

***Dr. John D. Barge, State School Superintendent***  
***“Making Education Work for All Georgians”***

**FY14 McKinney-Vento**  
**Education for Homeless Children and Youth**  
**Competitive Grant Application**

**Release Date: January 29, 2013**  
**Application Deadline: March 20, 2013, 4:00 p.m.**

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## **Overview of Legislative Intent and Services Needed**

In 2001, Congress again reauthorized the McKinney Education for Homeless Children and Youth (EHCY) Program as the McKinney-Vento Homeless Education Assistance Improvement Act in Title X, Part C of the Elementary and Secondary Education Act of 1965 (ESEA).

The amended legislation requires all local educational agencies (LEAs) to appoint a homeless liaison, whose specific duties include, but are not limited to the following:

- Identify homeless children and unaccompanied youth and ensure that they have the opportunity to enroll and succeed in school;
- Ensure that homeless families, children and unaccompanied youth are informed about all programs and services for which they are eligible, including transportation;
- Mediate enrollment disputes;
- Ensure that parents have meaningful opportunities to participate in their children's education; and
- Disseminate notice of the educational rights of children and unaccompanied youth in homeless situations.

The legislation further requires immediate enrollment of students experiencing homelessness and transporting them to their school of origin in order to maintain school continuity. It provides for a dispute resolution process in cases where schools and students who are attempting to enroll are not in agreement regarding the students' rights to enroll in school. It strengthens the provisions regarding segregation of homeless students and clearly prohibits separate schools. Furthermore, it emphasizes the need to serve pre-school age children and unaccompanied youth.

An important element of Georgia's plan for homeless children and unaccompanied youth is the development of a coordinated, community-driven connectivity plan to ensure quality services to all Georgia's homeless children and unaccompanied youth. The goal is to encourage coordination and shared responsibility for protecting and serving homeless children through a collaborative approach with social service agencies, non-profits, local housing agencies, faith-based programs, and other community based programs that provide services to homeless children and unaccompanied youth.

## SECTION A – General Guidelines

### Timeline

Application Release Date	January 29, 2013
Intent to Apply Form Due Date	February 11, 2013
Grant Technical Assistance Workshop	February 18, 2013
Grant Applications Due	March 20, 2013
Application Review	March 20-April 15, 2013
Award Notification	July 2013
Grant Cycle	July 1, 2013 – September 30, 2014

### Application Guidelines

The Georgia Department of Education (GaDOE) is issuing a request for application to fund EHCY programs that provide services to homeless children and unaccompanied youth in order to ensure that each homeless child and unaccompanied youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

**Source of funds:** Title X, Part C of the Elementary and Secondary Education Act of 1965 (ESEA)

**Purpose:** The purpose of this notification is to solicit proposals from eligible LEAs statewide to ensure that each homeless child and unaccompanied youth has equal access to the same free, appropriate public education, including public preschool education.

**Eligibility:** All public LEAs reporting 150 or more students experiencing homelessness in the previous school year are eligible to apply. The following 23 LEAs are eligible to apply:

Atlanta Public Schools, Berrien County, Carroll County, Catoosa County, Chattooga County, Coffee County, Colquitt County, Columbia County, Douglas County, Fannin County, Floyd County, Forsyth County, Fulton County, Habersham County, Henry County, Jackson County, Lee County, Lowndes County, Monroe County, Newton County, Rome City, Ware County and Whitfield County.

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**Scoring:** 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. GaDOE will award 5 priority points to any applicant reporting more than 650 students experiencing homelessness in the previous school year.

**Size of Awards:** Over the past 5 years, the number of students in Georgia experiencing homelessness has more than doubled; however, the McKinney-Vento Grant allocations have remained level. If level funding continues in FY14, GaDOE anticipates being able to fund 8 to 12 new grantees. GaDOE will fund the highest scoring applicants first and continue until funding is exhausted.

