

Request for Competitive Application  
For  
**McKinney-Vento Homeless  
Assistance Act**

Education of Homeless Children and Youth Program

**RFA #0213-09**



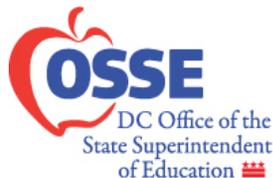
**District of Columbia  
Office of the State Superintendent of Education  
Office of Transitory Services  
51 N St. NE  
3<sup>rd</sup> Floor  
Washington, DC 20002**

**Announcement Date:** Monday, December 22, 2008

**RFA Release Date:** Monday, December 22, 2008

**Application Deadline:** Friday, February 13, 2009

Incomplete or late applications **will not** be forwarded to the application review panel



For more information, please contact Deltonia N. Shropshire at (202) 741-6401 or  
email: [deltonia.shropshire2@dc.gov](mailto:deltonia.shropshire2@dc.gov) or [MKV.info@dc.gov](mailto:MKV.info@dc.gov)

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# **Mandatory Pre-Application Conferences**

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

Education of Homeless Children and Youth Program



**Applicants are required to attend at least one pre-application conference in order to be eligible to apply for this grant.**

### **PRE-APPLICATION CONFERENCE 1**

Monday, January 12, 2009  
2:00 p.m. to 4:00 p.m.  
51 N St. NE Washington, DC  
Lower Level Conference Room  
Washington, DC 20002

### **PRE-APPLICATION CONFERENCE 2**

Tuesday, January 13, 2009  
11:00 a.m. to 1:00 p.m.  
51 N St. NE Washington, DC  
Lower Level Conference Room  
Washington, DC 20002

### **PRE-APPLICATION CONFERENCE 3**

Wednesday, January 14, 2009  
2:00 p.m. to 4:00 p.m.  
51 N St. NE Washington, DC  
Lower Level Conference Room  
Washington, DC 20002

To the Applicant:

Thank you for your interest in the McKinney-Vento Homeless Assistance Act. The primary purpose of the program is to award grants to the District of Columbia Local Education Agencies (LEAs). Priority will be given to local jurisdictions with high numbers of identified homeless children and youth. The McKinney-Vento program is designed to address the problems that homeless children and youth face with enrolling, attending, and succeeding in school. Under this program, the District of Columbia Office of the State Superintendent of Education (OSSE), Office of Transitory Services (OTS) will ensure that each homeless child and youth has equal access to the same free and appropriate public education, including that of preschool, as other children and youth. Homeless children and youth should have access to educational and other services needed to ensure that they meet the same challenging student academic achievement standards to which all students are held. This includes not separating students from the mainstream school environment. The District of Columbia Office of the State Superintendent of Education (OSSE) is required to review and undertake steps to revise laws, regulations, practices, and/or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

The closing date of the grant competition is **Friday, February 13, 2009**. Applications must be received or postmarked by that date to be eligible for review. The District of Columbia Office of the State Superintendent of Education (OSSE) requires applicants to submit (1) original and (5) copies of the application. An expert panel will review applications based on the selection criteria contained in this package. Applications can be submitted by mail or but are encouraged to be hand-delivered at 51 N St. NE (3<sup>rd</sup> floor) Washington, DC 20002. This application package contains all of the information, forms and instructions necessary to apply for a grant under the McKinney-Vento Homeless Assistance Act. The Intent to Apply form can be found on the next page. Please send this document in to the Office of Transitory Services as soon as possible. Please review the enclosed materials and carefully follow the instructions for completing the grant application.

