

# **Department of Public Instruction**

**Dr. Wayne G. Stanstead, State Superintendent  
600 East Boulevard Avenue, Department 201  
Bismarck, North Dakota 58505-0440**

## **McKinney-Vento Homeless Assistance Act**

### **Education Of Homeless Children and Youth**

#### **LEA Grant Application Guidance 2011-2012**

**Applications Due:**

**June 10, 2011**

**Submit one original and two copies  
of the application to:**

**ND Department of Public Instruction  
Education of Homeless Children and Youth –Title I  
600 East Boulevard Avenue, Dept 201  
Bismarck, ND 58505-0440**

**FAX NOT ACCEPTED**

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## **General Information**

### **Overview**

The North Dakota Department of Public Instruction (NDDPI), Title I – Education of Homeless Children and Youth office, is pleased to announce the 2011-2012 McKinney-Vento Homeless Assistance Act grants. With this announcement is a Request for Proposals (RFP) to fund Education of Homeless Children and Youth grants in local communities. This competition will award funds for eleven (11) months beginning on August 1, 2011 through June 30, 2012.

### **Purpose**

The intent of this grant is to facilitate the enrollment, attendance, and success in schools of homeless children and youth. In addition, the grant will help ensure that children and youth who are homeless have equal access to the same free, appropriate public education that is provided to all other students. Each grant will be awarded on the basis of the need of the LEA for assistance and the quality of the application submitted. Districts must comply with the McKinney-Vento Homeless Assistance Act of 2001.

### **Background and History**

In July 1987, Congress passed the McKinney – Vento Homeless Assistance Act which was designed to address the growing concerns about the plight of individuals experiencing homelessness. The act would assist homeless individuals through improving such services as emergency shelters, health care, and job training. At that time, Congress also included provisions requiring states to ensure that all children experiencing homelessness have the same rights to a free and appropriate public education as housed children.

In 1990, Congress amended the McKinney – Vento Homeless Assistance Act. This amendment reflected intolerance for any barrier that prohibited the enrollment of homeless children and youth. States were required to review and revise all policies, practices, laws, and regulations that might act as barriers to the enrollment, attendance, or academic success of homeless children and youth. This amendment also allows LEAs to offer direct educational services using these funds to provide such services.

When amended in 1994, the McKinney – Vento Act Homeless Assistance Act was incorporated into the *Improving America's Schools Act (IASA)*. IASA provided a new framework for federal support for education that represents a major vehicle to advance the quality of teaching and learning for all students, including students served through the McKinney – Vento Homeless Assistance Act. It is the policy of the U.S. Congress that students living in homeless situations be provided opportunities to meet the same challenging content and performance standards to which all other students are held accountable. The McKinney – Vento Homeless Assistance Act emphasizes the critical need for collaboration, communication, and coordination between the LEA and other agencies providing services to homeless children and youth, as well as other state and federal educational programs.

In 2001, President Bush signed into law the *No Child Left Behind Act*. This legislation has reauthorized the McKinney-Vento Homeless Assistance Act's Education of Homeless Children and Youth Program, incorporating many policies and practices that have been proven successful at the local and state levels. The provisions are designed to improve school stability, access, and support to facilitate the academic achievement of children and youth who are homeless.

### **Eligible Applicants**

Any Local Educational Agency (LEA) is eligible and encouraged to apply for McKinney-Vento Homeless Assistance Act funding.

### **Deadline**

The ORIGINAL copy, bearing ORIGINAL SIGNATURES and TWO COPIES of the completed application must be received on or before **5:00 pm, on Monday, June 10, 2011**. No facsimile (fax) transmissions will be accepted. Applications not meeting the deadline, facsimile applications, or those applications not in accordance with the application instructions will not be accepted or considered for funding.

