



JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

Education for Homeless Children and Youth Program

PROGRAM GUIDELINES

TITLE X, PART C

McKinney-Vento Homeless Assistance Act, Subtitle VII-B

AS AMENDED BY THE
No Child Left Behind Act of 2001

APPLICATION DUE: TUESDAY, APRIL 30, 2013

PLEASE SUBMIT AN ORIGINAL AND 3 COPIES OF THE APPLICATION

Oklahoma State Department of Education
Federal Programs Titles I, II, VI & X
2500 North Lincoln Boulevard, Suite 311
Oklahoma City, OK 73105-4599

TABLE OF CONTENTS

Overview

Program Purpose	3
Program Priorities	3
Eligibility Requirements	4
Authorized Activities	4
Needs Assessment	4
Service Delivery System and Project Personnel	4
Program Period	5
Budget and Expenditure Reporting	5
Materials and Equipment	5
Community Service Coordination	5
Training, Information Dissemination and Outreach	5
Program Evaluation and Requirements	5
Job Description Examples	5
Allowable OCAS Function-Object Codes	7
Assurances and Certifications	9
Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	11

Application Narrative

Form A: Proposal Cover Sheet	13
Form B: Application Information	14
Form C: Program Narrative Guidelines	15
Form D: District Data Form	16
Form E: Job Descriptions	17
Form F: Needs Assessment	18
Form G: Budget Spread Sheet	20
Form H: Budget Narrative	21

Appendix

A. Scoring Rubric	
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Overview

Do not return the Overview section with your application; this is for your information.

PROGRAM PURPOSE

Identified homeless children and youths must be provided access to the same free, appropriate public education provided other students, including preschool programs through the provision of assistance to enroll, attend, and succeed in school. Homeless students must be given equitable opportunity to meet the same challenging academic content standards specified in Oklahoma's core curriculum, the *Priority Academic Student Skills (PASS)*, and the Common Core State Standards which are under the umbrella of the Oklahoma C³ Standards - C³ standing for college, career, and citizen ready. Homelessness alone is not sufficient reason to separate students from the mainstream school environment.

Section 725 Definitions (McKinney-Vento Homeless Education Assistance Improvements Act of 2001)

The term Homeless:

“(A) means individuals who lack a fixed, regular, and adequate night time residence within the meaning of Section 103(a)(1) and

(B) includes –

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).”

Legal residence for school attendance purposes includes, but is not limited to homeless shelters, Department of Human Services (DHS) emergency youth shelters, domestic violence centers, doubled-up with family or friends, parks, campgrounds, car, camper, or "on the street."

Educational Services in Residential Treatment Programs (See Attachment A) statute [70 O.S. Supp. 1989, §3-104(2)] clarifies the responsibilities of each school district to serve special "at-risk" populations *including homeless children and youth*. Excerpts from the statute pertinent to homeless children and youths are included below.

Section II: "Children residing in facilities such as . . . a temporary homeless shelter are residents for school purposes of the district where the facility is located and are entitled to all educational opportunities afforded other resident children."

Section III(C)(4)(c): "When services are delivered to youth who are not current residents of the district providing the educational services, the providing district shall receive reimbursement for those educational costs from the youth's district of residence."

Section IV(C)(3)(g): "Procedures [must] be developed to ensure the expeditious exchange of education records in accordance with the Family Education Rights and Privacy Act."

Section V: "The educational program of each facility shall be monitored by the Regional Accreditation Officers of the Accreditation section of the State Department of Education."

PROGRAM PRIORITIES

Proposals may address one or both of the following service priorities:

First Priority includes activities to ensure school-age homeless children and youths **not enrolled or not attending class** are identified and provided enrollment, evaluation, placement assistance, and supplementary instructional assistance.

Second Priority includes the provision of supplementary educational services to homeless students **currently enrolled and attending class** to help them achieve state academic content and performance standards.

ELIGIBILITY REQUIREMENTS

To be eligible to compete for a Homeless Children and Youth grant, the school district must submit an application and a signed assurance page (original signature). School districts applying for funding must have identified a minimum of twenty (20) homeless students.

