



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Discretionary, Competitive Projects

Bureau/Office

K-12 Public Schools/Student Achievement/Bureau of Student Assistance/Homeless Education Program

Program Name

Title X, Part C - Education of Homeless Children and Youth Project

Specific Funding Authority

CFDA #84.196A P.L. 107-110, No Child Left Behind Act, 2001, Education for Homeless Children and Youth (Stewart B. McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B)

Funding Purpose/Priorities

These funds will be used to facilitate the enrollment, attendance, and success in school of homeless children and youth. Services may be provided through programs on school grounds or at other facilities; shall be provided through existing programs and mechanisms that integrate homeless children and youth with non-homeless children and youth; and shall be designed to expand or improve services provided as part of a school's regular academic program, but not to replace such services provided under this program. These projects should supplement Local Educational Agency (LEA) funding to ensure that homeless children and youth have equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth.

Target Population(s)

Pre-K to Grade 12 homeless children and youth in Florida public schools

Eligible Applicant(s)

All public LEAs with a population of at least 40 homeless children and youth are eligible to apply for the Title X, Part C - Education of Homeless Children and Youth Project.

Application Due Date

May 22, 2009. The due date refers to the date of receipt in Grants Management. Facsimile and e-mail submissions are not acceptable.

Total Funding Amount/Approximate Number of Awards

Preliminary amount of \$2,800,000 (range of awards from \$20,000 to \$125,000, for approximately 33 LEAs)

For applicants who identified between 40-199 students as homeless in the FDOE's 2007-2008 Survey 5 final count, the available maximum amount is \$20,000. For applicants who have identified between 200-499 homeless students in the FDOE's 2007-2008 Survey 5 final count, the available maximum amount is \$45,000; between 500-599 homeless students, \$55,000; between 600-699 homeless students, \$65,000;

between 700-799 homeless students, \$70,000; between 800-899 homeless students, \$80,000; 900-999 homeless students, \$90,000; 1,000-1,499 homeless students, \$100,000; 1,500-1,999 homeless students, \$120,000; and 2,000 or more homeless students, \$125,000.

If the LEA has experienced an increase in the number of homeless students in 2008-2009 that is greater than the number reported to the Department in 2007-2008 through Survey 5, the LEA may use the higher number. However, the LEA must ensure that the number reported in the 2009-2010 grant application is the same or a higher number reported to the Department in Survey 5 for 2008-2009. Failure to do so will result in a reduction of the grant allocation.

Matching Requirement

Not applicable

Budget/Program Performance Period

July 1, 2009, through June 30, 2012. Funding is available for a three-year project period. Each year's funding will be based upon satisfactory achievement of previous year's project deliverables and based on receipt of federal funding.

Federal Programs: The project effective date will be the date that the application is received within Florida Department of Education (DOE) in Substantially Approvable Form, or the effective date of the federal Award Notification, whichever is later.

Contact Persons

Program Office Contact

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Assurances

The Florida Department of Education developed and implemented a document entitled General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires Local Educational Agencies (LEAs) to submit a common assurance for participation in federal programs funded by the U.S. Department of Education (USDOE);
- Applicable regulations of other federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant's adherence to these General Assurances for Participation in state or federal Programs. The complete text may be found at: <http://fldoe.org/comptroller/doc/gbsectiond.doc>

In order to receive funding, the applicant (LEA) also must assure that:

- each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
- it will review and undertake steps to revise any laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.
- it will not separate homeless students from the mainstream school environment or segregate homeless students in a separate school, or in a separate program within a school, based on such students' status as homeless.
- homeless children and youth have access to the education and other services that they need in order to meet the same challenging state student academic achievement standards to which all students are held.
- its combined fiscal effort per student, or the aggregate expenditures of the LEA and the state with respect to the provisions of free public education by the LEA for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made (unless the state receives a waiver).
- it complies with, or will use requested funds to comply with paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Act.
- it will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
- it will designate an appropriate staff person, who may also be a coordinator for other federal programs, as a local educational agency liaison for homeless children and youths, to carry out the duties described in paragraph (6)(A).
- it will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin, as determined in the McKinney-Vento Act.
- if the homeless student's living arrangement in the area served by the LEA of origin terminates and the student, though continuing his or her education in the school of origin, begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless student is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the Department of Education Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

Narrative Components and Scoring Criteria

- The **Instructions** describe what the applicant is to include in each Narrative Component.
- Following the **Instructions**, within each Narrative Component, are ***Criteria***. *These are the bulleted, italicized statements used by proposal reviewers to assess and score each Narrative Component.*
- **The standard scoring *Criteria* are based on a 100 point scale, with a minimum score of 70 points required for an application to be considered eligible for funding.**

1. Project Abstract or Summary

FIXED REQUIREMENT

Instructions

Provide a brief summary of the proposed project including general purpose and specific needs and goals and project design for each year of the three-year project period (limit three pages).