### **Delivery Address**

Applications may be hand-delivered to the Department of Public Instruction, Title I office, which is located in the State Capitol Building at 600 East Boulevard Avenue, Ninth Floor, Bismarck, North Dakota. Applications sent by mail should be addressed to:

Department of Public Instruction  
Education of Homeless Children and Youth - Title I Office  
600 E Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440

## **Additional Information**

### **Definitions**

The McKinney – Vento Homeless Assistance Act (Section 725) defines homeless children and youth (21 years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence; and
- Includes –
  - Children who are:
    - Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons.
    - Living in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations.
    - Living in emergency or transitional shelters.
    - Abandoned in hospitals.
    - Waiting foster care placement.
  - Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
  - Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
  - Migratory children who qualify as homeless because they are living in circumstances described above.
- The term “unaccompanied youth” includes a youth not in the physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and youth denied housing by their families (sometimes referred to as “throwaway children and youth”); and school-age unwed mothers living in homes for unwed mothers because they have no other housing available.
- Preschool children, migrant children, and youth whose parents will not permit them to live at home or who have run away from home (even if their parents are willing to have them return home) are considered homeless if they fit the above definition.

In determining whether or not a child or youth is homeless, consider the *relative permanence of the living arrangements*. Determinations of homelessness should be made on a case-by-case basis.

The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained by an Act of Congress or a State law (Section 103).

### **Contract Amounts**

North Dakota is expecting that funding from the federal government will remain basically the same as last year and will, therefore, be funding LEA McKinney – Vento Homeless Assistance projects statewide accordingly. Collaborative efforts are strongly encouraged; however, direct funneling of funds to other agencies is NOT allowable.

**★ *The majority of the amount that is contracted to an LEA must be spent within that district or LEA. It is not allowable for an LEA to contract the majority of their funds to an outside entity, other than those associated with the LEAs.***

The application process is competitive due to the limited funding available.

### **Local Share/Match**

Districts requesting a McKinney-Vento Homeless Assistance Act grant must provide a minimum of 30% match with Title I funds. This requirement was new to the 2005-2006 application process and remains in effect for the 2011-2012 application. This match is to supplement the activities and intent of the Education of Homeless Children and Youth program within the district. Districts that are not able to provide a 30% Title I match have the option to apply for a waiver. See Part X – Budget for more information.

## **Evaluation**

Each successful applicant must provide a summary and evaluation of their program to the state program administrator of Education of Homeless Children and Youth twice during the program year. In addition, grant recipients must also evaluate their local program to ensure the needs of all homeless children and youth in the district are being met.

## **Reimbursements**

Successful applicants will submit a Request for Funds form (SFN 14660) in order to receive operating funds from the Department of Public Instruction. Projects must operate on a reimbursement basis. Funds may be requested monthly, quarterly, or submitted with the scheduled reports. The Department of Public Instruction will withhold 10% of the total award until the Project Summary and Evaluation Form is submitted to the office of the program administrator for the Education of Homeless Children and Youth and found to be satisfactorily completed. Other reports, as required by the Department of Public Instruction, shall also be submitted in a timely fashion.

## **Application Review Process**

### **Review Process**

All applications will be reviewed and rated by a panel consisting of at least three members.

Award selections will be based on merit and quality, as determined by points awarded and relevant information. All funding will be subject to approval by the Department of Public Instruction's Superintendent. All applicants will be notified of the State Superintendent's action and have the right to appeal.

### **Additional Review Factors**

In addition to the Application Score Sheet, the State Superintendent may apply other factors in making decisions, such as: duplication of effort; duplication of funding; geographic distribution; evidence that an applicant has performed satisfactorily on previous projects; and priority factors as outlined in the legislation.

The final decision on recommending grant awards rests with the North Dakota Department of Public Instruction.