The District of Columbia Office of the State Superintendent of Education (OSSE), Office of Transitory Services (OTS) will be conducting a series of technical assistance workshops for grant applicants. The first conference/workshop will be on Monday, January 12, 2009. Other workshop locations and dates are contained in this package and will also be posted at the program website below:

<http://www.osse.dc.gov/seo/cwp/view,a,3,Q,561725,PM,1,seoNav,|31195|.asp>

Potential applicants **must attend one** of the technical assistance workshops for completing the application. If you need additional information concerning the program or the application process, please contact:

Deltonia N. Shropshire

Phone: (202) 654-6125

Cell: (202) 316-0817

Email: [deltonia.shropshire2@dc.gov](mailto:deltonia.shropshire2@dc.gov) or [MKV.info@dc.gov](mailto:MKV.info@dc.gov)

**Intent to Apply for a Grant  
Under the McKinney-Vento Homeless Assistance Act**



Application Deadline: **Friday, February 13, 2009**

To be completed by the applicant			
1. Name of Organization:	2. Address: please include city and zip code		3. Office Phone No:
4. Point of Contact of Applicant: (First Name and Last Name)		5. Applicant email address:	
6. Type of Organization: <input type="checkbox"/> Public School District(s) <input type="checkbox"/> Public Charter School(s) <input type="checkbox"/> Community-based Organizations <input type="checkbox"/> Public/Private Organizations <input type="checkbox"/> Faith-based Organizations <input type="checkbox"/> Consortium of listed Organizations <input type="checkbox"/> Other (please specify)			
7. Intent to Apply for this grant: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided, but interested			
8. Person completing this form: (First Name and Last Name)	9. Office Phone No:	10. Date:	11. Signature:

If you expect to apply for a grant in this competition please send this form  
to the following address, email or FAX to:

**Office of Transitory Services**

51 N St. NE  
3<sup>rd</sup> floor  
Washington, DC 20002  
FAX # 202-724-7656

**Attention: Deltonia Shropshire**

Email: [deltonia.shropshire2@dc.gov](mailto:deltonia.shropshire2@dc.gov) or [MKV.info@dc.gov](mailto:MKV.info@dc.gov)

**Please note:**

Submitting this form does not obligate you to apply, but does help  
the OSSE prepare for the review process.

**Non-Discrimination Statement:**

The District of Columbia Office of the State Superintendent of Education (OSSE) does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability in matters affecting employment or in providing access to programs.

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## **A. APPLICATION REQUIREMENTS**

The OSSE must subgrant 75% of its McKinney-Vento funds to Local Educational Agencies (LEAs) through a competitive process. LEAs must apply for funding before they can be considered, and the application must contain the following information:

1. An assessment of the educational and related needs of homeless children and youth in the area served by such agency (which may be undertaken as part of needs assessments for other disadvantaged groups).
2. A description of the services and programs for which assistance is sought to address the needs identified.
3. An assurance that the local educational agency's (LEAs) combined fiscal effort per student, or the aggregate expenditures of that agency and the State with respect to the provision of free public education by such agency 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.
4. An assurance that the applicant complies with, or will use requested funds to comply with the requirements described in the McKinney-Vento Homeless Assistance Act.
5. A description of policies and procedures, consistent with the McKinney-Vento Homeless Assistance Act, that the LEA will implement to ensure that activities carried out by the LEA will not isolate or stigmatize homeless children and youth.

The OSSE reserves the right to request that the LEA submits additional information. However, the aforementioned are the minimum requirements that must be included in the application. For purposes of McKinney-Vento, an eligible LEA must serve elementary or secondary schools.

### **EVALUATION**

The OSSE must award the subgrants based on the LEAs need for assistance and the quality of the applications submitted.

## **NEED**

When determining need, the OSSE must consider the needs of homeless children and youth enrolled in preschool, elementary, and secondary schools and the ability of the LEA to meet those needs. The OSSE may also consider:

1. The number of homeless children and youth enrolled in the area served by the LEA;
2. The extent to which the proposed use of funds will facilitate the enrollment, retention, and educational success of homeless children and youth;
3. The extent to which the application:
  - Reflects coordination with other local and state agencies that serve homeless children and youth; and
  - Describes how the applicant will meet the requirements of the McKinney-Vento Homeless Assistance Act;
4. The extent to which the applicant exhibits in the application and in current practice a commitment to education for all homeless children and youth.

The OSSE may also consider other criteria deemed appropriate.