AUTHORIZED ACTIVITIES

Services provided by McKinney-Vento projects must be selected from the following list of activities authorized by the statute (Title X, Part C, Section 723 (d)):

1. The provision of **tutoring, supplemental instruction, and enriched educational services** that are linked to the achievement of the same challenging state academic content and achievement standards the state establishes for other children and youth;
2. The provision of **expedited evaluations** of the strengths and needs of homeless children and youth, 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);
3. **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 youth, the rights of such children and youth under this Act, and the specific educational needs of runaway and homeless youth;
4. The provision of **referral services** to homeless children and youth for medical, dental, mental, and other health services;
5. The provision of assistance to defray the **excess cost of transportation** for students not otherwise provided through federal, state, or local funding, where necessary to enable students to attend school;
6. The provision of developmentally appropriate **early childhood education programs**, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children;
7. The provision of services and assistance to **attract, engage, and retain** homeless children and youth, and unaccompanied youth, in public school programs and services provided to nonhomeless children and youth.
8. The provision for homeless children and youth of **before-school and after-school, mentoring, and summer programs** in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities;
9. If necessary, the **payment of fees and other costs** associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization records, academic records, guardianship records, and evaluations for special programs or services;
10. The provision of **education and training to the parents** of homeless children and youth of the rights of, and resources available to, such children and youths;
11. The development of **coordination between schools and agencies** providing services to homeless children and youth, including pupil programs funded under the Runaway and Homeless Youth Act;
12. The provision of **pupil services** (including violence prevention counseling) and referrals for such services;
13. **Activities** to address the particular needs of homeless children and youth that may arise from domestic violence;
14. The adaptation of **space and purchase of supplies** for any nonschool facilities made available under subsection (a) (2) to provide services under this subsection;
15. The provision of **school supplies**, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations; and
16. The provision of **other extraordinary or emergency assistance** needed to enable homeless children and youths to attend school.

NEEDS ASSESSMENT

A current needs assessment must be provided within your application. The instructions and the form are provided within the application. (See Form F)

SERVICE DELIVERY SYSTEM and PROJECT PERSONNEL

To the maximum extent practicable, educational services must be provided through existing programs and mechanisms that integrate homeless students with nonhomeless students. Project services must supplement not supplant the regular academic program or other programs or services previously supported by state or local funds. Discuss collaborative efforts between the McKinney-Vento project and Title I, Title V, and Head Start programs to provide a continuum of supplementary services to homeless students.

Application proposals must include job descriptions for each project staff member. (See Form E) Federal nonsupplanting requirements must be observed when budgeting salaries.

PROGRAM PERIOD

July 1, 2013, through June 30, 2016, is the program period for FY2013 Homeless Education projects.

BUDGET and EXPENDITURE REPORTING

Provide a proposed budget on a spread sheet for the first year of the grant using the required OCAS codes. District will use the MTW system online to submit budget. Expenditures for services to homeless students will be reimbursed if made in accordance with the most current approved summary budget on file at the OSDE. Should the need develop to expend McKinney-Vento funds differently than in the approved application, a budget revision must be submitted and approved before funds are obligated for any purpose other than originally specified and approved in the application. Expenditures may exceed function-object codes by 100 percent but when expenditures exceed the budgeted amount in any approved function-object combination by more than 100 percent, a revised budget will be required before further reimbursement will be made.

MATERIALS and EQUIPMENT

Supplementary instructional materials and equipment may be purchased with project funds and coded in OCAS under 1000/600 when cost is < \$2500, and under OCAS under 1000/700 when cost is > \$2500. Any computer purchases and software are coded under OCAS 2230/650 when cost is < \$2500, and 2230/730 when cost is > \$2500. Be specific on your all budget justification pages to detail proposed purchases.

COMMUNITY SERVICE COORDINATION

Within Job Descriptions required please describe how project staff will work with the district liaison for homeless education to coordinate project services with other local and state agencies serving the homeless.

TRAINING, INFORMATION DISSEMINATION and OUTREACH

Project funds may be budgeted for the training of district staff and community service providers to increase their awareness and sensitivity to the needs of homeless children and youths. Information dissemination and related outreach activities may also be supported with project funds. Project staff members are encouraged to attend state and national conferences.

PROGRAM EVALUATION and REQUIREMENTS

- 1) Annual Homeless Census Report is due in October. The data collected is for the previous school year.
- 2) Project Evaluation Report, due annually 30 days after the project ending date.
- 3) Quarterly Meetings, programs awarded are required to participate in quarterly professional development meetings at the State Department of Education.