Criteria

- *The proposed project summary includes clearly aligned general purpose and needs and specific goals and brief project design for each year of the three-year project period.*
- *It is clear that the proposed project aligns with the intended Funding Purpose/Priorities.*

2. Project Need

20 points

Instructions

Describe the need for the proposed project and provide supporting data as evidence.

Criteria

- *The magnitude or severity of the problem is evident, compelling, and clearly linked to the outcome(s) of the proposed project.*
- *The magnitude of the need for the services to be provided or the activities to be carried out is apparent.*
- *It is evident that the proposed project is focused on those with greatest needs.*
- *The need for the proposed project is strongly justified through supportive data.*

A. Needs Identification

1) Describe Needs Identification Process

Describe the process the applicant used to identify educational and other needs related to the enrollment, attendance, and academic success of homeless students in the LEA.

2) Needs Identified:

Clearly identify the needs that will be addressed in this application. Applicants must select a predetermined goal area and standard. After the selection, include information on the identified need/required focus and target population, baseline data, data source, performance goal, and anticipated outcomes for 2009-2010, 2010-2011, and 2011-2012. At a minimum, applicants must address identification, attendance, and academic achievement in their needs assessment. Applicants must also address collaboration and coordination with other programs and agencies within and outside the LEA (see Section C). Applicants are encouraged to address provision of case management or related services to unaccompanied youth and the involvement of parents or guardians of homeless students in the education of their children.

a. Identified Need – Identification of Homeless Students

Identified Need/Required Focus and Target Population: Identification of Homeless Students

Baseline Data:

Data Source:

Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth

Standard 3: All children in homeless situations are identified.

Performance Goal:

Anticipated Outcomes:

b. Identified Need – Attendance of Homeless Students

Identified Need/Required Focus and Target Population: Attendance of Homeless Students

Baseline Data:

Data Source:

Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth

Standard 4: Within one full day of an attempt to enroll in school, homeless students are in attendance.

Performance Goal:

Anticipated Outcomes:

c. Identified Need – Academic Achievement of Homeless Students

Identified Need/Required Focus and Target Population: Academic Achievement of Homeless Students

Baseline Data:

Data Source:

Goal Area 1: To ensure homeless students have an opportunity to meet the same challenging state student academic achievement standards to which all students are held

Standard 1: All homeless students, identified and enrolled at the time of the state assessment, take the state assessment required for their grade levels.

Performance Goal:

Anticipated Outcomes:

d. Identified Need – Applicant's Specific Need(s); repeat table for each additional need to address in project

Identified Need/Required Focus and Target Population: Applicant's Specific Need

Baseline Data:

Data Source:

Goal Area:

Standard:

Performance Goal:

Anticipated Outcomes:

Example

Identified Need/Required Focus and Target Population: Identification--There is a need to increase the number and percent of schools identifying and enrolling eligible homeless students, especially those schools with a high percentage of students on free and reduced lunch.

Baseline Data: In 2007-2008, only 35 (70%) of the LEA's schools with more than 75% of students on free and reduced lunch identified or enrolled any homeless students.

Data Source: Automated student database

Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth

Standard 3: All children in homeless situations are identified.

Performance Goal: Students in homeless situations are identified by and enrolled in schools, especially those with a high percentage of students on free and reduced lunch.

Anticipated Outcomes: By the end of 2009-2010 school year, 40 (80%) of the LEA's schools with more than 75% of students on free and reduced lunch will identify and enroll homeless students; by 2010-2011, 45 (90%) of such schools will identify and enroll homeless students; and by 2011-2012, 50 (100%) will identify and enroll homeless students.

B. Homeless Demographics

- 1) **Number of Homeless Students Reported to the Department in 2007-2008**
- 2) **Estimated Number of Homeless Students to serve in 2009-2010, 2010-2011, and 2011-2012**
- 3) **Other Data Pertinent to Homeless Students Reported to the Department in 2007-2008**

3. Project Design and Implementation

40 points

Instructions

Describe the goals and measurable objectives, anticipated outcomes, timelines, activities, and deliverables, for each year of the proposed three-year project. Applicants are encouraged to address provision of case management or related services to unaccompanied youth and the involvement of parents or guardians of homeless students in the education of their children.