<b>FY12 Homeless Student Count</b>	<b>Projected Maximum Award Amount*</b>
800+	\$70,000
450 – 799	\$60,000
350 – 449	\$50,000
250 – 349	\$40,000
150 – 249	\$30,000

**\*Note:** All anticipated funding levels are subject to change based on the actual allocation received from the United States Department of Education (US ED).

**Number of Copies:** **One signed original plus 5 copies of the grant application must be submitted. If one signed original plus 5 copies are not submitted, the application will not be considered for funding.**

**Proposals Due:** **Friday, March 20, 2013, by 4:00 p.m.**  
**PLEASE NOTE THAT THIS IS NOT A POSTMARK DATE**

**All applications must be submitted to the following address:**

Harriett Neal  
Georgia Department of Education  
Grant Programs - Homeless Grants  
205 Jesse Hill Jr. Drive SE  
1866 Twin Towers East  
Atlanta, GA 30334-5040

All applications must be received **on or before 4:00 p.m., March 20, 2013**. Applications received after the deadline will not be considered for funding. GaDOE is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted once it is received by GaDOE. **Electronic and faxed applications are not acceptable and will not be reviewed by GaDOE.** It is the responsibility of the sender to ensure and verify that the application is received by the deadline. Due to the periodic disruptions to normal mail delivery, GaDOE strongly encourages the use of an alternative delivery method (for example, a commercial carrier such as Federal Express or UPS; U.S. Postal Service Express mail; a courier service or personal delivery) to transmit documents to GaDOE.

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**Proposal/Format:** Applications must be typed using 1 inch margins on all sides, no less than 12 point font in either Arial or Times New Roman. All information must be double-spaced, one side only on white 8-1/2 x 11 paper.

The completed application must include page numbers. The entire application may not exceed 25 double-spaced pages. Additional required attachments will not require page numbers and are not counted in the page limit of 25. Only specifically requested documents should be included in the application as attachments (e.g. letter of support). Unrequested information will be excluded from peer review.

**Award Notification:** Grantees approved by the State Board of Education (SBOE) will be notified upon SBOE approval. (This usually takes place in July).

**Grant Period:** The grant period is for one year with the possibility of one continuation year (year two) based on the following:

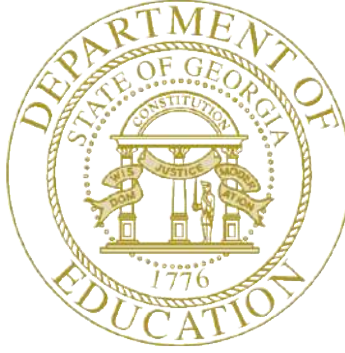
- Satisfactory completion of monitoring results
- Satisfactory completion of an Annual Continuation and Evaluation Report
- Timely/accurate expenditures
- Submission of homeless survey data on or before due date
- Timely/accurate reporting of homeless enrollment in the LEA Student Information System
- Ability of the LEA to demonstrate need based on the LEA reporting 150 or more students experiencing homelessness in the previous school year
- Available funding

**Technical Assistance:** A technical assistance workshop is scheduled from 10:00 a.m. to 1:00 p.m. on Monday, February 18, 2013 in Training Room D on the 10<sup>th</sup> floor at Twin Towers West, 205 Jesse Hill Jr. Drive SE, Atlanta, Georgia 30334.

**Contact Person:** Specific questions regarding this grant proposal can be submitted to Joanna Johnson, Grants Program Consultant, by email at [jjohnson@doe.k12.ga.us](mailto:jjohnson@doe.k12.ga.us) or by telephone at (404) 656-2004.