JOB DESCRIPTION EXAMPLES

COUNSELOR

The counselor will develop an individualized guidance/counseling program for homeless children and families to help students overcome social adjustment problems that impede learning and prevent achieving high student academic and state performance standards.

RESPONSIBILITIES:

Provide initial testing for homeless children.

Work to facilitate the enrollment of homeless children in the public school.

Assume responsibility for planning, developing, and implementing a counseling program and services to meet the needs of homeless children.

Consult with the social worker, shelter directors, school district, and social services agencies to identify and resolve problems of homeless children.

Confer with parents of homeless children to give assistance in helping their child develop a positive attitude towards school.

Work closely with community outreach agencies and public health, welfare, and social service agencies who work with and for schools to ascertain additional counseling programs or services for children and their families.

Plan and provide a social skills development program for children who have ineffective social skills, excessive fears and anxieties, and chemical abuse problems, or who are living with substance abusing family members.

Maintain and continually update a directory of referral services to be utilized in crisis situations affecting students such as child abuse, family crisis, and family displacement.

SOCIAL WORKER

The social worker will provide professional social work services to homeless children and their families; initiate and/or participate in the planning and promotion of an adequate family health, educational, and social services program by performing the necessary social work services.

RESPONSIBILITIES:

Develop and plan a comprehensive social services program for children, youth and their families. Research and evaluate the needs of children, youth and their families; and, assist families to use their own resources and strength to function as a unit.

Assist the homeless student's parents in locating and using health, educational, and social service resources.

Make visits to the shelters and gather data to assist and enable district staff to better meet the needs of students.

Make school visits to confer with school staff regarding students' progress and welfare to assist them with social adjustment and transition.

Work cooperatively with shelter staff to assist students with adjustment.

Provide input on each homeless student's social history and welfare, overall diagnostic and individualized program, including referrals to outside agencies, remedial education and other services.

Maintain appropriate records and files for adequate case management.

Work closely with community outreach agencies and public health, welfare and social services agencies who work with and for schools and students to ascertain additional social services.

Maintain and continually update a directory of referral services to be utilized in crisis situations affecting program students such as child abuse, family crisis, family displacement, unemployment, and chemical abuse.

Utilize case and team management practices by working closely with all district staff.

ALLOWABLE OCAS FUNCTION-OBJECTCODES

Shown below are the allowable function codes of the Oklahoma Cost Accounting System (OCAS) that may be used to budget McKinney-Vento funds. These codes must be used by LEAs to budget, record, and report the expenditure of McKinney-Vento funds.

- 1000 INSTRUCTION - Instruction includes activities dealing directly with the interaction between teachers, teacher assistants, tutors, translators, teaching machines, and students and may be provided in a campus classroom or in other locations such as homeless shelters.
 - 110/120 Regular Certified/Noncertified Teacher Salary
 - 115/125 Meals reimbursement expense for trips without overnight travel.
 - 130/140 Substitute Teacher Salary (Certified/Noncertified)
 - 170/180 Stipends (Noncertified)
 - 192/193 Extra Duty Salaries (Certified /Noncertified)

- 200 PERSONAL SERVICES - EMPLOYEE BENEFITS. Amounts paid by the LEA on behalf of employees in addition to the salary.

- 300 PURCHASED PROFESSIONAL AND TECHNICAL SERVICES
 - 320 Professional - Education Contracted Services
 - 321 Instructional Programs Improvement Services. Services performed by persons qualified to assist teachers and supervisors enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., not on the LEA payroll.

- 500 OTHER PURCHASED SERVICES
 - 510 Student Transportation and Travel Services
 - 530 Communication Services
 - 580 Staff Travel

- 600 SUPPLIES
 - 610 General Supplies (for instruction)
 - 640 Books and Periodicals
 - 641 Books
 - 644 Supplemental Textbooks (Nonstate Adopted)
 - 645 Workbooks
 - 650 Specialized Items. Expenditures for items of a specialized nature with an acquisition cost of less than \$2500. If more than \$2500, use Object 700 series. These items do not usually lose their identity through incorporation into different or more complex units or substances.