Criteria

- *The goals, objectives, and outcomes are clearly specified and measurable.*
- *The design of the proposed project aligns with, and will successfully address, the needs of the target population or other identified needs.*
- *The objectives are measurable, qualitative, challenging, yet achievable, and address all expected outcomes of the proposed project.*
- *It is evident that activities/methods are comprehensive, likely to be effective, and result in achievement of the objectives.*
- *The methodology reflects up-to-date knowledge from research and best practices.*
- *The timelines are specific, realistic, and consistent with measurable objectives and outcomes.*

A. Description of Needs to Address and Goals, Measurable Objectives, Anticipated Outcomes, Timelines, Activities, and Indicators and Deliverables with Targets

For each need area, please describe the need to be addressed and provide the baseline data, and each corresponding goal area, performance goal, objectives, activities, timelines, and indicators and deliverables with targets, for each year of the grant.

1) Identified Need – Identification of Homeless Students

Project Description/Evaluation Design (also use for part of evaluation)

Prioritized Need to Address: Identification of Homeless Students

Baseline Data:

Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth

Standard 3: All children in homeless situations are identified.

Performance Goal:

Objective:

Anticipated Outcomes:

Activities:

Timelines:

2) Identified Need - Attendance of Homeless Students

Project Description/Evaluation Design (also use for part of evaluation)

Prioritized Need to Address: Attendance of Homeless Students

Baseline Data:

Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth

Standard 4: Within one full day of an attempt to enroll in school, homeless students are in attendance.

Performance Goal:

Objective:

Anticipated Outcomes:

Activities:

Timelines:

Indicators: Targets for Years 1, 2, and 3

Deliverables/Training, Technical Assistance, and Dissemination: Targets for Years 1, 2, 3

3) Identified Need – Academic Achievement of Homeless Students

Project Description/Evaluation Design (also use for part of evaluation)

Prioritized Need to Address: Academic Achievement of Homeless Students

Baseline Data:

Goal Area 1: To ensure homeless students have an opportunity to meet the same challenging state student academic achievement standards to which all students are held

Standard 1: All homeless students, identified and enrolled at the time of the state assessment, take the state assessment required for their grade levels.

Performance Goal:

Objective:

Anticipated Outcomes:

Activities:

Timelines:

Indicators: Targets for Years 1, 2, and 3

Deliverables/Training, Technical Assistance, and Dissemination: Targets for Years 1, 2, 3

4) Identified Need – Applicant’s Specific Need(s); repeat table for each additional need to address in project

Project Description/Evaluation Design (also use for part of evaluation)

Prioritized Need to Address: Applicant’s specific need(s); repeat table for each need

Baseline Data:

Goal Area:

Standard:

Performance Goal:

Objective:

Anticipated Outcomes:

Activities:

Timelines:

Indicators: Targets for Years 1, 2, and 3

Deliverables/Training, Technical Assistance, and Dissemination: Targets for Years 1, 2, 3

Example

Project Description/Evaluation Design (also use for part of evaluation)

Prioritized Need to Address: Identification--There is a need to increase the number and percent of schools identifying and enrolling eligible homeless students, especially those schools with a high percentage of students on free and reduced lunch.

Baseline Data: In 2007-2008, only 35 (70%) out of 50 of the LEA's schools with more than 75% of students on free and reduced lunch identified or enrolled any homeless students.

Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth

Standard 3: All children in homeless situations are identified.

Performance Goal: Students in homeless situations are identified by and enrolled in schools, especially those with a high percentage of students on free and reduced lunch.

Objective: By June 30, 2010, 40 (80%) of the LEA's schools with more than 75% of students on free and reduced lunch identify and enroll homeless students; by June 30, 2011, 45 (90%); and by June 30, 2012, 50 (100%).

Anticipated Outcomes: 80% of the LEA's schools with more than 75% of students on free and reduced lunch identify and enroll homeless students by June 30, 2010; 45 (90%) by June 30, 2011; and 50 (100%) by June 30, 2012.

Activities: The homeless liaison will develop or revise training materials and train enrollment and pertinent school staff on the McKinney-Vento enrollment requirements. The liaisons will work with other district staff on the revision of the Residency Questionnaires (English and Spanish) and its approval by district leadership.