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APPLICATION COVER SHEET (Form 1)



Name of LEA: \_\_\_\_\_

\_\_\_\_\_  
*Homeless Liaison Name Telephone Fax Email*

\_\_\_\_\_  
*Liaison Mailing Address*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Contact Name if other than Liaison Telephone Fax Email*

\_\_\_\_\_  
*LEA Title I Director if other than Liaison Telephone Fax Email*

I (applicant) hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the agency named above has authorized me as its representative to obligate this agency. I further certify that any ensuing program or activity will be conducted in accordance with all applicable federal and State laws and regulations, application guidelines and instructions. The applicant agrees to comply with or will use requested funds in accordance with McKinney-Vento Homeless Assistance Act guidance. The applicant certifies that assistance under this grant will supplement and not supplant current federal, state, or local funds used to provide services to homeless children and unaccompanied youth. The applicant certifies that activities carried out by the applicant will not isolate or stigmatize homeless children or unaccompanied youth. Applications submitted by LEAs must be signed by the superintendent.

\_\_\_\_\_  
*Typed Name of Superintendent*

\_\_\_\_\_  
*Signature of Superintendent*

\_\_\_\_\_  
*Date Signed*

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**APPLICANT PROFILE (Form 2)**

**I. NEEDS AND BARRIERS**

Children and unaccompanied youth experiencing homelessness face many challenges. The combination of precarious living conditions, high mobility and poverty create considerable educational, health and emotional problems and barriers for such children and unaccompanied youth. Identifying the needs and barriers faced by children and unaccompanied youth in homeless situations is critical to the development of a plan to facilitate their enrollment, attendance and success in school. The tables below list the educational needs and barriers that are typically encountered by homeless children and unaccompanied youth. Please follow the directions for each table to provide the information as it specifically relates to the experience of homeless children and unaccompanied youth in your LEA.

**a. UNIQUE NEEDS OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH**

For each line, place a check (✓) in the appropriate box to indicate the extent to which the following educational and school related activities are needed to ensure the individual success of homeless children and unaccompanied youth in your LEA. Also, place a check (✓) in the last column to identify needs currently addressed through local and/or state developed programs.

Educational and School-Related Activities	A Major Need	A Minor Need	Not An Identified Need	Addressed by Local and/or State Program
Policy revision				
Identification				
Enrollment				
Parent training/involvement				
Agency coordination				
Records transfer				
Staff development on homeless issues				
Transportation				
School supplies				
Free lunch/breakfast				
Tutoring/remedial				
Case management				
English as Second Language				
Preschool programs				
Special education				
Medical services				
Counseling				
Other (please specify)				



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**APPLICANT PROFILE (Continued)**

**b. BARRIERS TO SCHOOL ATTENDANCE/ENROLLMENT**

Rank in order the most frequently identified barriers to school enrollment, attendance or success in your LEA. Use each number only once. Number (1) indicates the most frequently identified and number (9) the least frequently identified. Use “N/A” to indicate that the item is not a barrier.

Attendance/Enrollment Barriers	Numerical Ranking 1-9
Residency requirements	
Availability of school records	
Birth Certificates	
Legal guardianship requirements	
Transportation	
Lack of availability of preschool programs	
Immunization requirements	
Physical examination records	
Other (specify)	

**c. TITLE I, PART A AND MCKINNEY-VENTO COORDINATION**

Complete the following table and questions regarding the use of Title I, Part A reservations/set-aside funds for homeless children and unaccompanied youth, if applicable.

	Total Amount	Use/Activities
Actual Set-Aside for FY13 (2012-2013)		
Planned Set-Aside for FY14 (2013-2014)		

- i. Describe the process for the development and preparation of the LEA’s plan for coordinating services for eligible homeless children and unaccompanied youth using the Title I, Part A reservation/set-aside.
- ii. How does the LEA determine its reservations/set-aside amount and how does the LEA assist staff in understanding the LEA policy/procedures to support homeless students using these funds?

## SECTION B – Application Components

### *Cover Sheet*

Complete all applicable information using the Application Cover Sheet (Form 1) provided in the application. The Application Cover Sheet provides the basic program information including contact information. Your application is not valid if the cover sheet is not signed by the LEA superintendent.

### *Applicant Profile*

Use the Applicant Profile (Form 2) provided in the application to indicate and rank order the unique needs and the barriers to school attendance/enrollment of the homeless children and unaccompanied youth in the LEA as well as coordination plans for use of the Title I, Part A reservation/set-aside and this grant.