## **Allowable Activities under McKinney – Vento Homeless Assistance Act**

### **Allowable Activities under McKinney – Vento**

McKinney – Vento Homeless Assistance Act funds are used to facilitate the enrollment, attendance, and success in school of homeless children and youth. An LEA may use funds awarded for activities to carry out the purpose of this subtitle. These activities include (Section 723(d)):

- (1) Tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging state content standards and challenging state student academic achievement standards the state establishes for other children or youth.
- (2) 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 meals 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 subtitle, and the specific educational needs of runaway and homeless youth.
- (4) Referral services to homeless children and youth for medical, dental, mental, and other health services.
- (5) Assistance to defray the excess cost of transportation for students pursuant to 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).
- (6) Developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.
- (7) Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth.
- (8) Before and after-school, mentoring, and summer programs for homeless children and youth 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 or medical records, academic records, guardianship records, and evaluations for special programs or services.
- (10) Education and training to the parents of homeless children and youth regarding the rights of, and resources available to, such children and youth.
- (11) The development of coordination between schools and agencies providing services to homeless children and youth, as described in section 722(g)(5).
- (12) 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 non-school facilities made available under subsection (a) (2) to provide services under this subsection.
- (15) School supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
- (16) Other extraordinary or emergency assistance needed to enable homeless children and youth to attend school.

## **Description of Application**

### **Part I – General Information (5 points) – Use form provided.**

In this section, you will provide pertinent information pertaining to the applying LEA. You must also identify the authorized representative of this grant, your district's local homeless education liaison, and a contact person for the grant if different from the authorized representative or the local liaison.

You will also provide information on the geographic area to be served and an estimated number of homeless children and youth that will be served in this identified geographic area.

You will identify the dates in which the proposed project will run, the amount of funding requested from McKinney – Vento Homeless Assistance Act funding, and the amount of Title I, Part A funds set aside to serve homeless children and youth. For more information on this topic, please refer to Part VIII – Collaboration, of this document.

### **Part II – Program Abstract (10 points) – Use form provided.**

Using the space provided on the form, provide a general, overall description of the program you are proposing to implement to educate homeless children and youth.

You will want to identify the school district or consortium in which you will be serving and briefly describe the district's demographics.

Also, identify the types of services that will be offered through this project. For example, services may include: tutoring/homework assistance at school, tutoring/homework assistance in a shelter, preschool at school, preschool at a shelter, field trips, in-service training for school/shelter staff, parenting training, transportation to the school of origin, activities to enroll homeless children in school, summer school activities, etc.

### **Part III – Needs Assessment (10 points) – Use form provided or similar format, attaching additional pages if necessary.**

A needs assessment should clearly justify the purposes of the proposed program. For continuing projects, addressing successes from the past would be beneficial.

- A. Describe the need to implement a homeless education program in your district. In this section, you will want to describe, in detail, the demographic information about the area(s) to be served. Provide reliable, valid, and comprehensive information on the nature and extent of the problem of homeless children and youth in the area proposed to be served.

Indicate the estimated number of individuals to be served, such as: preschool children, elementary children, middle/junior high children, high school youth, parents, and teachers. Include the number of children and youth that may be transported to their school of origin, those residing in shelters, and those residing in other places such as hotels, campgrounds, etc.

- B. Here you will want to compare the information you have stated in the question above with the total population of the district. For example, (percentage of) homeless children and youth compared to (total number of) student population for the LEA. You may provide this information as a whole for the district. We encourage applicants to break down the information according to grade levels (preschool, elementary, middle, and high school).

- C. You will identify the methods and resources you used to obtain this information. Methods and resources may include such things as articles, surveys, census, previous year's served homeless children and youth, etc. Please use multiple sources to obtain your information and data.

Include methods used for identifying children and youth who may not be currently enrolled in the school or being served by an area shelter.

It is difficult to identify homeless children and youth for many reasons. However, these students must be identified as homeless if they are to receive the full protection of the McKinney – Vento Homeless Assistance Act, including the assistance they need to enroll, attend, and succeed in school. Identifying students who are living in homeless situations is an important way to create a greater awareness of homelessness in your district and community.

The following is a list of a few strategies for identifying homeless children and youth in your district or community.

- Locate and contact community service agencies such as: shelters, soup kitchens, food banks, transitional living programs, street outreach teams, drop-in centers, community action agencies, welfare departments, and faith-based organizations.
- Contact managers of daily or weekly low cost motels and campground managers and inform them of the services available for homeless children and youth.
- Engage the local homeless task force, homeless coalition, and homeless assistance Continuum of Care as partners in the identification of students who are homeless.
- Use creative techniques to identify unaccompanied youth in homeless situations while respecting their privacy and dignity, such as administering surveys to peers, using enrollment questionnaires, or providing specific outreach to areas where students who are out of school might congregate.