## **QUALITY**

When determining quality, the OSSE must consider:

1. The applicant's needs assessment and the likelihood that the program presented in the application will meet such needs;
2. The types, intensity, and coordination of the services to be provided under the program;
3. The involvement of parents or guardians of homeless children or youth in the education of their children;
4. The extent to which homeless children and youth will be integrated within the regular education program;
5. The quality of the applicant's evaluation plan for the program; and
6. The extent to which services provided under this subtitle will be coordinated with other services available to homeless children and youth and their families.

The OSSE may also consider other measures deemed indicative of a high-quality program, such as the extent to which the LEA will provide case management or other related services to unaccompanied youth.

## **LENGTH OF AWARD**

Grants may be awarded for up to 3 years. The length of the award may be reduced or terminated if the LEA is found negligent, and/or abusive with federal funds.



## McKinney-Vento Homeless Assistance Act Program Assurances Form

To be completed by the applicant			
1. Name of Organization:	2. Address: please include city and zip code	3. Office Phone No:	
4. Point of Contact of Applicant: (First Name and Last Name)		5. Applicant email address:	
6. Type of Organization: <input type="checkbox"/> Public School District(s) <input type="checkbox"/> Public Charter School(s) <input type="checkbox"/> Community-based Organizations <input type="checkbox"/> Public/Private Organizations <input type="checkbox"/> Faith-based Organizations <input type="checkbox"/> Consortium of listed Organizations <input type="checkbox"/> Other (please specify)			
<b>McKinney-Vento Homeless Assistance Act Program Assurances</b>			
1. The program will be administered in accordance with all applicable statues, regulations, program plans and applications;			<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Each LEA shall ensure its compliance with all supplement and supplant requirements;			<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State Educational Agency (DC OSSE), the LEA, or other Federal officials;			<input type="checkbox"/> Yes <input type="checkbox"/> No
4. It is understood that this application, once approved by the DC Office of the State Superintendent of Education- Office of Transitory Services for implementation of the program, represents an offer, and if accepted by the State or negotiated to acceptance, will constitute a binding agreement;			<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The applicant will use such fiscal control and fund accounting procedures and will ensure proper disbursement of and accounting for, Federal funds paid to the applicant under each such program.			<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The applicant will cooperate with any evaluation of each such program conducted by or for the State or other Federal officials.			<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Policies and practices will be adopted to ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless.			<input type="checkbox"/> Yes <input type="checkbox"/> No
8. An appropriate staff person will be designated, who may also be a coordinator for other federal programs, as an LEA liaison for homeless children and youth to carry out the duties described within the McKinney-Vento Homeless Assistance Act.			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Policies and practices will be adopted 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 or origin, as determined in McKinney-Vento Homeless Assistance Act.			<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Applicant agrees staffing, fiscal, equipment, and facility resources of the organization will be in compliance with all applicable federal, state, and local statutes and regulations.			<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Applicant agrees that all student information shall be kept confidential except as necessary to inform parents/guardians and appropriate school staff.			<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Applicant agrees to maintain records for three years to support the annual end-of-fiscal-year report to the OSSE along with any other monitoring/reporting activities.			<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Person completing this form: (First and Last Name)	8. Office Phone No:	9. Date:	10. Signature:

## **B. PROGRAM INFORMATION**

### **PROGRAM NAME**

Education of Homeless Children and Youth Program

### **GRANT PHASE**

2009

### **SPECIFIC FUNDING AUTHORITY**

Section 726 of Title VII Subtitle B of McKinney-Vento Homeless Assistance Act as amended by Public Law 107-110. Cited as the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

### **FUNDING PURPOSE/PRIORITIES**

The primary purpose of the program is to award grants to the District of Columbia Public Schools system, and the District of Columbia Public Charter Schools. Priority will be given to local jurisdictions with high numbers of homeless children and youth. The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, the District of Columbia Office of the State Superintendent of Education (OSSE), Office of Transitory Services (OTS) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to educational and other services needed to enable them to meet the same challenging student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. The District of Columbia Office of the State Superintendent of Education (OSSE) is required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

### **ELIGIBLE APPLICANTS**

Local Education Agencies within the District of Columbia are eligible to apply. Priority will be given to local jurisdictions with a high number of homeless children and youth.