### **Criterion 1: Statement of Need and Service Area Maximum 25 Points (Limit to 5 double-spaced pages)**

Applicant must provide a detailed process to identify and report the number of homeless children and unaccompanied youth within the LEA's boundary(ies). It must clearly define the needs of its homeless children and unaccompanied youth and the needs assessment process utilized to determine these needs. The needs assessment analysis must be based on the data provided in the Applicant Profile and must identify trends. Educational barriers that inhibit the enrollment, attendance, and success of homeless children and unaccompanied youth in the LEA must be addressed. **Ensure that the narrative provides a detailed description of the items that are listed below.**

### **Target Population and Data Collection**

- Applicant provides a detailed description of the LEA procedure for identifying homeless children and unaccompanied youth and how receiving the grant will enhance the identification protocol.
- Applicant provides a detailed description of the trends related to the number of homeless children and unaccompanied youth within the service area, including community or other external factors that may have caused the trends.
- Applicant provides a detailed description of the data collection procedure of the LEA and its procedure for reporting homeless children and unaccompanied youth to GaDOE. Responsible personnel must be discussed.

### **Needs Assessment**

- Applicant provides a detailed description of the needs assessment process utilized and the reason this process was chosen.
- Applicant provides a detailed description of the participants involved in the assessment process (McKinney-Vento eligible families receiving services, community groups, state agency staff, social service, non-profit, etc.) and their contribution.

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- Applicant provides a detailed description of the specific educational and related needs of the homeless children and unaccompanied youth identified in the needs assessment.
- Applicant provides a detailed description of the barriers homeless children and unaccompanied youth (including barriers to enrollment, attendance, and school success) face unique to the LEA and the LEA's ability to address those barriers.

**Criterion 2: Goals and Objectives**

**Maximum 20 Points (Limit to 5 double-spaced pages.)**

Applicant must describe in detail the goals/objectives and the services and activities planned for implementation and the participants involved in performing the service/activity based on the analysis of the applicant's profile data. The applicant must provide details as to the need for the service/activity and the expected outcomes.

**Applicant identifies goals and objectives to be implemented (based on identified needs) and describes in detail the services/activities to support these goals/objectives.**

- Applicant provides a detailed description of the identified goals and objectives to be targeted in the proposed program and how they were determined. Applicant must include goals and objectives to improve student academic achievement.
- Applicant provides a detailed description of each service/activity and timeline for implementation for each proposed service/activity to accomplish each goal/objective.
- Applicant provides a detailed description of the personnel responsible for providing the service/activity.
- Applicant provides a detailed description of the homeless children and unaccompanied youth to be involved in each service/activity.
- Applicant provides a detailed description of the need(s) that will be met by the service/activity.

**Applicant describes in detail the outcome objective and how the outcome objective was identified.**

- Applicant provides a detailed description of the expected outcomes of each service/activity.
- Applicant provides a detailed description of how outcomes are measured.
- Applicant provides a detailed description of the anticipated impact of **each** proposed service/activity. Applicant must include the specific changes and improvements that are expected to occur.

Please see **Appendix A – Proposed Goals and Objectives Worksheet** for a chart to assist you with your response. **Appendix A must be attached to this section, but is excluded from the page count for this section.**

## Criterion 3: Capacity to Implement the Project

### Objective 1: Homeless Liaison Responsibilities

**Maximum 5 points (Limit to 2 double-spaced pages)**

Applicant must provide a detailed description of the qualifications for appointing the homeless liaison. The applicant must describe in detail the plan for on-going professional learning for the homeless liaison and other LEA personnel that interact with homeless children and unaccompanied youth. Please refer to **Appendix B - Homeless Liaison Responsibilities and Unique Qualities Information Sheet** for assistance with your response.