**Part IV – LEA Policies and Procedural Changes (10 points) – Use form provided or similar format, attaching additional pages if necessary.**

Below is additional guidance to assist in answering questions A-D in Part IV – LEA Policies and Procedural Changes.

When McKinney – Vento Homeless Assistance Act became reauthorized in 2001, all school districts (not only those receiving McKinney – Vento Homeless Assistance Act funding) must meet the following requirements:

1. Provide **educational stability** for homeless students.

Educational Stability

Changing schools greatly impedes students' academic and social growth. Highly mobile students, including students who are homeless, have been found to have lower test scores and overall academic performance than their peers who don't change schools. Therefore, the McKinney – Vento Homeless Assistance Act:

- Requires LEAs to keep homeless students in their school of origin, to the extent feasible, unless it is against the parent's/guardian's wishes.
- Requires LEAs to provide transportation to the school of origin.
- Requires that LEAs develop, review, and revise their policies to remove barriers to the enrollment and retention of children and youth who are experiencing homelessness.

2. Assign a **Local Liaison** to represent their district.

Local Liaison

A Local Liaison is an LEA staff member who is responsible for ensuring the identification, school enrollment, attendance, and opportunities for academic success of students in homeless situations. For a listing of the responsibilities of the Local Liaison, please refer to Part VII – Personnel, of this guidance document.

3. Serve homeless students with **Title I funds**.

Title I Funds

Title I, Part A targets those students most at risk of failing in school. Among those most at risk are students in homeless situations. For that reason:

1. A child or youth who is homeless and attending ANY school in the district is automatically eligible for Title I services, regardless of the current academic performance or the Title I situation of the school (schoolwide, targeted assisted, or non-Title I school).
2. LEAs must reserve (or set aside) funds as necessary to provide services comparable to those

provided to children in Title I, Part A funded schools to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children experiencing homelessness may live.

4. **Enroll homeless students immediately**, including enrollment into the Title I and free and reduced price meals programs.

Immediate Enrollment

Often times families, children, and youth who are experiencing homelessness do not have the documents ordinarily required for school enrollment. Immediately enrolling students in homeless situations in school provides stability and avoids separating children from school for days or weeks while the required documents are being located. Therefore, LEAs are required through the McKinney – Vento Homeless Assistance Act to:

- Immediately enroll students in homeless situations, even if they do not have the required documents.
- Enroll students while records are being obtained from the previous school.
- Enroll students immediately in the free and reduced price meal program.
- Assist students in obtaining immunization or medical records for students who do not have them. The district's local liaison often conducts this.
- Provide a written explanation of its decision and the right to appeal if a student is sent to a school other than that school requested by a parent/guardian.

Questions for Part IV – LEA Policies and Procedural Changes

- A. Describe the policies and procedures that are implemented and practiced in the district to ensure that all homeless children and youth are identified, sought out, and served without being isolated or stigmatized.

You will want to state how services provided to homeless children and youth are given in mainstreamed educational settings.

- B.1. Describe the barriers faced by homeless children and youth being served by your district. These barriers may include: immediate enrollment, free and reduced price meals program, school of origin, records transfers and availability, attendance areas and policies, school placement, and dispute resolution processes.

- B.2. Address each barrier separately and describe the policies and procedures that have been implemented (or are proposed to be implemented) within the district to ensure that all homeless children and youth enroll, attend, and achieve success in school. In addition, the applicant may attach actual copies of such policies and procedures. If this item is attached, label this Attachment A.