Timelines: August through October for instructor-led training (2009-2011)

November through May for online training (2009-2012)

Indicators:

1. Number of LEA schools with more than 75% of students on free and reduced lunch identifying homeless students

Targets	Year 1	Year 2	Year 3
	40 Schools	45 Schools	50 Schools

2. Percent of LEA schools with more than 75% of students on free and reduced lunch identifying homeless students

Targets	Year 1	Year 2	Year 3
	80%	90%	100%

3. Number of homeless students enrolled in schools with more than 75% of students on free and reduced lunch

Targets	Year 1	Year 2	Year 3
	400	450	500

4. Percent of homeless students enrolled in schools with more than 75% of students on free and reduced lunch

Targets	Year 1	Year 2	Year 3
	4%	5%	6%

5. Total number of school staff members provided professional development to enable them to identify students who may be eligible for McKinney-Vento services

Targets	Year 1	Year 2	Year 3
	75	50	25

6. Number of schools with trained staff

Targets	Year 1	Year 2	Year 3
	50	50	50

7. Number of trainings held (instructor-led)

Targets	Year 1	Year 2	Year 3
	3	3	3

8. Number of webinars held

Targets	Year 1	Year 2	Year 3
	3	3	3

9. Number of school staff participating in online training			
Targets	Year 1	Year 2	Year 3
	25	30	40
10. Percent of schools using residency questionnaire in the enrollment process			
Targets	Year 1	Year 2	Year 3
	90%	100%	100%

Deliverables/Training, Technical Assistance, and Dissemination

1. McKinney-Vento Instructor-led Training and Webinars			
Targets	Year 1	Year 2	Year 3
	6	6	3
2. McKinney-Vento Online Training			
Targets	Year 1	Year 2	Year 3
	1	1	1
3. McKinney-Vento Training PowerPoint			
Targets	Year 1	Year 2	Year 3
	1	0	0
4. Homeless Education School Enrollment Toolkit			
Targets	Year 1	Year 2	Year 3
	1	0	0
5. Revised Residency Questionnaires in English and Spanish			
Targets	Year 1	Year 2	Year 3
	2	0	0

B. Use of Title I, Part A Funds

1) Title I and McKinney-Vento Programs Collaboration/Coordination

Describe how the Title I program will collaborate on an ongoing basis with the McKinney-Vento homeless liaison to ensure that students in homeless situations will receive appropriate Title I, Part A, services. Applicants may summarize this information, but should provide sufficient detail for reviewers and for those who will make final determinations regarding the outcome of the application.

2) Scope and Nature of Title I, Part A Services

Describe the scope and nature of services to be provided through Title I, Part A funds that help to address the needs. The description should include:

- the activity/activities,
- grade levels of students to be served,
- approximate numbers to be served,
- where the service(s) will be delivered,
- the expected benefits to be derived from the service(s), and
- other relevant information.

According to guidance issued by the US Department of Education in July 2004:

M-4. What types of services may a LEA provide to homeless students with funds reserved under Section 1113(c)(3) of Title I?

The LEA may use funds reserved under this section to provide services to eligible homeless students in both Title I and non-Title I schools that are comparable to services provided to non-homeless students in Title I schools. Services provided should assist such children in meeting the state's challenging academic content and academic achievement standards.

The LEA has the discretion to use reserved funds to provide a homeless student with services that are not ordinarily provided to other Title I students and that are not available from other sources. For example, where appropriate, the LEA at its discretion may provide a student with an item of clothing to meet a school's dress or uniform requirement so that student may effectively take advantage of educational opportunities.

3) Reservation of Title I, Part A Funds

Failure to set aside funds from Title I, Part A will eliminate the applicant from consideration for funding. LEAs in which all schools are designated as Title I schoolwide schools are exempt from this requirement; however, such LEAs may set aside funds to serve students in homeless situations and are encouraged to do so.

- a. Please provide below the amount you expect to set aside for the Title I, Part A homeless education set-aside for 2009-2010.