- Applicant provides a detailed description of the qualifications and skills of the local homeless liaison.
- Applicant provides a detailed description of how the grant will increase the ability of the homeless liaison to effectively perform duties above and beyond what can be done using only the Title I, Part A reservation/set-aside.
- Applicant provides a detailed description of ongoing professional development for homeless liaison.
- Applicant provides a detailed description of ongoing professional learning for other LEA personnel that interact with homeless children and unaccompanied youth. (Example: registrars, LEA administration, school administration, bus drivers, etc.)

### Objective 2: LEA Homeless Education Policies and Procedures

**Maximum 10 points (Limit to 3 double-spaced pages.)**

Applicant provides a detailed description of local policies and procedures to ensure access to a free and appropriate public education for homeless children and unaccompanied youth.

- Applicant must provide a detailed description of how local policies will remove barriers to school enrollment and attendance. Applicant must describe in detail how each local policy and procedure identified below incorporates the requirements of the McKinney-Vento Homeless Assistance Act.
  - Identification
  - School Selection Process
  - Enrollment Process
  - Transportation Process
  - Dispute Resolution

Please see **Appendix C - Policies and Procedures Worksheet** for assistance in the evaluation of the LEA policies and procedures. **Appendix C must be attached to this section, but is excluded from the page count for this section.**

### **Criterion 3: Capacity to Implement the Project (Continued)**

#### **Objective 3: Coordination and Collaboration**

#### **Maximum 15 points (Limit to 4 double-spaced pages)**

Applicant must provide a detailed description of its processes and procedures to ensure coordination and collaboration with appropriate agencies working with homeless children, unaccompanied youth and their families.

- Applicant provides a detailed description of the community partner/organization(s) and the service(s) that are applicable for homeless children and unaccompanied youth.
  - Description of coordination/collaboration with social services agencies and community civic and faith-based organizations.
  - Description of organization/agency type (profit, non-profit and other federal, state, local programs, etc.)
  - Description of services to be provided by the organization/agency, timeline of services, location of services, etc.
  - Description of the process by which the coordinated services will be delivered.
- Applicant provides a detailed description of the coordination with other agencies/organizations to provide services for homeless children and unaccompanied youth and the record keeping process of this coordination. Applicant must include a description of memoranda of agreements or other agreements with these agencies.
- Applicant provides a detailed description of the process to evaluate and monitor programmatic and fiscal services provided by each collaborating partner(s).

Please see **Appendix D – Coordination/Collaboration Worksheet** for assistance in completing this section. **Appendix D must be attached to this section, but is excluded from the page count for this section.**

**Criterion 4: Program Evaluation Plan**  
**Maximum 15 Points (Limit to 4 double-spaced pages)**

Applicant must provide a detailed description of the evaluation plan to determine the progress of the program based on the outcome goals/objectives identified in Criterion 2. The program evaluation plan must include the proposed method(s) for measuring each goal/objective; the data sources to be collected and utilized in the evaluation; the process to measure student academic progress; and how the evaluation results will be utilized to determine the continuation activities for the program.

- Applicant restates all measurable objectives proposed to be implemented in the grant proposal from Criterion 2.
  - Applicant provides a detailed description of the methods to be utilized in measuring the progress of each strategy to be implemented.
  - Applicant addresses both formative and summative methods and criteria.
  - Applicant addresses identification, enrollment/attendance, student academic achievement, and transportation.
- Applicant provides a detailed description of the data source(s), how the data will be collected, and the responsible personnel. Both qualitative and quantitative data should be addressed.
- Applicant provides a detailed description of the process to be utilized to report the evaluation results of the implemented program, including the process to evaluate and report student achievement. Applicant describes how the results will impact the services/activities to be continued or terminated.

Please see **Appendix E – Overall Program Evaluation Plan** for assistance in completing this section. **Appendix E must be attached to this section, but is excluded from the page count for this section.**

**Criterion 5: Budget Narrative, Budget Summary, and Schedule of Expenses  
Maximum 10 Points (Budget Narrative Must Be Limited to 2 double-spaced pages.)**

**Objective 1: Budget Summary Narrative**

Applicants must provide a clear budget narrative of how funds will be expended in accordance with the needs assessment and services to be provided and in accordance with the McKinney-Vento authorized activities. Applicants must include the internal controls they will implement to ensure funds are expended appropriately and during the grant period. GaDOE reserves the right to adjust budgets to ensure all budgets meet the standard of reasonable and necessary as outlined in OMB Circular A-133 and A-87.

