



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Discretionary)

Bureau / Office

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

Program Name

Education for Homeless Children and Youth, American Recovery and Reinvestment Act

Specific Funding Authority (ies)

CFDA #84.387A, P.L. 100-77, McKinney-Vento Homeless Assistance Act and the American Recovery and Reinvestment Act, Education for Homeless Children and Youth, Recovery Act, Award Number S387A090010

Funding Purpose/Priorities

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

Type of Award

Discretionary/Non-Competitive

Total Funding Amount

Preliminary amount of \$3,124,358 (range of awards from \$10,000 to \$115,000, for approximately 68 LEAs)

Budget Period

Upon receipt, through September 30, 2010

Program Performance Period

Upon receipt, through September 30, 2010

Target Population

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

Eligible Applicant(s)

Local educational agencies with a population of at least one homeless child or youth are eligible to apply for the Title X, Part C - Education of Homeless Children and Youth Project.

Application Due Date

Applicants are encouraged to apply on or by June 30, 2009, so funding may begin on July 1, 2009. These funds are to be awarded by August 8, 2009, so a timely submission is required.

The due date refers to the date of receipt in Grants Management. For Federal programs, the project effective date will be the date that the application is received within DOE meeting conditions for acceptance, or the date of receipt of the Federal Award Notification, whichever is later. For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in statute or proviso.

Contact Persons

Program Office Contact

Lorraine H. Allen
State Homeless Education Director
850-245-9939
Lorraine.Allen@fldoe.org

Grants Management Contact

Gwen Jackson
Program Specialist IV
850-245-0496
Gwendolyn.Jackson@fldoe.org

Assurances

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

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

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

Title X, Part C, ARRA

- Only use funds to meet the intents and purposes of The American Recovery and Reinvestment act of 2009 as it pertains to the education of homeless children and youth.
- Spend funds quickly, consistent with NCLB's reporting and accountability requirements, to help drive the nation's economic recovery.
- Improve student achievement through school improvement and reform and help close the achievement gap by:
 - Making progress toward rigorous college- and career-ready standards and high-quality assessments;
 - Establishing pre-K to college and career data systems that track progress and foster continuous improvement;
 - Improving teacher effectiveness and the equitable distribution of qualified teachers; and
 - Providing intensive support and effective interventions for the lowest-performing schools.
- Ensure transparency, reporting, and accountability to accurately measure and track funds and publicly report on how funds are used.
- Invest ARRA funds thoughtfully in ways that do not result in unsustainable continuing commitments after the funding expires

Program Specific Assurances - Title X, Part C – Education of Homeless Children and Youth

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

- Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- Homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
- It will review and undertake steps to revise any laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

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

School Districts, Community Colleges, Universities and State Agencies

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

Funding Method

CARDS - Cash Advance and Reporting of Disbursements System – Web-Based Reporting required monthly to record expenditures.

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the CARDS - Cash Advance and Reporting of Disbursements System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the CARDS System.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include: invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

NARRATIVE SECTION

1. Project Abstract or Summary

Instructions

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

Criteria

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

2. Project Need

Instructions

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

Criteria

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

A. Needs Identification

1) Describe Needs Identification Process

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

2) Needs Identified

Clearly identify the needs that will be addressed in this application. Applicants must include information on the identified need/required focus and target population, baseline data, data source, performance goal, and anticipated outcomes for 2009-2010.

At a minimum, eligible applicants who have identified less than 40 homeless students must address identification in their needs assessment. Applicants with 40 or more identified students may, but are not required to, address this need.

Applicants who have applied for the competitive Title X, Part C Education for Homeless Children and Youth Project grant may add activities, indicators, and deliverables to enhance those needs, goals, objectives, and outcomes they have already identified in the competitive grant.

Applicants are encouraged to identify coordination and collaboration needs that are ARRA specific; for example, collaborating use of ARRA funds with other programs in the LEA to serve homeless children and youth in the LEA.

- a. Identified Need – Identification of Homeless Students (those eligible applicants who have identified less than 40 homeless students must complete a need on identification)

Identified Need/Required Focus and Target Population: Identification of Homeless Students
Baseline Data:
Data Source:
Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth
Standard 3: All children in homeless situations are identified.
Performance Goal:
Anticipated Outcomes:

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

Identified Need/Required Focus and Target Population: Applicant’s Specific Need
Baseline Data:
Data Source:
Goal Area:
Standard:
Performance Goal:
Anticipated Outcomes:

Example

Identified Need/Required Focus and Target Population: Identification--There is a need to increase the number and percent of schools identifying and enrolling eligible homeless students, especially those schools with a high percentage of students on free and reduced lunch.
Baseline Data: In 2007-2008, only 35 (70%) of the LEA’s schools with more than 75% of students on free and reduced lunch identified or enrolled any homeless students.
Data Source: Automated student database
Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth
Standard 3: All children in homeless situations are identified.
Performance Goal: Students in homeless situations are identified by and enrolled in schools, especially those with a high percentage of students on free and reduced lunch.
Anticipated Outcomes: By the end of 2009-2010 school year, 40 (80%) of the LEA’s schools with more than 75% of students on free and reduced lunch will identify and enroll homeless students.

3. Project Design and Implementation

Instructions

Describe the goals, measurable objectives, anticipated outcomes, timelines, activities, indicators, and deliverables, for the proposed project.