- 700 PROPERTY
 - 730 Equipment for Instruction with an acquisition cost of more than \$2500

- 800 OTHER OBJECTS
 - 860 Staff Registration and Tuition
 - 890 Clothing, uniforms, hygiene products, other Miscellaneous Expenditures (2199 Function code)**

- 2000 SUPPORT SERVICES - Services to facilitate and enhance instruction.
 - 2100 SUPPORT SERVICES - STUDENTS. Activities designed to assess and improve the well-being of students and to supplement the teaching process.
 - 2110 Attendance and Social Work Services
 - 2120 Guidance Services - School Counseling
 - 2130 Health Services
 - 2140 Psychological Testing and Evaluation
 - 2150 Speech Pathology and Audiology Services
 - 2190 Parent Advisory Council (PAC) or Parent Education expenses
 - 2190 District Liaison/ Director for the Homeless Program**

- 2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.
 - 2210 Improvement of Instruction Services (Professional development for certified staff)
 - 2212 Curriculum Development - Improvement of Instruction Services
 - 2213 Staff Development - Improvement of Instruction Services
 - 650 Technology related items and supplies individual costs < \$2500
 - 730 Technology related equipment individual costs > \$2500
 - 2240 Academic Student Assessment

- 2700 STUDENT TRANSPORTATION SERVICES. Activities concerned with the conveyance of students to and from school, as provided by state law. Included are trips between homeless shelters and school.
 - 2720 Vehicle Operation Services

- 2500 CENTRAL SERVICES. Activities (other than general administration) which support other instructional and support services.
 - 2530 Printing, Publishing, and Duplicating Services (Reports, bulletins, newsletters)
 - 2560 Information Services (Information Dissemination)
 - 2573 Inservice Training Services (noninstructional staff)

- 5000 OTHER OUTLAYS
 - 5400 INDIRECT COST ENTITLEMENT (Restricted Rate). This function must be used with object code 970.
 - 970 Indirect Cost (Restricted Rate). Budget IDC under function 5400.

Indirect Cost (Restricted Rate) Calculation Formula

LEA Allocation Minus Equipment = X

$X \div (1.0 + \text{IDC \%}) = Y$

$Y \times \text{IDC\%} = \text{allowable IDC}$

Example: Allocation \$5000; Equipment \$3000; IDC Rate is 3.29%

$[\$5000 - \$3000 = \$2000]$

$[\$2000 \div 1.0329 = \$1936.30]$

$[\$1936.30 \times 3.29\% = \$63.70]$

ASSURANCES and CERTIFICATIONS

The assurances and certifications following are required of each district receiving federal funds under the Improving America's Schools Act. The signature of the district superintendent on the cover page constitutes acceptance of the responsibility for carrying out all specified program requirements.

To the extent practicable under the requirements of state education law, the LEA will comply with the following requirements:

1. Each homeless child and youth has equal access to the same free, appropriate public education as provided to other children and youth including a public preschool education, transportation services, for which the child or youth meets the eligibility criteria, such as compensatory educational programs for the disadvantaged, educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meal programs.
2. Homeless children and youth have access to the education and other services they need to ensure they have an opportunity to meet the same challenging state performance standards to which all students are held.
3. The combined fiscal effort per student or aggregate expenditures with respect to the provision of free public education for the preceding fiscal year was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second preceding fiscal year.
4. Homeless students who meet program eligibility criteria are assured participation in federal, state, or local food programs and local before- and after-school care programs. Provision will be made for the disclosure of data concerning the participation of such children in these programs.
5. Any record ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained:
 - (a) so that the records are available, in a timely fashion, when a child or youth enters a new district; and
 - (b) in a manner consistent with Section 444 of the General Education Provisions Act.
6. The LEA shall:
 - (a) continue the education of each homeless child and youth in the school of origin:
 - (1) for the remainder of the academic year; or
 - (2) in any case in which a family becomes homeless between academic years, for the following academic year;
 - (b) enroll the child or youth in any school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend; or
 - (c) immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

In determining the best interests of the child or youth for the purposes of making a school assignment under number 6, consideration shall be given to a request made by a parent regarding school selection.