- Applicant provides a detailed budget narrative for **each** budget expense identified and clearly delineates how the requested funds match the needs assessment, service requirements, and agency profile.
- Applicant provides a detailed Budget Summary and Schedule of Expenses adhering to the State of Georgia Chart of Accounts requirements. All detail pages must have explicit detail concerning the types of purchases and expenditures planned. **(The Budget Summary and Schedule of Expenses are excluded from the page count. Instructions for completing the Budget Summary and Schedule of Expenses are on the first page of the excel worksheet.)**
- Applicant describes the internal controls that are in place to ensure funds are expended appropriately and during the grant period.

Please see **Appendix F – Allowable Expenditures** to assist in describing and discussing information that is required in the budget narrative.

## SECTION C – Assurances

**Applicants must obtain the superintendent's signature in order to be considered for funding:**

- Provide access to educational and other services to ensure homeless children and unaccompanied youth have the opportunity to meet the same challenging state performance standards to which other students are held.
- Review and revise policies that may act as barriers to the enrollment of homeless children and unaccompanied youth in the school, including policies related to transportation, immunization, proof of residency, Birth Certificates, guardianship, school records, and other documentation.
- Determine the particular school that is in the best interest of a child to attend in compliance with the wishes of the parent(s), to the extent feasible.
- Provide transportation to the school deemed in the best interest of the child.
- Ensure that all homeless children and unaccompanied youth receive appropriate free meals, textbooks, and Title I services.
- Coordinate with local social services agencies and other agencies or programs providing services to homeless children or unaccompanied youth and their families to minimize educational disruption for children who are homeless.
- Ensure that all homeless children and unaccompanied youth receive placement in appropriate programs, such as Special Education, gifted and talented, or English as a Second Language programs.
- Ensure that all data requests from GaDOE and any entity acting on the behalf of GaDOE are accurately and promptly reported.
- Ensure that identified and enrolled homeless children and unaccompanied youth are reported as required in the GaDOE Student Record.
- Ensure that services provided by funds from this grant will not replace the regular academic program.
- Ensure that an annual performance and fiscal report is submitted for each year grant funds are received.

My signature below certifies that I am the authorized signatory of the entity responsible for operation of the grant program, and that I have read, understand, and agree to abide by all Assurances above. I also understand that failure to abide by all Assurances may result in loss or reduction of grant funding.



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Superintendent Signature

Date

## SECTION D – Appendices

### Appendix A – Proposed Goals and Objectives Worksheet

<b>Goals and Objectives</b> <i>List goals and objectives based on identified needs.</i>	<b>Service/Activity</b> <i>What will you do?</i>	<b>Participants</b> <i>Who are the participants?</i>	<b>Timeline/Frequency</b> <i>Frequency: (how often); intensity: (length of activity); duration: (how long); physical site</i>	<b>Responsible Party</b> <i>Describe provider and qualifications.</i>	<b>Anticipated Outcomes</b> <i>Describe what is expected to occur as a result of implemented activities.</i>
	<i>Example:                      Transportation (Paying the excess cost of transportation not otherwise provided by federal, state, or local funds, to enable students to attend under section 722(g)(3) of the McKinney-Vento Act)</i>	<i>20-25 homeless school age children and unaccompanied youth</i>	<i>Liaison will coordinate with Transportation Department to provide transportation for school year. Liaison will consider school of origin and the child's best interest.</i>	<i>Transportation Dept. will provide Liaison with information and qualifications (licensing, background certifications, etc.)</i>	<i>Provides homeless students with a sense of stability in a time of crisis. School attendance by homeless children will increase as a result of stable reliable transportation services.</i>

## **Appendix B**

### **Homeless Liaison Responsibilities and Unique Qualities Information Sheet**

The information below lists some of the homeless liaison's responsibilities and unique qualities for your review and incorporation into your narrative.