### **DISSEMINATION**

Monday, December 22, 2008

### **DEADLINE**

Friday, February 13, 2009

Application will be received after 4:00 pm

Deliver to: 51 N St., NE Office 3001-Washington, DC 20002

Call (202) 654-6125 or (202) 741-6401 for confirmation of delivery and/or receipt.

## **PROPOSAL REVIEW**

The review of proposals includes:

1. Pre-screening all written applications for the completion of submission requirements and required sections.
2. Evaluation of submitted applications by a review committee established by the Office of the State Superintendent of Education (OSSE).
3. A final approval of award that will be determined by the DC Office of the State Superintendent of Education- Education of Homeless Children and Youth Program State Coordinator.

The Office of the State Superintendent of Education reserves the right to consider geographic distribution with relation to proven high numbers of homeless children and youth when making awards.

## **TOTAL FUNDS AVAILABLE**

\$109, 237.00

## **DURATION OF GRANT AWARD (3 YEARS)**

January 1, 2009- October 1, 2012

## **ESTIMATED NUMBER OF GRANT AWARDS**

2-3

## **ESTIMATED GRANT AWARD**

\$15,000.00- \$54,618.50

## **REPORTING REQUIREMENTS**

Grantees must submit the following:

1. Mid-year and end of year progress reports;
2. Annual evaluation reports;
3. Monthly tracking forms-fully completed with accurate information; and
4. Quarterly financial reports (January, May, September and December).

## **PROPOSAL MUST CONTAIN THE FOLLOWING INFORMATION, IN EXACT ORDER AS LISTED**

1. Proposal Cover Sheet
2. Assurances
3. Project Abstract
4. Table of Contents
5. Project Narrative (not to exceed ten (10) pages)
  - 5.1. Extent of Need
  - 5.2. Goal, Objectives and Measurable Indicators of Success
  - 5.3. Plan of Operation
  - 5.4. Coordination with Title I Part A
  - 5.5. Evaluation and Dissemination of Plan
  - 5.6. Management Plan including Key Personnel
  - 5.7. Project Timeline

- 5.8. Professional Development and Awareness activities
- 5.9. Future Plans
6. Budget Narrative
7. Appendices; including forms that will be devised to track and monitor all activities.

#### **PROGRAM ACTIVITIES AUTHORIZED UNDER THE LAW**

The McKinney-Vento Homeless Education Assistance Improvement Act of 2001. Section 726 of Title VII Subtitle B of McKinney-Vento Homeless Assistance Act as amended by Public Law 107-110. Each eligible entity that receives an award may use the award funds to carry out activities.

The LEA can use funds under the grant for the following activities:

1. 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 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 subtitle, 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 eligible students, not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school of origin.
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 non homeless children and youth.

8. The provision for homeless children and youth 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.
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. The provision of education and training to the parents of homeless children and youth about the rights of, and resources available to, such children and youth.
11. The development of coordination between schools and agencies providing services to eligible homeless children and youth.
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 provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
15. The provision of other extraordinary or emergency assistance needed to enable homeless children and youth to attend school.

The application must also include a preliminary plan for continuation of services after Federal funding ends.

### **PRINCIPLES OF EFFECTIVENESS**

The Education of Homeless Children and Youth Program is based on sound principles of effectiveness that will guide local grantees to identify and implement programs and activities that can directly enhance homeless students academic equity and achievement. According to *No Child Left Behind*, [4205] programs must be based on the following principles:

1. Compiling and collecting data regarding the needs of eligible children and youth.
2. An established set of performance measures aimed at ensuring quality academic opportunities for homeless children and youth; and
3. Scientifically based research that provides evidence that the program or activity will help homeless students meet the state and local student academic achievement standards.

## **GRANT PROGRAM TIME PERIOD**

### Grant Term:

Pending additional funding from the Specific Funding Authority, satisfactory performance by the subgrantees as evaluated by the program office and in compliance with all grant requirements, programs are renewed from year to year and no continuation application is necessary unless otherwise required by the OSSE.