As stated above, it is the school district's responsibility to eliminate all barriers for students faced by homelessness. Homeless children and youth often face barriers in:

- |                  |                             |                  |
|------------------|-----------------------------|------------------|
| • Enrollment     | • Immunization Requirements | • Transportation |
| • Credit Accrual | • Attendance Policies       | • Guardianship   |

- C. Homeless children and youth have the right to the same free, appropriate public education that is offered to other children. Describe how the LEA ensures that homeless children and youth have access to this same free, appropriate public education and are given every chance to succeed.

- D. A dispute resolution process must be designed and implemented (if needed) to ensure the rights of the homeless children and youth in your district. Here, the district will spell out the steps of the dispute resolution plan.

If a district has not designed a plan, please indicate the timeline in which this plan will be developed and implemented if needed.

Families and youth in homeless situations have a right to dispute placement and enrollment decisions made by the district. Often times, they are unaware of their rights to dispute such decisions. When disputes are raised, too often, students are kept out of school during the dispute resolution process. This interruption in education can severely damage students' academic progress, as well as their classmates and teachers.

To assist in these situations, LEAs are required to develop and provide written notice about the dispute resolution process. This written notice protects both students and districts by outlining the specific reasons for the district's decision.

This written notice should include:

- Contact information for the LEA local liaison and state homeless coordinator.
- A simple, detachable form that the pursuant can complete and return to the district to initiate the dispute process.
- A step-by-step description of how to dispute the district's decision.
- Notice of the right to enroll immediately in the school of choice, pending resolution of the dispute.
- Notice that "immediate enrollment" includes full participation in all school activities.
- Notice of the right to obtain the assistance of advocates or attorneys.
- Notice of the right to appeal to the state if the district-level resolution is not satisfactory.
- Timelines for resolving the appeal.

**Part V – Program Description (25 points)** – *Use form provided or similar format, attaching additional pages if necessary.*

- A. Using the listing of allowable activities listed on pages 5 and 6 of this guidance document, describe how the activities that are not available through other programs will be uniquely utilized to assist students to enroll, attend, and succeed in school.

Address only the activities that your proposed program plans to use.

- B. Describe how the LEA has reduced barriers for its homeless children and youth and gives support to ensure that these students acquire and succeed at the core curriculum.
- C. How will the LEA employees and community be educated on the provisions presented in the McKinney-Vento Homeless Assistance Act? What role will the LEA and the local liaison play in this professional development plan? (See page 11, Personnel, of this document for a further description of the responsibilities of the local liaison.)
- D. Describe the district's efforts to support parental involvement in the academic success of their children.

**Part VI – Goals and Objectives (25 Points)** – *Use form provided or similar format, attaching additional pages if necessary.*

A goal should be clearly identified and be directly tied to the needs of the district and the purpose of this grant. Goals should be meaningful and measurable, while still aligned with the proposed project objectives and activities. Goals must be listed at the top of each chart.

Objectives and activities are to be concise, detailed, obtainable, and measurable. Objectives and activities are developed as key components to effectively meet your goal. Objectives will be measured through the process of evaluation. The activities should be meaningful and of high quality. All activities must be chosen with the understanding that the homeless children involved will not be isolated from other children or stigmatized due to their homelessness.

The evaluation method chosen to evaluate the goals, objectives, and activities should be a method that is relevant to the specific activity measured and should be done objectively.

Four goal topics have been identified. You must set goals pertaining to each of the topics. LEAs that wish to develop their own goals and topics are able to do so for goals five and six.

1. GOAL: Administration – Administration goals may address such topics as:

- Professional Development
- Homeless Advocate
- Homeless Coordinator
- Homeless Local Liaison

**SAMPLE**

**GOAL: Administration** – The LEA’s local homeless liaison will fulfill all duties as defined by the McKinney – Vento Homeless Assistance Act.

<b>Objectives</b> Activities/Services to reach this goal	<b>Evaluation Method</b>	<b>Person/party responsible</b>	<b>Timeline</b>
Ensure all homeless students enroll and receive an equal opportunity to an education.	Enrollment records, testing results	Local Liaison	Daily
Provide parents and guardians information on the educational opportunities available for their child.	Meetings, professional development	Local Liaison	Quarterly
Post information on rights of homeless children and youth throughout schools and public facilities.	Referrals to receive assistance, student survey	Local Liaison, Principals	Annually

2. **GOAL: Evaluation** – Evaluation of the program should be an ongoing process of assessing the achievement of the objectives and overall success of each homeless student during the term of the project. Below are possible ways to assess achievement of goals and objectives.