For purposes of this paragraph, the term "school of origin" shall mean the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

7. The choice regarding placement shall be made regardless of whether the child or youth is living with the homeless parents or has been temporarily placed elsewhere by the parents (unaccompanied youth).
8. Procedures will be provided for the prompt resolution of disputes regarding the educational placement of homeless children and youth.
9. The LEA will designate a district administrator as liaison for homeless education to coordinate with local social service agencies and other agencies or programs providing services to homeless children or youth and their families. The liaison for homeless education will ensure:

- (a) homeless children and youth are enrolled and are provided needed supplementary educational services to maximize their opportunity to succeed in school; and
 - (b) homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs and preschool programs administered by the LEA, referrals to health care services, dental services, mental health services, and other appropriate services. The liaison will inform school personnel, community service providers, and advocates working with homeless families of the duties of the liaison.
10. Technical Assistance and Professional Development will be provided for school personnel including principals, attendance officers, teachers, and enrollment personnel, to heighten the awareness of such personnel of the specific educational needs of runaway and homeless youths.
 11. The LEA will review and revise any policies that may act as barriers to the enrollment of homeless children and youth. In reviewing and revising such policies, considerations shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship. Special attention shall be given to ensuring the enrollment, attendance, and success of homeless children and youth who are not currently attending school.
 12. Policies and practices will be adopted to ensure that homeless children and youth are not isolated or stigmatized.
 13. Assistance under the grant will supplement and not supplant state or local funds used before the award of the grant for purposes of providing services to homeless children and youth.
 14. The LEA complies with the McKinney-Vento Act already or will use McKinney-Vento grant funds to come into compliance with the above requirements.

Gun-Free Schools

As required by the Gun-Free Schools Act, Section 300.1 of ESEA of 1965 as amended:

1. The applicant certifies that it will, or will continue to provide a gun-free school:
 - (a) No assistance may be provided to any local educational agency under this Act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to a school under the jurisdiction of the agency except such policy may allow the chief administering officer of the agency to modify such expulsion requirement for a student on a case-by-case basis.
 - (b) For the purpose of this section, the term "weapon" means a firearm as such term is defined in Section 921 of Title 18, United States Code. Each local educational agency requesting assistance from the state educational agency that is to be provided from funds made available to the state under this Act shall provide to the state, in the application requesting such assistance:
 - (1) as assurance that such local educational agency has in effect the policy required by subsection (a); and
 - (2) a description of the circumstances surrounding any expulsions imposed under the policy required by subsection (a), including:
 - (a) the name of the school concerned;
 - (b) the number of students expelled from such school; and
 - (c) the types of weapons concerned.

Smoke-Free Schools

As required by the Environmental Tobacco Smoke Act, Section 1043 Part C "Nonsmoking Policy for Children's Services":

1. The applicant certifies that it will, or will continue to provide a smoke-free school, as required in Section 1043(a): **Prohibition:** After the date of the enactment of this Act, no person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemental at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$1,000,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instruction; and
- (c) The Undersigned shall require that the language of this certification be included in the award documents for all sub-awarded at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110:

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As required by the Drug-Free Workplace Act of 1988, and implemental at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of conviction, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

**EDUCATION for HOMELESS CHILDREN AND YOUTH
PROPOSAL COVER SHEET**
For Federal Grant Funds under the
McKinney-Vento Homeless Education Assistance Improvements Act of 2001

Application Due: Tuesday, April 30, 2013

Program Period: July 1, 2013 – June 30, 2016

District Name: _____ Code: _____

County Name: _____ Code: _____

Project Director: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Amount of McKinney-Vento funds requested: _____

Number of students to be served directly: _____ Cost per student: _____

Certification by Authorized District Official

The applicant certifies that to the best of his/her knowledge the information in this application is correct, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized District Official

Title

Signature of Authorized District Official

Date

APPLICATION INFORMATION

Listed below are the required components, **in the order they should appear**, for an acceptable application.

- A. Proposal Cover Sheet: Use the document Form A provided in the application. The cover sheet should be the first page of the application. The required Authorized Official's (LEA Superintendent) signature is also located on the cover sheet. The Assurances to be reviewed are attached, located in the "Overview" section.
- B. Abstract: Provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program. The abstract may not exceed 250 words.
- C. Program Narrative: The program narrative must include a three-year tier plan. The three-year tier plan needs to show growth from year-to-year. The three-year tier plan must also show how the district plans for the sustainability of the program in the event that the Title X Grant funding is reduced or eliminated.

The program narrative must also address each of the items listed on Form C.