\$ _____

- b. Please describe the methodology used to determine the homeless education set-aside. Below are some possible methods to calculate the set-aside, excerpted from "Four Methods for Determining New Mandatory Title I, Part A Set-Aside for Homeless Children." *No Child Left Behind Financial Compliance Insider* (Nov. 2003).
1. Identify and assess the needs of students in homeless situations in the LEA and set aside funds accordingly.
 2. Obtain the count of students identified as experiencing homelessness and multiply by the Title I, Part A per-pupil allocation.
 3. For LEAs with a McKinney-Vento subgrant, reserve an amount greater than or equal to the LEA's McKinney-Vento funds.
 4. Reserve a specific percentage based on the LEA's poverty level or total Title I, Part A allocation.
- c. Describe how the homeless liaison will access Title I funds for homeless students.

C. Other Collaboration/Coordination

Coordination should be designed to 1) ensure that homeless children and youth have access and reasonable proximity to available education and related support services and 2) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness [§722(g)(5)(C), P.L.107-110]. For each collaboration, describe the need to address, select the appropriate goal area (e.g., goal areas 3 and 4) and standard, and describe the corresponding performance goals, objectives, activities, timelines, indicators and deliverables with targets, for each year of the grant.

1) Intra-LEA and Inter-LEA Collaboration/Coordination

Applicants should describe collaboration and coordination between the homeless education program and other LEA departments such as transportation; food services; health services; educational programs such as special education, including gifted programs, migrant education, English language learners, and vocational and technical programs; LEA-administered Pre-K programs; and other programs to ensure homeless students are identified, enrolled, retained, and provided equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. Applicants should also describe any inter-LEA collaboration and coordination.

2) Community and Social Services Agencies Collaboration/Coordination

Applicants should describe collaboration and coordination between the homeless education program and outside community and social service agencies serving the homeless population such as shelters, the county health department, Department of Children and Families, homeless and other coalitions, etc.

3) Other Federal Programs Collaboration/Coordination

Applicants should describe collaboration and coordination between the homeless education program with other federal programs such as Head Start, Housing and Urban Development, Continuum of Care, staff from Runaway and Homeless Youth Shelters, etc.

Example

Project Description/Evaluation Design (also use for evaluation)

Prioritized Need to Address: Ensure homeless students receive free meals immediately upon enrollment.

Baseline Data: In 2007-2008, 90% of the eligible homeless students received free meals immediately upon enrollment.

Goal Area 3: To ensure that each homeless child and youth has equal access to comparable educational and other services for which they are eligible

Standard 8: All homeless students receive specialized and comparable services when eligible.

Performance Goal: Students in homeless situations are immediately enrolled in the free meal program upon enrollment.

Objective: By June 30, 2010, 100% of the homeless students will be enrolled immediately in the free meal program upon enrollment; by June 30, 2011, 100%; and by June 30, 2012, 100%.

Anticipated Outcomes:

100% of the homeless students will be enrolled immediately in the free meal program upon enrollment by June 30, 2010; 100% by June 30, 2011; and 100% by June 30, 2012.

Activities:

Coordinate with food service staff to establish process for immediate enrollment of homeless students in free meals program. Train food service staff on McKinney-Vento Act, including sensitivity training and process. Inform homeless families of their children's right to receive free meals.

Timelines:

August through October (2009-2011)

Indicators:

1. Number of homeless students who had access to free meals

Targets	Year 1	Year 2	Year 3
	#	#	#

2. Percent of homeless students who had access to free meals

Targets	Year 1	Year 2	Year 3
	100%	100%	100%

3. Number of homeless students receiving free meals

Targets	Year 1	Year 2	Year 3
	#	#	#

4. Percent of homeless students receiving free meals

Targets	Year 1	Year 2	Year 3
	100%	100%	100%

5. Number of meetings with food service staff

Targets	Year 1	Year 2	Year 3
	4	4	4

6. Number of food service staff trained

Targets	Year 1	Year 2	Year 3
	100	100	100

7. Number of trainings held			
Targets	Year 1	Year 2	Year 3
	1	1	1

Deliverables/Training, Technical Assistance, and Dissemination:

1. McKinney-Vento Training for Food Service Staff			
Targets	Year 1	Year 2	Year 3
	1	1	1
2. Homeless Education Free Meals Enrollment Process			
Targets	Year 1	Year 2	Year 3
	1	1	1
3. Free meals for homeless students			
Targets	Year 1	Year 2	Year 3
	100%	100%	100%

D. Capacity to Implement the Project

Provide responses to questions “1-3” below. Failure to address all questions will disqualify the applicant from funding.