- Interviews
- Surveys
- District Data Analysis
- Questionnaires
- District Data Reports
- Focus Group Discussions

3. **GOAL: Collaboration** – This goal should address how the LEA will coordinate with Title I and other federal programs to address the academic needs of homeless students of all age levels. Possible collaborators in this project could be:

- Even Start
- Title IV
- Dental Providers
- County Agencies
- Advocacy Groups
- Head Start
- Shelters
- Mental Health Providers
- Community Agencies
- Housing Authorities
- Title I
- Medical Providers
- Family and Social Services
- Parents
- Community Members

4. **GOAL: Policies and Procedures** – The McKinney – Vento Homeless Assistance Act requires that LEAs develop, review, and revise their district policies to remove barriers to the enrollment and retention of children and youth in homeless situations. Districts will want to address the changes they plan to put in process to remove the barriers of enrollment and retention of homeless students. These may address such issues as:

- Enrollment Documentation
- Credit Accrual
- Guardianship Issues
- Transportation to School of Origin
- Attendance Policies
- Comparable Services

**SAMPLE**

**GOAL: Policies and Procedures** – The LEA will ensure that all children and youth experiencing homelessness have the right to enroll, attend, and succeed in school.

<b>Objectives</b> Activities/Services to reach this goal	<b>Evaluation Method</b>	<b>Person/party responsible</b>	<b>Timeline</b>
The LEA will review all current enrollment policies to ensure there are no barriers to enrollment and retention.	Evaluation team results	Advisory Board	Annually
LEA will provide immediate school access for students experiencing homelessness.	Enrollment records	Local Liaison	Daily

5. & 6. Goals five and six are for LEAs to develop. These goals should be specifically designed to meet the needs of your program. These goals and activities may address such topics as:

- Additional Academic Instruction
- School Supplies and Materials
- Parenting Education
- Medical, Dental, and Mental Health Access
- Free and Reduced Price Meals Program
- Before-School/After-School Programs
- Age-Appropriate Social Skills Program
- Preschool Program and Experiences
- Transportation

**Part VII – Personnel (10 points)** – *Use form provided or similar format, attaching additional pages if necessary.*

It is a federal requirement that every public school district in the nation (those receiving McKinney – Vento Homeless Assistance Act funds and those not receiving McKinney – Vento Homeless Act funds) must assign a local liaison representing the education of homeless children and youth. This local liaison is to be an LEA staff member who is responsible for ensuring the identification, school enrollment, attendance, and opportunities for academic success of homeless students. Some of these activities may be accomplished by the liaison him/herself, while others are accomplished by coordinating the efforts of the staff. National evaluations have found that liaisons are a common denominator for successful district efforts to address homelessness. Therefore, the law now requires every LEA to appoint a liaison for students who are homeless and specifies their legal responsibilities.

By linking students and their families to school and community services, liaisons play a critical role in stabilizing students and promoting academic achievement at the individual, school, and district levels.

As stated above, federal law has defined the role and responsibilities of the local liaison. These responsibilities can be found on page 11 of this guidance document.

Issue	Local Liaison Responsibilities	Legally required
<b>Polices and Procedures</b>	Review local policies and procedures that may impact homeless children and youth (e.g., school enrollment, access to school programs). This is an LEA requirement, but may be assumed by the liaison.	●
	Revision of local policies and procedures determined to be potential barriers for homeless children and youth. This is an LEA requirement, but the liaison may be involved.	●
	Ensure that homeless students are identified by school personnel through coordination with other entities and agencies.	●
<b>Enrollment and Access to Educational Services</b>	Ensure that homeless families, children, and youth receive educational services for which they are eligible, including Head Start, Even Start, and preschool programs administered by the LEA. Also ensure that families, children, and youth receive referrals to health, mental health, dental, and other appropriate services if needed.	●
	Ensure that homeless students enroll in and have a full and equal opportunity to succeed in the schools of the LEA.	●
	Assist children and youth who do not have immunizations or medical records. Obtain the necessary immunizations or medical records.	●
	Ensure that parents or guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children's education.	●
	Assist with enrollment dispute resolution cases and ensure they are mediated in accordance with the state's enrollment dispute resolution process as expeditiously as possible.	●
<b>Outreach</b>	Ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including to the school of origin, and that assistance to accessing transportation services is provided.	●
	Post the educational rights of homeless children and youth <i>in all schools</i> . Sources for this information will be given to liaison when assigned.	●
	Post educational rights of homeless children and youth <i>in the community</i> where homeless families and youth may receive services (e.g., shelters, public health offices, hotels, and soup kitchens).	●
	Inform school personnel, service providers, and advocates who work with homeless families of the duties of the liaison.	●
	Collaborate and coordinate with state coordinators, community service providers, and school personnel responsible for the provision of educational and related services to homeless children and youth.	●
<b>Unaccompanied Youth</b>	Assist unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice of the youth's right to appeal such decisions under the enrollment disputes provisions.	●
	Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment and placement.	●
<b>Suggested Activities</b>	Provide professional development for school district staff to build awareness of the educational needs of homeless students, legal responsibilities of the school, and local policies and procedures.	
	Provide outreach to community service providers through presentations, announcements, and dissemination of relevant publications.	
	Provide training for parents.	
	Distribute materials, tutoring supplies, clothing, etc., to schools.	
	Conduct a needs assessment.	
	Conduct an evaluation of the local homeless education program.	

- A. Here you will address how the proposed project will be supervised and staffed. Please include information such as their names, titles, and responsibilities in relation to the education of homeless children and youth. Include the name and role of the district's local liaison. Please refer to page 11 of this guidance document for the legally required responsibilities of the local liaison.
- B. Please identify all those who have participated, planned, and/or assisted in writing this grant. You may also include the individuals from the collaborating agencies. Include the role they played in this planning process.

**Part VIII – Collaboration (20 points)** – *Use form provided or similar format, attaching additional pages if necessary.*  
 Please note: The intent of collaboration is NOT to funnel funds to an outside program.

- A. Describe coordination and collaboration efforts with private, public, and other entities that serve homeless children and youth. Address the non-academic and academic needs of homeless students, including preschool-aged children, as identified in the needs assessment.

Agencies to be considered for this section are:

- Local Homeless Shelters
- Abuse Crisis Shelters
- Community Service Providers
- Housing Agencies
- Surrounding School Districts
- County Agencies

- B. Describe the collaboration and integration of services for homeless children and youth that link with Title I and make use of existing, and/or proposed use of, Title I Part A reservation funds.

Please note: All homeless children and youth are immediately eligible for Title I services, even when the school of origin or school in which they enroll may not be a Title I targeted assisted or schoolwide building.

For more information on this provision, please refer to the enclosed guidance on “McKinney-Vento and Title I Services.”

**Part IX – Evaluation (15 points)** – *Use form provided or similar format, attaching additional pages if necessary.*

Evaluations are designed to show that the components of the proposed program are successful. Evaluations are to provide ongoing, continual feedback on each of the program goals and objectives. If the evaluation is proving that a program component is not effective, that program activity/component should be considered to be modified. All evaluations should be objective and result in quantitative and qualitative data.

- A. Provide a description of the evaluation process the district will use on an annual basis to assess the proposed program.

You may wish to include an outline of how the LEA employees and community will be educated on the provisions of the McKinney – Vento Homeless Assistance Act and the role and responsibilities of the LEA local liaison. Include how this will help to evaluate the proposed program.

- B. Indicate the procedures the LEA will use to collect assessment data on students who are homeless and have been, or are being, served under the sub-grant of this project.
- C. Provide a timeline for activities and evaluation during the project period.

**Part X – Budget**

- ★ LEAs that request funding through the McKinney – Vento Homeless Assistance Act must use that funding within their district. **It is not allowable for an LEA to contract the majority of their funds to an entity outside of the district.** Applications that demonstrate this type of program will not be considered for approval.

**Budget Summary Form (5 points)** – *Use form provided.*

Please note that the North Dakota Education of Homeless Children and Youth program does NOT allow for any local carryover of funds. Therefore, each project can only expend their grant monies through June 30 of the most recently approved program year. Remaining funds are pooled to fund projects the next program year.

See sample provided on page 13 of this guidance document.

## Budget Summary Form Sample

<b><u>Education of Homeless Children and Youth</u></b>		<b>Example</b>
<b>Object Code</b>	<b>Instruction Budget Items</b>	
100	Salaries	110 Salaries paid to certificated individuals; i.e., local liaison, homeless coordinator.
		120 Salaries paid to other staff, not certificated; i.e., local liaison, homeless coordinator, transportation coordinator.
200	Fringe Benefits	Payments (that are not part of gross salary) made on behalf of employees; i.e., insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, and sick leave.
300	Purchased Professional & Technical Services (consultants)	Services performed by those with specialized skills and knowledge, and payment would not be part of the payroll system; i.e., evaluator, school management support activities, data processing, cell phone contracts, management consultants, auditors, accountants, and lawyers.
430	Purchased Services (building and equipment rent & maintenance)	Rental, repair, and maintenance of equipment; i.e., copiers, audio-visual machines, snow blower, and other equipment rented and maintained.
500	Other Purchases (communications, advertising, & printing)	Printing costs, advertising costs.
580	Travel	Travel for local liaison to assist homeless students, travel to state/national homeless conferences. Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, and lodging.
600	Supplies and Educational Materials	Anything in which the cost is less than \$750. Expendable items that are consumed, worn out, or deteriorated in use; this includes equipment that costs less than \$750, freight, books, curriculum materials, and school supplies.
730	Equipment Purchases	Anything in which the cost is equal to or more than \$750. Items that are not consumable and are eligible for becoming a fixed asset; i.e., computer, instruments, machines, tools, appliances, furniture.
800	Other Objects (Itemize)	Registration fees, dues, memberships.
900	Indirect Cost	Materials fitting under the category of Indirect Cost.

### **Waiver Application** – Use form provided.

Sec. 1113(c) (3) (A) in NCLB states, “A local educational agency shall reserve such funds as are necessary under this part to provide services comparable to those provided to children in schools funded under this part to serve – homeless children who do not attend participating schools including providing related support services to children in shelters and other locations where children may live.”

Districts requesting a McKinney – Vento Homeless Assistance Act grant must provide a minimum of 30% match with Title I funds. This requirement was new to the 2005-2006 application process and remains in effect for the 2011-2012 application process. This match is to supplement the activities and intent of the Education of Homeless Children and Youth program within the district. Districts that are not able to provide a 30% Title I match have the option to complete and submit the waiver application to be considered.

### **Budget Narrative (10 Points)** – Use form provided, attaching additional pages if necessary.

In addition to completing the Budget Summary Form, all anticipated costs necessary to carry out the project must be fully explained on the Budget Narrative. The budget narrative must relate directly to the activities and staff identified in this application and should provide a rationale for the projected costs. The budget should clearly indicate the proportions to be supported through these funds, as well as the funding, or services provided by the district through the Title I local match.

**Budget Narrative Sample**

Instruction Budget Items	Education of Homeless Children and Youth Funds Requested	Local Match (Title I)
110 – Salaries  John Jacobs – LEA Local Liaison Jen Jacobs – After-school Tutor	\$5,000  \$5,000	\$20,000  \$0
110 Subtotal	\$10,000	\$20,000

**Part XI – Statement of Assurances (5 points)** – Use form provided, attaching additional pages if necessary.

The signatures of the authorized representative and the district’s local liaison of this proposed Education of Homeless Children and Youth project are required on the Statement of Assurances.