The program narrative section must be double-spaced, 12-point font, and shall not exceed 20 pages. Applicants must adhere to the page limitations on the narrative section, and may not append additional material beyond what is listed on Form C.

- D. District Data Form: Use the document Form D provided in the application.
- E. Job Descriptions: Include a narrative that lists each program personnel and their credentials for participating. Do not attach resumes.
- F. Needs Assessment: Complete Form F.
- G. Budget: Submit an itemized Budget for the first year of the proposed program on a spread sheet.
- H. Budget Narrative: Provide a narrative for each of the questions on Form H.

Appendix A. Scoring Rubric: This is for your information only. Do not return the rubric with your application.

PROGRAM NARRATIVE GUIDELINES

Provide a narrative for each of the following topics. The program narrative must include a description of the implementation of activities for each of the three years of the grant. The program narrative must include a three-year tier plan. The three-year tier plan needs to show growth from year-to-year. The three-year tier plan must also show how the district plans for the sustainability of the program in the event that the Title X Grant funding is reduced or eliminated. Narrative must be double-spaced, maximum length of 20 pages & be 12-point font.

1. GOAL(S) AND OBJECTIVES FOR EACH YEAR

Narrative:

2. NEEDS ASSESSMENT

Describe procedures to be used to locate homeless children and youth and identify their special educational needs.

Narrative:

3. SERVICE PRIORITIES

Indicate if both First and Second priority homeless student populations will be served. First and Second Priority students are defined on page 3 of the Program Guidelines section of the application.

Narrative:

4. PROGRAM SERVICES

Indicate types of services to be provided to eligible homeless students identified in the needs assessment.

Narrative:

5. COLLABORATION

Discuss collaborative linkages with other federal programs in which the district participates (Title I, Title V, Head Start) and community service providers. Describe specifically how homeless students are served through the district Title I program.

Narrative:

6. SUPPLEMENTARY INSTRUCTIONAL MATERIALS/SUPPLIES/EQUIPMENT

Indicate the general types to be purchased with project funds.

Narrative:

7. COMMUNITY PARTICIPATION

From the following list of community service providers, indicate which will participate in the project. Describe the nature of participation and attach original letters of support for your files and include copies with your grant application.

- Homeless Shelters
- Community Action Agencies
- Department of Human Services (DHS) Emergency Youth Shelters
- County Health Department
- Domestic Violence Shelters
- Salvation Army
- Other

Narrative:

8. TRAINING, INFORMATION DISSEMINATION, AND OUTREACH

Discuss proposed activities designed to increase the understanding and sensitivity of district staff and the community to the needs and educational rights of homeless and runaway children and youth.

Narrative:

9. PROGRAM EVALUATION

Discuss procedures your district plans to use for evaluating project effectiveness, e.g., how the McKinney-Vento project identified homeless children and youth and assisted each to enroll, attend, and succeed in school in your district.

Narrative:

DISTRICT DATA FORM

A. Enter requested data in the tables below.

1. Number of homeless children/youths living in the district.
2. Number of homeless students attending school.
3. Number of homeless children/youths enrolled but not attending school.
4. Number of homeless children/youths not enrolled.

Totals

Identified			Estimated		
Pre-School	Elem.	Sec.	Pre-School	Elem.	Sec.

B. List all identified shelters and other community agencies and organizations serving the homeless within your district. Indicate using an “X” those which have agreed to participate in this project. For each participating agency, estimate the number of homeless children and youth to be served.

Name of Agency or Shelter (Replace or correct name listed)	Name of contact person	Phone # of contact person	Number of students	Participating X
Homeless Shelter				
Homeless Shelter				
Homeless Shelter				
Emergency Youth Shelter				
Domestic Crisis Shelter				
Salvation Army				
Community Action Agency				
Other				
Total				

C. Given the equitable educational requirements of the McKinney-Vento Act, describe any component of your current district policy or practice that would:

1. Prohibit or delay the enrolment of homeless children and youth,

Narrative:

2. Impede or prevent the regular school attendance of homeless children and youth, or

Narrative:

3. Lessen the opportunity for success in programs or services for which homeless children and youth are eligible.

Narrative:

(If barriers exist, briefly discuss planned action to be taken to remove each.)