Criteria

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

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

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

1) Identified Need – Identification of Homeless Students

Project Description/Evaluation Design	
Prioritized Need to Address: Identification of Homeless Students	
Baseline Data:	
Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth	
Standard 3: All children in homeless situations are identified.	
Performance Goal:	
Objective:	
Anticipated Outcomes:	
Activities:	
Timelines:	
Indicators:	Target
Deliverables/Training, Technical Assistance, and Dissemination:	Target

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

Project Description/Evaluation Design	
Prioritized Need to Address: Applicant’s specific need(s); repeat table for each need	
Baseline Data:	
Goal Area:	
Standard:	
Performance Goal:	
Objective:	
Anticipated Outcomes:	
Activities:	
Timelines:	
Indicators:	Target
Deliverables/Training, Technical Assistance, and Dissemination:	Target

Example

Project Description/Evaluation Design (also use for part of evaluation)	
Prioritized Need to Address: Identification--There is a need to increase the number and percent of schools identifying and enrolling eligible homeless students, especially those schools with a high percentage of students on free and reduced lunch.	
Baseline Data: In 2007-2008, only 35 (70%) out of 50 of the LEA's schools with more than 75% of students on free and reduced lunch identified or enrolled any homeless students.	
Goal Area 2: To ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool education, as provided to other children and youth	
Standard 3: All children in homeless situations are identified.	
Performance Goal: Students in homeless situations are identified by and enrolled in schools, especially those with a high percentage of students on free and reduced lunch.	
Objective: By June 30, 2010, 40 (80%) of the LEA's schools with more than 75% of students on free and reduced lunch identify and enroll homeless students.	
Anticipated Outcomes: 80% of the LEA's schools with more than 75% of students on free and reduced lunch identify and enroll homeless students by June 30, 2010.	
Activities: The homeless liaison will develop or revise training materials and train enrollment and pertinent school staff on the McKinney-Vento enrollment requirements. The liaisons will work with other district staff on the revision of the Residency Questionnaires (English and Spanish) and its approval by district leadership.	
Timelines: August through October for instructor-led training (2009) November through May for online training (2009-2010)	
Indicators:	Target
Number of LEA schools with more than 75% of students on free and reduced lunch identifying homeless students	40 Schools
Percent of LEA schools with more than 75% of students on free and reduced lunch identifying homeless students	80%
Number of homeless students enrolled in schools with more than 75% of students on free and reduced lunch	400
Percent of homeless students enrolled in schools with more than 75% of students on free and reduced lunch	4%
Total number of school staff members provided professional development to enable them to identify students who may be eligible for McKinney-Vento services	75
Number of schools with trained staff	50
Number of trainings held (instructor-led)	3
Number of webinars held	3
Number of school staff participating in online training	25
Percent of schools using residency questionnaire in the enrollment process	90%
Deliverables/Training, Technical Assistance, and Dissemination	Target
McKinney-Vento Instructor-led Training and Webinars	6
McKinney-Vento Online Training	1
McKinney-Vento Training PowerPoint	1
Homeless Education School Enrollment Toolkit	1
Revised Residency Questionnaires in English and Spanish	2

B. Capacity to Implement the Project

Provide responses to questions "1-2" below.

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

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

Please provide the percentage of time the homeless liaison devoted to other, non-homeless liaison duties and a brief description of those other duties. Enter "N/A" if not applicable.

% Devoted to Other Duties	Brief Description of Other Duties

2) Background and Qualification

Please list the qualification and background of the homeless liaison.

4. Dissemination Plan

Instructions

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

Criteria

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

5. **Evaluation**

Instructions

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

Criteria

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

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

6. **Support for Strategic Imperatives**

Instructions

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

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

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

Just Read Florida

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

Math/Science Initiative

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

Criteria

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

7. **Reporting Outcomes**

- The LEA will report on their use of McKinney-Vento ARRA funds in the quarterly reports required under section 1512 of the ARRA.
- The LEA will complete required FLDOE reports.
- The LEA will maintain documentation of each activity implemented using these funds for on-site, desktop, or self-certification monitoring.

8. **Budget**

Instructions

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

Criteria

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

Allowable Expenses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Unallowable Expenses

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

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

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

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

Services provided must not replace the regular academic program.

For Federal Programs - General Education Provisions Act (GEPA)

Provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details refer to URL:

<http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

The requirements listed below must be met for applications to be considered for review:

- 1) Application is received in DOE within the timeframe specified by the RFA.**
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101 - Budget Narrative Form**
- 3) All required forms must have the assigned TAPS Number included on the form**
- 4) All required forms have original signatures by an authorized entity**

5) Application (DOE 100A Project Application Form) must be submitted to:

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

NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

Online Application Submission Requirements

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

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

Method of Review

The 2009-2010 Education for Homeless Children and Youth, American Recovery and Reinvestment Act project, including budget form, shall be reviewed by FDOE staff in the Bureau of Student Assistance. The staff includes, but is not limited to the Homeless Education Director, the program specialist for the Homeless Education Program, and the Chief of the Bureau of Student Assistance.

Criteria for Review

Projects will be reviewed according to the following criteria:

1. Needs are systematically identified and clearly articulated.
2. Proposed activities are clearly described.
3. Proposed activities align with identified needs.
4. Proposed activities align with section 723 of the McKinney-Vento Act.
5. The proposed budget is adequate and appropriate, aligns with activities proposed, and is for allowable expenses.
6. Program funds and expenditures will be kept in a separate budget from other funds.