The homeless liaison is traditionally the person to coordinate and ensure the needs of homeless children and unaccompanied youth are met. The liaison is involved in a complex array of programs and activities, for example:

- Learning about the wider community and developing community collaborations
- Conducting needs assessments
- Creating and implementing a service plan
- Providing professional learning for school and other key personnel
- Educating business and community groups about homelessness and about how they can get involved
- Creating an environment where students and parents are comfortable in requesting services
- Resolving disputes involving enrollment, transportation, records, and other matters as they arise

Listed below are sample qualities that liaisons in successful homeless education programs share:

- Knowledge of the Elementary and Secondary Education Act of 1965 (ESEA) and McKinney-Vento Homeless Assistance Act requirements
- Knowledge of LEA's student demographic data
- Understanding of the community including the weaknesses of social service agencies
- Excellent written and verbal communication skills
- Experience in developing marketing strategies
- Experience in serving as an advocate for disadvantaged children and unaccompanied youth

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**Appendix C – Policies and Procedures Worksheet**

Policy Requirements	Current Policy/Procedure		Policy/Procedure Revision Date
	Y	N	
<p><b>School Selection:</b> Each homeless child and unaccompanied youth has a right to remain at his or her school of origin or to attend any school that serves students who live in the attendance area in which the child or unaccompanied youth is actually living.</p>			
<p><b>Enrollment:</b> Homeless children and unaccompanied youth may not be denied or delayed enrollment due to the lack of any documentation normally required for enrollment.</p>			
<p><b>Transportation:</b> Shall be provided to and from school of origin for a homeless child or unaccompanied youth.</p>			
<p><b>Services:</b> Homeless children and unaccompanied youth shall be ensured services comparable to services offered to other students.</p>			
<p><b>Disputes:</b> If a dispute arises over any issue covered in your policy, the homeless child or unaccompanied youth shall be immediately admitted to the school in which enrollment is being sought by the family or unaccompanied youth, pending final resolution of the dispute. Do you have a Dispute Resolution Policy?</p>			
<p><b>Free meals:</b> Homeless children and unaccompanied youth are categorically eligible for free meals.</p>			
<p><b>Title I:</b> Homeless children and unaccompanied youth are categorically eligible for Title I services, regardless of what school they attend.</p>			
<p><b>Training:</b> Liaison will conduct training and sensitivity/awareness activities for the following LEA and school staff at least once a year: assistant superintendent, principals, assistant principals, federal program administrators, registrars, school secretaries, school counselors, school social workers, bus drivers, custodians, cafeteria workers, school nurses and teachers.</p>			
<p><b>Coordination:</b> The liaison shall coordinate with and seek support from the GaDOE program consultants, public and private service providers, housing, and placement agencies to support the education of homeless and unaccompanied homeless youth.</p>			
<p><b>Pre-School:</b> Homeless children will receive priority enrollment in LEA based pre-school programs.</p>			

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**Appendix D – Coordination/Collaboration Worksheet**

All applicants are strongly encouraged to coordinate and collaborate with other programs located within the LEA and the community to develop a “community-oriented connectivity plan” to provide and strengthen services available to children and unaccompanied youth in homeless situations. Examples of programs within the LEA with which to collaborate include, but are not limited to: Title I Programs, 21<sup>st</sup> Century Community Learning Centers, Head Start, Pre-K, language programs, tutoring, special education, gifted, transportation, counseling, extra-curricular programs, teen parenting, programs for young children and for teens.

Examples of programs or organizations within the community with which applicants may connect and collaborate include, but are not limited to: local homeless coalitions, community shelters, domestic violence shelters, emergency shelters, subsidized/unsubsidized/low cost housing, homeless service providers, food banks, health care and mental care providers, Head Start, other organizations that provide educational and related services to young children, homeless shelters, youth services providers, Boy’s and Girl’s Clubs, clothing banks, faith-based organizations, children’s protective services, and housing agencies. Examples of collaboration with nonprofit agencies can include but are not limited to: Salvation Army, Task Force for the Homeless, Big Brothers and Sisters, Family Connections, United Way agencies, and local Continuums of Care.