The program periods are:

Year 1: January 2009 – September 2009

Year 2: October 2009 – September 2010

Year 3: October 2010 – September 2011

## **OVERVIEW OF THE PAYMENT PROCESS**

In order to receive federal education funds subgrantees must establish eligibility by submitting an application to the OSSE in accordance with relevant program statute(s), and any additional rules established by the OSSE. Once the OSSE has fully approved the application and issued an official Grant Award Notification subgrantees may submit reimbursement requests (containing valid costs paid by the subgrantees) monthly, every other month or quarterly to the OSSE for review and process.

To request reimbursement, subgrantees must submit completed Federal Grant Reimbursement Forms (F1 and F2). Completed forms, including signature must be submitted electronically at [Monthly.reimbursement@dc.gov](mailto:Monthly.reimbursement@dc.gov).

Subgrantees are not required to submit any supporting documentation with the Federal Grant Reimbursement Forms (F1 and F2). *However, subgrantees are required to maintain all necessary supporting documentation and to ensure such documentation is available to the OSSE, the U.S. Department of Education and other authorized entities for review, upon request.*

Consistent with section 76.730 of EDGAR, subgrantees must maintain records that show:

- The amount of funds available under the grant;
- How the LEA used the funds;
- The total cost of the project;
- The share of that total cost provided from other sources; and
- Other records to facilitate an effective audit.

While it is impossible to provide an exhaustive list of all of the documents that might be needed to support a particular cost, commonly requested records may include:

- Payroll transactions
  - A list of employees paid with federal grant funds
  - Job or position descriptions
  - Time and effort records demonstrating employees worked on grant activities (e.g. semi-annual certifications, personnel activity reports)
  - Time and attendance records demonstrating when employees worked (e.g. timesheets, leave slips, etc.)

- Evidence of payroll reconciliations
- Accounting records indicating how salaries were charged
- Payment records indicating how salaries were paid
- Procurement transactions
  - Requisitions
  - Cost estimates
  - Requests for bids, proposals, etc. (as required by the Subgrantees procurement procedures)
  - Copies of bids, proposals, etc. submitted
  - Evaluation documents (as required by the Subgrantees procurement procedures)
  - Purchase orders or contracts
  - Invoices
  - Proof items purchased were received
  - Inventory records

Subgrantees are responsible for ensuring all costs charged to federal grants are allowable. If the OSSE determines, at any time, that a cost is unallowable it may disallow the cost. If the subgrantee has already been reimbursed for the cost it may be required to repay funds to the OSSE.

If you have any questions about this new payment process please contact Shanika L. Hope, Assistant Superintendent, Elementary and Secondary Education at [shanika.hope@dc.gov](mailto:shanika.hope@dc.gov) or (202) 741-5095 or Cynthia Bell, Director, Grants Administration at [cynthia.bell@dc.gov](mailto:cynthia.bell@dc.gov) or (202) 741-0472. Questions about general grants administration should be directed to Cynthia Bell. Questions about specific grant programs (i.e., Title I, Title II, Title III, etc.) please contact the respective program manager directly.

## C. APPLICATION GUIDANCE

### APPLICATION COVER SHEET

100 word limit

Every proposal must have an Application Cover Sheet. **No other page may cover the application cover sheet.** The information must be filled out on the next page:

- Name of applicant
- Title of the project
- The words “Education of Homeless Children and Youth” and “McKinney-Vento Homeless Assistance Act sub grant”
- Name of the contact person
- Address of the contact person
- Telephone and email address of contact person
- Project partners, if applicable. Coordination with local social service agencies or programs providing services to homeless children and youth and their families, including services and programs funded under the Runaway and Homeless Youth Act.
- Amount requested
- Project statement (100 word limit) on a separate page from the application cover sheet
- Dated signature by an official with authority to make binding commitments on behalf of the LEA.

The project cover sheet must be printed on plain white paper and **contain neither graphics nor any other information not specifically requested.**

The project statements should briefly describe your project’s desired outcome(s) and strategies (e.g. what your project will do and how it will accomplish the required tasks). Do not exceed the one hundred (100) word limit.