JOB DESCRIPTIONS

To the maximum extent practicable, **educational services must be provided through existing programs and mechanisms that integrate homeless students with nonhomeless students.** Project services **must supplement not supplant** the regular academic program or other programs or services previously supported by state or local funds. Funds may be used for salaries for the positions of teacher, tutor, counselor, social worker, or classroom aide. An amount proportionate to the percentage of authorized activities composing the job description of a project administrator may be budgeted under OCAS code 2330 for salary but will require a time and effort log if not a full-time position, and may not exceed the LEA's Administrative Cap percentage. Application proposals must include below a job description for *each* project staff member.

**MCKINNEY-VENTO HOMELESS EDUCATION
NEEDS ASSESSMENT**

In the following table, rate the extent to which your school district and community currently meets the special needs of homeless children and youth and their families.

Educational/School-Related Services	Need Not Addressed	Need Addressed/ Remains Major Need	Need Addressed/Remains Minor Need	Need Well-Addressed	Not an Identified Need
Tutoring/Remedial Programs					
Special Education					
Counseling for Students					
School Transportation					
Free Lunch/ Breakfast					
School Supplies					
Activity Fees					
Pre-school Programs					
Parent Training/ Involvement					
Case Management for Enrollment and Community Services					
School Coordination with Local Community Services					
Professional Development on Homeless Issues for District Staff					
Posting Student Rights and Services					
Medical Services					
Mental Health Services					
Food and Clothing					
Emergency Shelter					

Adapted from Local Program Review Guide by the Iowa Department of Education, Spring 1998.

**MCKINNEY-VENTO HOMELESS EDUCATION
NEEDS ASSESSMENT**

In the following table, rate the extent to which your school district and community currently meets the special needs of homeless children and youth and their families.

Educational/School-Related Services	Need Not Addressed	Need Addressed/ Remains Major Need	Need Addressed/Remains Minor Need	Need Well-Addressed	Not an Identified Need
Transitional Shelter					
Affordable Permanent Housing					
Domestic Violence/Child Abuse Intervention					
Life Skills Training					
Substance Abuse Intervention					
Childcare					
Community Transportation					
Job Placement Services					
Other:					

Adapted from Local Program Review Guide by the Iowa Department of Education, Spring 1998.

BUDGET SPREAD SHEET

Submit a Budget Spread sheet.

BUDGET NARRATIVE

Provide a narrative for each of the following:

1. Provide justification for the proposed budgeted items and how they correlate to the proposed activities and services.
2. Describe how the Title I Homeless Set Aside will be utilized for the identified needs of homeless children and youth.
3. Describe any cost and resource sharing established currently with external agencies.

Education for Homeless Children and Youth Program - Title X, Part C
McKinney-Vento Assistance Act, Subtitle VII-B

FY2013- FY2016 SCORING RUBRIC

Reader Number: _____ Date Reviewed: _____

Applicant Name: _____

SUMMARY OF SCORES:

A. Proposal Cover Sheet	No Points
B. Abstract (10 possible points)	_____
C. Program Narrative (120 total possible points)	
1. Goals and Objectives (35 possible points)	_____
2. Needs Assessment (10 possible points)	_____
3. Service Priorities (5 possible points)	_____
4. Program Services (30 possible points)	_____
5. Collaboration (10 possible points)	_____
6. Supplemental Instructional Materials/Supplies/Equipment (5 possible points)	_____
7. Community Participation (10 possible points)	_____
8. Training, Information Dissemination, and Outreach (10 possible points)	_____
9. Program Evaluation (5 possible points)	_____
D. District Data Form (5 possible points)	_____
E. Job Descriptions (5 possible points)	_____
F. Needs Assessment (5 possible points)	_____
G. Budget Spread Sheet (5 possible points)	_____
H. Budget Narrative (10 possible points)	_____

*Note: Projects receiving a zero in any category will not be considered for an award. **Total Points** (160 possible points) _____

A. Proposal Cover Sheet (No points awarded)

B. Abstract (10 possible points):

Points Awarded _____

The abstract briefly and concisely describes the program and summarizes the intended results. The abstract may not exceed 250 words.

No Evidence (0 points)	Limited or Unclear Evidence (1-4 points)	Sufficient Evidence (5-8 points)	Outstanding Evidence (9-10 points)

C. Program Narrative (120 total possible points)

1. Goals and Objectives (35 possible points):

Points Awarded _____

Goals and objectives are clearly listed and described in measurable terms.