<b>Community Partner/Organization</b>	<b>Activity/Service Overview</b>	<b>Memorandum of Agreement or Other Agreement</b>	<b>Investment in McKinney-Vento</b>
<i>Example: Big Brothers and Sisters</i>	<i>National youth mentoring organization</i>	<i>Signed 6/7/07</i>	<i>Matches caring adults and high school seniors with youth on a one-on-one basis</i>

## Appendix E – Overall Program Evaluation Plan

The table below is provided as a worksheet to assist in defining and documenting information that is required in the narrative.

Identified Service Activity from Criterion 2	Overall Program Evaluation: Measurement Process (Formative & Summative Methods)	Overall Program Evaluation: Data Sources	Overall Program Evaluation: Evaluation Report Process
<i>(List those identified in Criterion 2)</i>	<i>Student Academic Achievement</i>	<i>(1) Quantitative and qualitative data sources (2) How collected?</i>	<i>(1) How and to whom reported? (2) How incorporated into programs? (3) Responsible Person</i>

## **Appendix F – Allowable Expenditures**

An LEA may use funds to assist homeless children and youth in enrolling, attending, and succeeding in school. In particular, the funds may support any of the following activities authorized under section 723(d) of the McKinney-Vento Act (42 U.S.C. 11433(d)):

1. Supplemental educational services, such as tutoring and other academic enrichment programs;
2. Expedited evaluations for various educational services;
3. Professional development activities for educators and pupil services personnel working with homeless students;
4. Health referral services;
5. Defraying the excess cost of transportation in order to enable students to attend the school of origin;
6. Early childhood education programs for pre-school-aged children experiencing homelessness;
7. Services and assistance to attract, engage, and retain homeless children in public school programs;
8. Before- and after-school mentoring and summer programs with educational activities;
9. Payment of fees and costs associated with tracking, obtaining, and transferring records of homeless children;
10. Education and training for parents of homeless children about rights and resources;
11. Development of coordination between schools and agencies providing services;
12. Provision of pupil services (including violence prevention counseling) and referrals for such services;
13. Activities to address needs of students in homeless situations that may arise from domestic violence;
14. Adaptation of space and purchase of supplies for non-school facilities to provide services listed above;
15. Provision of school supplies, including those to be distributed at shelters or other appropriate locations; and
16. Other extraordinary or emergency assistance needed to enable homeless children to attend school.

FY14 McKinney-Vento Education for Homeless Children Youth  
Competitive Grant Application

**APPLICATION CHECKLIST**

**(Review this checklist before submitting your application. The application should be submitted in the same order as the checklist. Incomplete applications will not be scored.)**

- Application Cover Sheet (Form 1) with Required Signatures
- Applicant Profile (Form 2)
- Criterion 1: Statement of Need and Service Area  
Narrative (not to exceed 5 double-spaced pages)
- Criterion 2: Goals and Objectives  
Narrative (not to exceed 5 double-spaced pages)  
Appendix A
- Criterion 3: Capacity to Implement the Project  
Objective 1 Homeless Liaison Responsibilities (not to exceed 2 double-spaced pages)  
Objective 2 LEA Homeless Education Policies/Procedures (not to exceed 3 double-spaced pages)  
Objective 3 Coordination and Collaboration (not to exceed 4 double-spaced pages)  
Appendices C, and D
- Criterion 4: Program Evaluation Plan  
Narrative (not to exceed 4 double-spaced pages)  
Appendix E
- Criterion 5: Budget Narrative, Budget Summary and Schedule of Expenses  
Objective 1: Narrative (not to exceed 2 double-spaced pages)  
Objective 2: Schedule of Expenses
- Assurances  
Signature
- One original copy plus **5** copies of the grant must be submitted

**Due Date: March 20, 2013**