**Application Cover Sheet**

**McKinney-Vento Homeless Assistance Act:  
Education of Homeless Children and Youth  
Title X, Part C**

**Due: February 13, 2009**

**No Child Left Behind Act of 2001  
Public Law 107-110**

To be completed by the applicant			
1. Name of organization/applicant:		2. Address: please include city and zip code	
4. Point of Contact of Applicant: (First Name and Last Name)		5. Applicant email address:	3. Office Phone No:
6. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuous <input type="checkbox"/> 2 <sup>nd</sup> Year <input type="checkbox"/> 3 <sup>rd</sup> Year		7. Amount of funds requested:	8. Project partners (if applicable):
			9. Budget Amount:
		Title of Project:	

**CERTIFICATION:** To the best of my knowledge, the information contained herein is complete and correct. The FY09 program(s) will be implemented as described in the application. The Applicant Agency \_\_\_\_\_ is responsible for complying with all applicable federal requirements including the resolution of any audit exception and the requirement that these new funds will not supplant existing funds.

I have reviewed the attached application budget. The proposed expenditures appear to be itemized properly and will be incorporated into the LEA's system wide budget.

\_\_\_\_\_  
Signature of LEA Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Federal Programs Director or Asst. Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief School Financial Officer

\_\_\_\_\_  
Date

<b>FOR OSSE USE ONLY</b>	
_____ State Director of Competitive Grants and Special Populations Office of the State Superintendent of Education	_____ Date



## Education for Homeless Children and Youth Application

### Data Sheet

Provide the number of homeless children and youth in your LEA **enrolled\*** in public school (compulsory grades –excluding pre-school) during the 2007-08 and any 2008-09 (if available) school year according to grade level groups below:

Grade levels	Number of homeless children and youth in your LEA <b>enrolled</b> in school by each grade level during the 2007-08 and 2008-09 (if available) school year	
	School year	2007-2008
K		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
<b>Total</b>		

\* Enrolled means to attend classes and participate fully in school activities.

## **PROJECT ABSTRACT**

### **One (1) page limit**

In the Project Abstract introduce the proposed project to the reader. It should be factual, brief, and focused on your efforts. Do not assume that the reader is familiar with your proposed project.

The project abstract should cover the core aspects of the proposed project, while addressing the following questions:

1. What is the need/issue that will be addressed by the proposed Education of Homeless Children and Youth Project?
2. What populations, schools, or geographic areas will be served by the project?
3. What major strategies are to be employed to address the need/issue?
4. Who are the major contributors and/or partners? What are their roles?

## **TABLE OF CONTENTS**

The Table of Contents is an important guide for the reader. When writing the proposal and constructing the table of contents, please use the following criteria:

1. The Proposal Cover Sheet is not numbered but is considered to be page “i” (lower case, Roman numeral one).
2. The Project Abstract is page “ii” (lower case, Roman numeral two)
3. The Table of Contents should not be counted as a page of the proposal
4. Table of Contents are numbered using lower case Roman numerals
5. The Extent of Need will be the first page of the project narrative and is numbered, “1”. Subsequent pages will be numbered consecutively.
6. The Budget is numbered as follows: “B-1, B-2, and B-3...”
7. Appendices are labeled “Appendix A, Appendix B, Appendix C...”
8. Attachments are labeled, “Attachment 1, Attachment 2....”
9. The project narrative. Do not provide format information for the project narrative such as (one inch margins, double space, etc.).

## **PROJECT NARRATIVE**

### **15 page limit**

The Project Narrative is an opportunity to convince readers that the proposed project is sound and deserves to receive funding. The Project Narrative should encompass the entire three (3) years. When writing the Project Narrative, keep the following suggestions in mind:

1. Be concise and clear. Readers need to understand quickly and easily the components of the proposed project and how it will address the stated needs.
2. Do not assume the reader is familiar with the proposed project; readers represent diverse backgrounds. Avoid jargon and define all acronyms.

3. Proofread the Project Narrative once it is completed. Check for style inconsistencies, redundancies, repetition, factual omissions, and unexplained assumptions. It is recommended that another representative of the Local Educational Agency (LEA) proofread the proposal prior to submission.
4. Provide as much detail as possible. Use the entire page limit to explain the proposed project. Use the Appendices to include the information that may be important for the reader but will not fit within the Project Narrative. For additional clarity, it is important to reference in the body of the proposal any supplemental information included in the appendices. No required elements of the proposal can be submitted as appendices or attachments to get around the fifteen (15) page limit. Each proposal must address the following:

### **EXTENT OF NEED**

#### **20 of 100 points**

A compelling proposal will have a clearly defined issue or problem supported by a needs assessment. A needs assessment is a systemic review of information collected from a variety of sources, analyzed to determine strengths and weaknesses, and prioritized for action in the proposal.

Below are suggestions for the required needs assessment:

1. In the first paragraph, clearly state the educational and/or related academic needs that will be addressed in the proposed Education of Homeless Children and Youth Program Project.
2. Cite research supporting the need for the proposed project.
3. State the specific data collected to confirm existence of the problem, issue, its source(s), and the methods used to collect the data. This may include information about the students, parents of the students and schools the proposed project will serve.
  - a. Utilize multiple methods to document the issue, for example:
    1. The number of homeless shelters that serve families with school aged children,
    2. The population served,
    3. A breakdown of the homeless children and youth by grade level, survey, analysis of school records, previous studies, or focus groups. All are options.
  - b. Utilize local data to document the issue(s) in the service area. Include relevant demographics and other statistics about the population that will potentially be served by the proposed project.
4. Identify the population primarily affected by the issue/problem.
5. Identify when and where the problem exists.

6. Document the factors contributing to the problem.
7. Document current or past efforts to address the issue.
8. Illustrate the reasons why those efforts were unsuccessful or inadequate to address the total need.
9. Provide the applicant's history and expertise in dealing with the issue and past successes. If the entity does not have prior experience coordinating a homeless education program, provide reasons that the applicant can meet the issue with success.
10. Specify the consequences or the internal accountability factors that will result from not meeting the needs of the issue.

### **GOALS, OBJECTIVES AND MEASURABLE SUCCESSES**

#### **10 of 100 points**

Goals, objectives, and milestones are all outcomes. Outcomes themselves are statements that tell how the project's target population would improve. Every outcome should describe a change in a target population. In addition, standards are set that invariably direct the progress of alleviating the issues identified in the initial needs assessment. Statements that describe strategies or management issues are not proper outcome statements.

Outcome statements:

1. **Identify** the target population, which for this purpose would be homeless children and youth. Who is the specific population the proposed project will impact and what are the outcomes expected?
2. **Set Realistic outcomes.** The outcomes must be attainable. Please remember that every child learns differently and to expect everyone to obtain a 4.0 average immediately may set the project up for failure.
3. **Are measurable.** Outcomes must demonstrate clear achievement. What indicators will be used to easily quantify and substantiate results?
4. **Specify** when the outcomes have been and/or will be achieved.
5. **Always reference state and/or local baseline data and standards.** Include baseline data to determine whether the goal of the project is reasonable yet challenging.

## **OPERATIONS STRATEGY**

**20 of 100 points**

In the Plan of Operation, discuss the strategies and activities that will be used to accomplish the project's outcomes. For this section, provide detailed descriptions of how each of the following McKinney-Vento Act policies and requirements will be addressed in planning, policy or practice of the local educational agency.

### **1. Immediate Enrollment:**

- a. Consideration of the best interest of the child and requests made by a parent, guardian or unaccompanied youth
- b. Admission to "school of origin" or other school that no homeless children in the attendance area are eligible to attend
- c. Expedited transfer of student records; school placement and dispute resolution.

### **2. Comparable Services: (DCPS LEA only)**

- a. Homeless children and youth must have equal access to education programs for which they are eligible with opportunities to meet or exceed the same challenging state student performance standards to which all children are held, including participation in state assessment tests.