No Evidence (0 points)	Limited or Unclear Evidence (1-6 points)	Sufficient Evidence (7-12 points)	Outstanding Evidence (13-15 points)

2. Needs Assessment (10 possible points): **Points Awarded** _____

A summary of results and analysis of the Comprehensive Needs Assessment is provided.

No Evidence (0 points)	Limited or Unclear Evidence (1-2 points)	Sufficient Evidence (3-4 points)	Outstanding Evidence (5 points)

3. Service Priorities (5 possible points): **Points Awarded** _____

Indicate if both first and second priority homeless student populations will be served.

No Evidence (0 points)	Limited or Unclear Evidence (1-2 points)	Sufficient Evidence (3-4 points)	Outstanding Evidence (5 points)

4. Program Services (30 possible points):

Points Awarded _____

Indicate types of services to be provided to eligible homeless students.

No Evidence (0 points)	Limited or Unclear Evidence (1-6 points)	Sufficient Evidence (7-12 points)	Outstanding Evidence (13-15 points)

5. Collaboration (10 possible points):

Points Awarded _____

Describe collaborative linkages with other federal programs, specifically Title I, Part A, in which the district and community service providers participate.

No Evidence (0 points)	Limited or Unclear Evidence (1-4 points)	Sufficient Evidence (5-8 points)	Outstanding Evidence (9-10 points)

6. Supplemental Instructional Materials/Supplies/Equipment (5 possible points):

Points Awarded _____

Clear description of the types of supplies/materials/equipment to be purchased is provided.

No Evidence (0 points)	Limited or Unclear Evidence (1-2 points)	Sufficient Evidence (3-4 points)	Outstanding Evidence (5 points)

7. Community Participation (10 possible points):

Points Awarded _____

Indicate the community service providers (homeless shelters, County Health Department, Salvation Army, etc.), and indicate which will be participating in the project. Describe the nature of participation and attach letters of support.

No Evidence (0 points)	Limited or Unclear Evidence (1-4 points)	Sufficient Evidence (5-8 points)	Outstanding Evidence (9-10 points)

8. Training, Information Dissemination, and Outreach (10 possible points): **Points Awarded** _____
 Discuss proposed activities designed to increase the understanding and sensitivity of district staff and the community to the needs and educational rights of homeless and runaway children and youth.

No Evidence (0 points)	Limited or Unclear Evidence (1-4 points)	Sufficient Evidence (5-8 points)	Outstanding Evidence (9-10 points)

9. Program Evaluation (5 possible points): **Points Awarded** _____
 In addition to the end-of-the-year reporting, the district explained the procedures they plan to use to evaluate project effectiveness.

No Evidence (0 points)	Limited or Unclear Evidence (1-2 points)	Sufficient Evidence (3-4 points)	Outstanding Evidence (5 points)

D. District Data Form (5 possible points):

Points Awarded _____

District Data Form was correctly completed.

No Evidence (0 points)	Limited or Unclear Evidence (1-2 points)	Sufficient Evidence (3-4 points)	Outstanding Evidence (5 points)

E. Job Descriptions (5 possible points):

Points Awarded _____

District listed staff positions with tentative scheduled dates for the delivery of supplemental instructional services or other assistance.
Staff positions align with program description.

No Evidence (0 points)	Limited or Unclear Evidence (1-4 points)	Sufficient Evidence (5-8 points)	Outstanding Evidence (9-10 points)

F. Needs Assessment (5 possible points):

Points Awarded _____

Needs Assessment aligns with program.

No Evidence (0 points)	Limited or Unclear Evidence (1-2 points)	Sufficient Evidence (3-4 points)	Outstanding Evidence (5 points)

G. Budget Spread Sheet (5 possible points):

Points Awarded _____

No Evidence (0 points)	Limited or Unclear Evidence (1-4 points)	Sufficient Evidence (5-8 points)	Outstanding Evidence (9-10 points)

H. Budget Narrative (15 possible points):

Points Awarded _____

Narrative should:

- (a) Indicate alignment with activities described in the proposal, including any coordinated uses of resources from other sources
- (b) Give an explanation for the need of each item.

No Evidence (0 points)	Limited or Unclear Evidence (1-4 points)	Sufficient Evidence (5-8 points)	Outstanding Evidence (9-10 points)

Appendix (No points awarded)

Additional Comments: