The following questions are important in evaluating this criterion:

- What is the size of the local homeless population and how many students will be served by the proposed program?
- Is there evidence of a systematic needs assessment or documentation of identified needs with statistical or other data?
- Are the identified needs appropriate to the purpose of the grant?
- Do the identified needs justify the proposed project or program?
- Does the proposed program or project supplement but **not supplant** existing efforts to facilitate the enrollment, retention, and educational success of homeless children and youth?
- Does the application reflect coordination with other local and State agencies that serve homeless children and youth?
- Does the application describe how the applicant will meet the requirements of section 722(g)(3) of the McKinney-Vento Act.
- Does the applicant's current practice and application exhibit the extent of commitment to education for all homeless children and youth?

### Program Design-20%

This criterion evaluates the objectives and activities presented in the Program Description section of the proposal. Important questions include:

- Do the proposed program objectives and activities address the identified needs?
- Are the major objectives important, attainable, and consistent with the purpose of the grant?
- Are the activities identified important to the accomplishment of the stated objectives?
- What are the types, intensity, and coordination of services to be provided under the program?
- How are parents or guardians of homeless children and youth involved in the education of their children?

- To what extent are homeless children and youth integrated within the regular education program?

- To what extent are the services provided under this program coordinated with other services available to homeless children and youth and their families?
- To what extent will the LEA provide case management or related services to unaccompanied youth?
- Are professional development activities for LEA personnel and local homeless service providers described?

#### Program Administration-10%

This criterion evaluates the organization and control elements presented in the Program Administration and Management section of the proposal. Important questions include:

- Are timelines realistic, comprehensive and useful as a management tool?
- Are the responsibilities of important staff members fully described?
- Are the proposed staffing and resources sufficient to complete the proposed objectives and activities?
- Are the data collection and evaluation procedures objective and designed to produce both qualitative and quantitative data?
- Does the program include specific means for communication, coordination and collaboration between the LEA and local homeless service providers?
- Is there a plan for scheduled meetings between the LEA administrator and homeless service providers at least quarterly?
- Are current grant recipients in compliance with project evaluation requirements?

#### Budget-20%

- Can the budget effectively accomplish the intended objectives?
- Does the budget reflect efficient use of program funds?
- Does the budget describe how Title I set aside funds will be calculated and used to support the education of homeless children and youth in the LEA?
- Do current grant recipients submit well-documented reimbursements on a quarterly basis as requested?

#### **Bonus Points:**

- **Special consideration will be given to programs that provide regional support across two or more school divisions in which one division takes responsibility as the fiscal agent.**
- **Special consideration also will be given for evidence of cost sharing (e.g., Title I funds).**

# **APPENDIX A**

## **2011--2012 PROPOSAL COVER**

**2011--2012 HOMELESS EDUCATION GRANT APPLICATION  
COVER PAGE**

**PROJECT INFORMATION**

School District: \_\_\_\_\_

Grant Project Title: \_\_\_\_\_

Number of Children being Served: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_ Grant Period: \_\_\_\_\_

**CONTACT INFORMATION**

Project Contact Person: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Business Director: \_\_\_\_\_

\_\_\_\_\_  
Signature of Business Director

\_\_\_\_\_  
Date

Name of Chief School Officer: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief School Officer

\_\_\_\_\_  
Date

**Email or Escan Proposal packet w/approval initials and signatures to:**

[drozumalski@doe.k12.de.us](mailto:drozumalski@doe.k12.de.us)

**Via State Courier:** Dennis Rozumalski  
Department of Education, Suite 2  
Townsend Bldg., Dover  
D370B

**APPENDIX B**

**BUDGET FORMS**

**APPENDIX C**

**ASSURANCES**

**TITLE IX STATEMENT OF ASSURANCES**

The applicant will comply with Title IX of the Education Amendments of 1972 of Public Law 92-318, and all pertinent regulations of the Department of Health, Education and Welfare issued pursuant to the title, to the end that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be denied employment in, or be subjected to discrimination under any education program or activity receiving federal financial assistance or which is administered or authorized by the State Board of Education.

NAME OF LEA:  
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Assures and certifies their compliance with all regulations, policies, guidelines, and requirements as they relate to the acceptance and use of state funds including the following specific assurances:

- No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives state financial assistance.
- Funds will supplement, but not supplant other Federal, State, and local funds that were previously used to provide services to homeless children and youth.
- The LEA complies with or is using the funds to comply with the requirements set forth in paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Act.
- The LEA has implemented policies and procedures to ensure that activities will not isolate or stigmatize homeless children and youth.

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Date

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Signature of Chief School Officer

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Typed Name & Title

**APPENDIX D**  
**(REFERENCE USE ONLY)**

**EXAMPLES OF AUTHORIZED  
ACTIVITIES  
WITH MEASURABLE OUTCOMES**

The following are examples of measurable outcomes derived from the Authorized Activities of Local Education Agency grants, under Section 723(d).

ACTIVITIES	MEASURABLE OUTCOMES
1. Tutoring, supplemental instruction, and enriched educational services	<ul style="list-style-type: none"> <li>• Pre/post test score improvement.</li> <li>• Classroom teachers provide positive assessments of participants.</li> <li>• School success, seen in grade and score improvement.</li> <li>• Participation and performance on Standards of Learning Tests</li> <li>• High school or GED completion.</li> </ul>
2. Expedited student evaluations, including gifted and talented, special education, and limited English proficiency	<ul style="list-style-type: none"> <li>• Evaluations are made and records are transferred in a timely manner.</li> <li>• Increased percentage of homeless children accessing education services for which they are eligible (e.g. Title I, special education, LEP services).</li> </ul>
3. Professional development for educators and other school personnel	<ul style="list-style-type: none"> <li>• Increase in numbers of public school personnel who are aware of and sensitive to the needs of homeless children and youth.</li> <li>• Increase in awareness and sensitivity training opportunities for school personnel and community.</li> </ul>
4. Referrals for medical, dental, other health services, and social services	<ul style="list-style-type: none"> <li>• Increase in percentage of families referred for services.</li> <li>• Increase in percentage of homeless children who are immunized.</li> <li>• Increase in percentage of pregnant homeless teens receiving prenatal care</li> </ul>
5. Provision of transportation	<ul style="list-style-type: none"> <li>• Increase in percentage of homeless children and youth attending school regularly.</li> <li>• Increase in the percentage of homeless children and youth attending the school of origin, with the approval of the parent/guardian.</li> <li>• Decrease in number of days homeless students cannot attend school for lack of transportation.</li> </ul>
6. Provision of developmentally appropriate early childhood education programs, not otherwise provided.	<ul style="list-style-type: none"> <li>• Increase in the enrollment and attendance of homeless preschoolers in local preschool programs such as Even Start and Head Start.</li> </ul>
7. Provision of services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs.	<ul style="list-style-type: none"> <li>• Documentation of identification procedures and support services provided.</li> <li>• Increase in the percentage of homeless youth completing school.</li> </ul>
8. Before- and after-school, mentoring, and summer programs with a teacher or other qualified individual.	<ul style="list-style-type: none"> <li>• Increase in hours of education programs for homeless children and youth, during non-school time.</li> <li>• Improved school performance of participants as based on testing, grades, teachers' assessments, etc.</li> </ul>
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth.	<ul style="list-style-type: none"> <li>• Decrease in amount of time used to obtain records of homeless children and youth.</li> <li>• New schools of former LEA program participants receive information on students promptly; students are tracked into future schools and communities.</li> </ul>
10. Provision of education and training to Parents of homeless students about educational rights and resources that are available.	<ul style="list-style-type: none"> <li>• Brochures, newsletters, posters, etc., distributed to parents and providers, on the rights of homeless children to an appropriate education.</li> <li>• Increase in homeless parent and youth calls regarding rights and resources.</li> <li>• Increase in percentage of homeless families involved in school enrollment decisions.</li> </ul>
11. Coordination between schools and service agencies	<ul style="list-style-type: none"> <li>• Increase in numbers of agencies participating in school programs.</li> <li>• Increase in number of homeless families and youth receiving case-managed services from collaborating agencies.</li> </ul>
12. Provision of pupil services (including violence prevention counseling) and referrals for such services.	<ul style="list-style-type: none"> <li>• Documentation of referrals and participation rates.</li> </ul>
13. Addressing needs of homeless children and youth arising from domestic violence	<ul style="list-style-type: none"> <li>• Increase in education services (such as tutoring, adaptation of space for studying) for children at domestic violence shelters.</li> </ul>
14. Adaptation of space, purchase of supplies for nonschool facilities	<ul style="list-style-type: none"> <li>• Increase number of shelters with homework rooms, libraries, and tutorial supplies.</li> </ul>
15. School supplies for distribution at shelters and temporary housing facilities	<ul style="list-style-type: none"> <li>• Increase percentage of homeless children with supplies needed to attend school.</li> </ul>
16. Extraordinary or emergency assistance to enable homeless children to attend school	<ul style="list-style-type: none"> <li>• Increase percentage of homeless children and youth attending school ready to learn.</li> <li>• Decrease in barriers that keep homeless children from attending school.</li> </ul>

**APPENDIX E**

**PROGRAM EVALUATION FORM**



5. Educational and School Related Services

*Estimate* the percentage of students who received the following services during this reporting period.

<u>Educational and School-Related Services</u>	<u>Percentage of Students</u>
A. Tutoring/remedial programs	_____
B. Special education programs	_____
C. Counseling	_____
D. Transportation	_____
E. Free lunch/breakfast	_____
F. Medical services	_____
G. School supplies	_____
H. Preschool programs	_____

6. Coordinator/Liaison Activities

A. *Estimate* the amount of time dedicated to the following activities:

<u>Coordinator/Liaison Activities</u>	<u>Percentage of Time</u>
A. Staff development	_____
B. Parent training/involvement	_____
C. Agency coordination	_____
D. Policy revision to facilitate enrollment	_____
E. Case management (to facilitate enrollment, records transfer)	_____
F. Other (please specify)	_____

B. How frequently do LEA and shelter staff meet to discuss student and program issues?

<u>Formally</u>	<u>Informally</u>
List Dates and provide meeting notes, if available	
_____	_____
_____	_____
_____	_____
_____	_____

7. What were the outcomes (grades, DCAS, attendance, etc.) for homeless students? Use at least one measure.
  
8. What particular success have you experienced in providing services during this reporting period?
  
9. What particular problems have you encountered in providing services during this reporting period?
  
10. Additional Comments: (attach additional pages, if necessary)

### 11. McKinney LEA Project Review: Administrative Procedures

Question	Regulatory Reference <sup>1</sup>	Status (Circle 1)		Remarks (Attach, if needed)
		Addressed in progress	Not Address	
1. How does the LEA identify preschool and school-age homeless children and youth?	Section 722(g)(6)(A)	Addressed in progress	Not Address	Describe
2. How does the LEA determine whether or not homeless children and youth are enrolled, attending and succeeding in school?	Section 721(2)	Addressed in progress	Not Address	Describe
3. Has the LEA reviewed and revised policies and procedures that may act as barriers to enrollment, attendance, and success of homeless children /youth?	Section 722(g)(7)	Addressed in progress	Not Address	Attach copies of related LEA policies and procedures.
4. How does the LEA ensure homeless students are allowed to complete the school year in the school attended prior to becoming homeless during the school year (school of origin), or in any school that nonhomeless students in the attendance area are eligible to attend?	Section 722(g)(3)(A)	Addressed in progress	Not Address	Describe
5. How does the LEA ensure students' best interests, as well as parental requests, are taken into consideration in school placement decisions and how is written documentation provided?	Section 722(g)(3)(B) Section 722(g)(6)(A)	Addressed in progress	Not Address	Describe
6. If working with an unaccompanied youth how does the local liaison ensure the student's best interests are considered?	Section 722(g)(3)(B)(iii)	Addressed in progress	Not Address	Describe
7. Are homeless children enrolled immediately and evaluated immediately to determine eligibility/ need for federal programs (e.g., free/ reduced meals, Special Education, bilingual education, Head Start, Even Start, and other programs for which they may be eligible, and are these services provided comparable to those which nonhomeless children receive?	Section 722(g)(3)(C) Section 722(g)(4) Section 722(g)(6)(A)	Addressed in progress	Not Address	Describe
8. When an enrollment dispute occurs, does the LEA follow a procedure, consistent with the SEA dispute procedure and contact the SEA for technical assistance and reporting.	Section 722(g)(3)(E)	Addressed in progress	Not Address	Describe

<sup>1</sup> All Regulatory References appear in Title X, Part C of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (P.L. 107-110)

10. McKinney LEA Project Review: Administrative Procedures (continued)

Question	Regulatory Reference <sup>2</sup>	Status (Circle 1)		Remarks (Attach, if needed)
9. How has the LEA informed school personnel, local service providers, and advocates of the office and duties of the local McKinney liaison?	Section 722(g)6(B)	Addressed in progress	Not Address	Describe:
10. How does the LEA ensure the posting of the educational rights of homeless children and youth?	Section (g)(6)(A)(v)	Addressed in progress	Not Address	Describe:
11. How does the LEA ensure professional development and collaboration with school personnel and local service providers working with homeless families and youth?	Section (g)(5)(C)	Addressed in progress	Not Address	
12. Does the LEA have in place policies and procedures to ensure that activities of the LEA will not isolate or stigmatize homeless children and youth?	Section 722(e)(3)	Addressed in progress	Not Address	Describe:

11. Please include documentation to support any local goals/objectives included in your proposal that have not been addressed through this report.

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<sup>2</sup> All Regulatory References appear in Title X, Part C of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (P.L. 107-110)