1) Current Homeless Liaison (or person currently acting as homeless liaisons)

Name of Homeless Liaison:
 Name of LEA:
 Complete Address:
 City, Zip:
 Phone:
 Fax:
 E-mail:
 Percentage of time devoted to the duties of the liaison:

Please provide the percentage of time the homeless liaison devoted to other, non-homeless liaison duties and a brief description of those other duties (add as many additional rows as needed). Enter “N/A” if not applicable.

2) Others Devoted to Homeless Education Duties

Please provide the names, positions, percentage of time devoted to homeless education duties, brief description of duties, and brief description of other duties for other personnel associated with implementing the services described in this RFP (add as many additional rows as needed). The positions can be paid from other sources than the homeless education program. Enter “N/A” if not applicable.

3) Background and Qualification

Please list the qualification and background of the homeless liaison and others participating on this project.

4. **Dissemination Plan**

10 points

Instructions

Describe the project's dissemination plan that ensures that homeless children and their families and unaccompanied youth are informed of the homeless education services and programs.

Criteria

- *A description of how the LEA shall disseminate public notice of the educational rights of homeless children and youth where such children and youth receive services under the McKinney-Vento Act, such as schools in the LEA and where such children and youth receive services under the McKinney-Vento Act, such as family shelters, soup kitchens, etc.*
- *A description of how the LEA communicates the name of the homeless liaison and his or her duties to schools in the LEA and to the community.*
- *A description of how the LEA informs parents or guardians of homeless children and youth or unaccompanied youth of the educational and related opportunities available to their children or them and shall provide parents or guardians with meaningful opportunities to participate in the education of their children.*

5. **Evaluation**

15 points

Instructions

Describe the instruments and method(s) for evaluating the proposed project.

Criteria

- *The methods are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.*
- *The evaluation methods provide for examining the effectiveness of project implementation strategies and are appropriate to the context within which the project operates.*
- *The methods include the use of objective performance measures that clearly relate to the intended outcomes of the proposed project and will produce quantitative and qualitative data.*
- *The methods are likely to produce timely guidance for quality assurance.*
- *The evaluation process is comprehensive, likely to result in a successful project, and includes an effective approach for using evaluation results to guide necessary adjustments to the proposed project.*
- *The evaluation instruments are designed to effectively measure program progress and success.*

At a minimum, the evaluation must include the actual results of the indicator measures.

6. **Support for Strategic Imperatives**

FIXED REQUIREMENT

Instructions

Incorporate one or more of the Areas of Focus included in Florida's Next Generation PreK-20 Education Strategic Plan.

URL: http://www.fldoe.org/Strategic_Plan/pdfs/StrategicPlanApproved.pdf

Describe how the proposed project will address the reading and math/science initiatives of the Department of Education.

Just Read Florida

URL: <http://www.justreadflorida.com/>

Math/Science Initiative

URL: <http://www.fldoestem.org/center13.aspx>

Criteria

- *The applicant has included effective methods for incorporating one or more of the Areas of Focus from Florida’s Next Generation PreK-20 Education Strategic Plan.*
- *The proposed project utilizes a comprehensive plan for integrating pertinent aspects of the Just Read, Florida! and the math/science initiatives.*

7. Policies and Procedures Implementation

FIXED REQUIREMENT

Provide evidence that policies and procedures that respond to the needs of children and youth in homeless situations are in place or being put into place and address the requirements below. Include only copies of those policies and procedures that specifically refer to homeless students; **do not include the LEA’s entire policy manual**. Reviewers should find it easy to locate and understand policies and procedures that affect homeless students. The applicant should underline, bold, or highlight those areas of the policies or procedures that refer to homeless students if part of a policy or procedure pertaining to non-homeless students as well. If the policy is being revised, provide evidence that the policy is on the school board agenda.

A. School Board Policy

School Board Policy (please select only one of the options below):

- Date approved or last revised: _____
- Date expected to be approved by Board: _____

Please select the requirements below that are covered in your current or proposed LEA’s homeless education school board policy:

- an assurance that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth, to include receiving comparable services offered to other students in the school [*No Child Left Behind Act*, Title X, Part C, §721(1)-(4) and §722(d), P.L.107-110]
- an assurance that homeless children and youth are not stigmatized or separated, segregated, or isolated on the basis of their status as homeless [*No Child Left Behind Act*, Title X, Part C, §722(e)(3), §722(g)(1)(J)(i), and §723(b)(5), P.L.107-110]
- the access of homeless children and youth to the education and other services that such students need to ensure that such students have an opportunity to meet the same challenging state student academic achievement standards to which all students are held [*No Child Left Behind Act*, Title X, Part C, §721(1)-(4) and §722(d), P.L.107-110]
- the access of homeless preschool-aged children and their families to educational services for which they are eligible, including preschool programs administered by the LEA [*No Child Left Behind Act*, Title X, Part C, §721(1)-(4) and §722(d), P.L.107-110]
- the removal of barriers that affect the enrollment and retention of homeless children and youth in schools in the LEA, including issues pertaining to guardianship and transportation, immunization, residency, birth certificates, school records, and other documentation [*No Child Left Behind Act*, Title X, Part C, §722(g)(1)(l), §722(g)(7)(A), and §722(g)(7)(B), P.L.107-110]
- the immediate enrollment of homeless students [*No Child Left Behind Act*, Title X, Part C, §722(g)(7)(A), P.L.107-110]
- the rights of homeless students to remain in their school of origin and provision of transportation, at the request of the parent or guardian, to and from the school of origin, including the provision for inter-LEA transportation [*No Child Left Behind Act*, Title X, Part C, §722(g)(1)(J)(iii), P.L.107-110]

B. Dispute Resolution Policy, Procedure or Process

Please provide a copy of the homeless education dispute resolution policy, procedure or process that is in place to resolve enrollment disputes [*No Child Left Behind Act*, Title X, Part C, §722(g)(3)(E)(i)-(iv)].

C. Homeless Student Identification Procedure and Process

Please provide a copy of the identification of homeless children procedure. Also describe how the applicant identifies children and youth in homeless situations. Include information below as applicable:

- a description of any outreach efforts to locate homeless students,
- a description of any forms such as residency questions or enrollment forms that are used and provide copies of such forms,
- a description of the types of information the applicant collects about the students in the identification process,
- a description of the staff (do not include names) that are involved in the identification process and how they are involved,
- a description of any training that staff members or service providers receive regarding student identification,
- a list of service providers or community organizations that assist with the identification process and a description of how they help to identify students, and/or
- any other information the applicant deems relevant.

D. Other Procedures, Processes, or Practices

Please provide copies of any other procedures, processes, or practices that relate to homeless students. Include only copies of those policies and procedures that specifically refer to homeless students; **do not include the LEA's entire policy manual.**

- Transportation
- Food Programs
- Preschool Access
- Before and After-School Care Programs
- Other Procedures (if applicable)

8. Reporting Outcomes

FIXED REQUIREMENT

- The LEA will report on required data for the Consolidated State Performance Report.
- The LEA will report outcomes for each performance indicator identified in the application in the end-of-year report for years one and two. For year three, the final report will be a compilation of all three years.
- The LEA will maintain documentation of each activity implemented using these funds for on-site, desktop, or self-certification monitoring.

9. Budget

15 points

Instructions

Present a budget that reflects objectives and proposed costs of the project.

Criteria

- *The budget is thorough, specific, and supports the proposed project.*
- *The proposed project budget presents expenses that are allowable, realistic, accurate, and clearly relate to and reflect project activities, objectives, and outcomes.*
- *The costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.*
- *The costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.*
- *The required personnel, professional and technical services, and/or travel for the proposed project are clearly and adequately explained.*
- *The justifications for expenditures are reasonable and clearly explained.*

Funding Method(s)

Federal Cash Advance (Public Entities Only) (C)

On-line reporting required monthly to record expenditures. Federal cash advances will be made by state warrant or Electronic Funds Transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: payroll records, contracts, invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

Funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs.

URL: <http://www.fl DOE.org/comptroller/gbook.asp>

The project award notification (DOE 200) will indicate:

- project budget,
- program periods,
- timelines,
- last date for receipt of proposed budget,
- program amendments,
- incurring expenditures and issuing purchase orders,
- liquidating all obligations, and
- submitting final disbursement reports.

Project recipients do not have the authority to report disbursements before or after these specified dates.

Allowable Expenses

Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance. A local educational agency may use funds awarded under this section for activities that carry out the purpose of this subtitle, including those below. Please check those activities below that are covered in the project.

The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging state academic content standards and challenging state student academic achievement standards the state establishes for other children and youths.

The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and students with limited English proficiency, services provided under title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, programs in vocational and technical education, and school nutrition programs).

Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths.

The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.

The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected under section 722(g)(3). [Note, no more than three percent of the budget may be used for this category.]

The provision of developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.

The provision of services and assistance to attract, engage, and retain homeless children and youths, and unaccompanied youths, in public school programs and services provided to nonhomeless children and youths.

The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.

If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.

The provision of education and training to the parents of homeless children and youths about the rights of, and resources available to, such children and youths.

The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5).

The provision of pupil services (including violence prevention counseling) and referrals for such services.

Activities to address the particular needs of homeless children and youths that may arise from domestic violence.

The adaptation of space and purchase of supplies for any nonschool facilities made available under subsection (a)(2) to provide services under this subsection.

The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.

The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school.

Unallowable Expenses

Project funds may not be used to supplant existing programs and/or funding.

No more than three percent of the funds may be used to defray the excess cost of transportation for homeless students under section 722(g)(4)(A). LEAs must provide assurance that the funds are not being used to supplant the LEA's requirement to transport homeless students to and from the school of origin.

Proposed purchases of Capital Outlay must be supported with descriptions/explanations of how the purchase of equipment will impact services to homeless children and youth.

General office supplies are not allowable expenses; however, funds for office supplies may be used to serve and provide assistance to homeless students and their families.

Services provided must not replace the regular academic program.

Administrative Costs including Indirect Costs

For federally funded projects, indirect costs are capped at the applicant's approved negotiated rate.

Notice of Intent-to-Apply

The due date to notify the Program contact Lorraine Allen of Intent-to-Apply is May 1, 2009.

This notification should be sent as an e-mail or fax message and should include a return e-mail address.

Providing the Intent-to-Apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to "Frequently Asked Questions" and competition updates.

Method of Answering "Frequently Asked Questions" (FAQs) or Providing Changes

All "Frequently Asked Questions" will be posted on the Program Office website by May 8, 2009. "Frequently Asked Questions" will be answered via e-mail and sent to all eligible LEAs. The last date that questions will be answered is May 7, 2009.

Method of Review

A peer review process will be used to evaluate the Education of Homeless Children and Youth Project competitive proposals. Reviewers are selected to reflect a balance of backgrounds, experience, race, and ethnicities.

Project proposals are screened by DOE program staff to ensure that federal regulations and state requirements (as conditions for acceptance) in the RFP are addressed (see next section for conditions).

Proposals that meet all state and federal requirements are evaluated and scored according to the following process:

- Each proposal meeting the conditions for acceptance is reviewed and scored by three to five qualified reviewers representing experienced educational professionals and stakeholders from Florida and, when applicable, around the country.
- The Program Office ranks the proposals in order from highest to lowest score.
- DOE staff will review recommended proposals for compliance with the programmatic and fiscal policies of the project.
- The Department will allocate funds utilizing a statewide competitive process for awarding projects to eligible recipients.
- Awards are subject to the availability of funds.
- Proposals with a final score of less than 70 are not eligible for funding consideration.

Conditions for Acceptance/Substantially Approvable Form

The requirements listed below **must** be met for applications to be considered in Substantially Approvable form and thus eligible for review:

- Application is received within DOE no later than the close of business on the due date.
- Application includes required forms:
 - DOE 100A Application Form bearing the original signature of the Superintendent for the LEA.
NOTE: This must be received in the Office of Grants Management by the deadline.
NOTE: Applications signed by officials other than the appropriate agency head **must** have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
 - DOE 101 Budget Narrative Form.
 - Submission of the signed certification signifying compliance with the “General Assurances for Participation in Federal and State Programs,” (if not already on file in the DOE Comptroller’s Office).

Other Requirements

For Federal Programs

General Education Provisions Act (GEPA)

In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a current fiscal year General Education Provisions Act (GEPA) plan is required. The applicant **must submit**, with this application, a one-page summary description of the plan proposed by the LEA or other entity to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs.

For details, refer to URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Technical/Formatting and Other Application Submission Requirements

- Number of copies plus original: 2
- Two-sided pages
- No Bound Copies

Online Application Submission Requirements

Applicants must apply for the grant online at the Florida Department of Education at <https://app1.fldoe.org/TitleX/>. Contact Lorraine Allen for the District’s Username and Password.

However, in addition to submitting the online application, the DOE 100A Application Form bearing the original signature of the Superintendent for the LEA must be received in the Office of Grants Management by the deadline.

Application must be submitted to:

**Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 332
Tallahassee, Florida 32399-0400
Project Performance Accountability**