### **3. Interagency Collaboration:**

- a. Describe the collaboration and coordination of program services with local community service agencies working with homeless families, children and youth.
  1. Community service agencies may include, but are not limited to:
    - a. Department of Mental Health
    - b. Department of Human Services
    - c. Healthcare organizations and agencies
    - d. Neediest Kids/Bridges to Success fund

### **4. Prohibition of Segregation:**

- a. Describe the LEA policies or procedures that ensure homeless children and youth are not isolated or stigmatized by school system personnel, or segregated into a separate school or school program.

## **PROGRAM STRATEGIES**

Strategies are broad approaches (methods, procedures, techniques) employed to accomplish the evidenced outcomes. Provide a justification describing the strategies that have been selected and how the selected strategies will assist in achieving the outcomes. The justification should cite specific research to support the proposed strategies.

Questions that should be answered within this section are:

1. Who is the target audience?
2. Who are the clients?
3. How will the clients use or be affected by the services provided by the proposed project?
4. What is the total number of clients potentially receiving service from the proposed project, both directly and indirectly?
5. How were estimated numbers determined for services rendered to indirect clients?

## **ACTIVITIES**

Activities are the specific steps that will be taken to accomplish the project objectives and involve direct service to clients (students, teachers, parents). Examples may include events that are proposed to heighten awareness, increase parental engagement, and/or improve overall academic success. These events or activities may take place on a single date or over a period of time.

Actions that do not serve as an activity will fall under the management plan. While these actions are necessary to provide direct service, they do not involve direct service themselves. Examples may include: purchasing equipment, hiring staff, evaluation procedures, and steering committee meetings. Management plan items are not to be incorporated into this section.

List the activities that the project will implement, grouping them according to strategy. Every activity must be related to a strategy. Discuss the activities relation to the respective strategies. Discuss which clients and the number to be served during each activity.

## **EVALUATION AND DISSEMINATION PLAN**

### **15 of 100 points**

Sub-grantees are required to submit annual evaluation reports and semi-annual progress reports. Your evaluation plan should be consistent with the goal(s) and objective(s) described earlier. Keep in mind that the evaluation will consider the entire project, beginning to end. The evaluation should not be viewed as what is done after the project's completion, but as an integral element in the project's design, planning, and implementation. A solid ongoing plan that evaluates milestones quarterly and reports to the DC OSSE semi-annually will allow the project manager to make informed decisions regarding the modifications needed to ascertain the necessary results.

## **EVALUATION AND DISSEMINATION PLAN NARRATIVE**

The topics listed below provide the basis for review of the evaluation plan and should be addressed with specificity.

### **1. Evaluation Questions:**

- a. What questions will the evaluation seek to answer?
- b. The project's goals and objectives, implementation plan and anticipated consequences provide the basis for formulating evaluation questions.
- c. Examine the relationship between the expected outcomes, the efforts and the important elements that require evaluation.

### **2. Evaluation Strategy:**

- a. What strategies will be used to determine the answers to the evaluation questions?
- b. What criteria will be used to assess lessons learned from the project?
- c. What populations will be included in the evaluation?

### **3. Data:**

- a. What measurement instruments and strategies will be used?
  1. Quantitative and qualitative methods must be provided
  2. How will data be collected at various sites?
  3. How will the baseline be established?

### **4. Evaluator(s):**

- a. Specify the individuals or groups who will conduct the evaluation.
- b. What are the qualification indicators?
- c. What are the responsibilities of the critical personnel?

### **5. Budgeting of Resources and Staffing for Evaluation:**

- a. The application must justify the requested funding amount.
- b. The proposed budget must always equal the amount requested.
- c. The actual budget must always be equal to the actual allocation, once it has been determined.

### **6. Dissemination:**

- a. Provide details on the dissemination process for the proposed project.
- b. What types of media will be used to disseminate information?
  1. Conferences?
  2. Internet?
  3. Community Outreach?
  4. Television?
  5. Radio?
- b. Describe the major stakeholders and/or groups that will impact the proposed project.

- d. Determine various dissemination processes for varying stakeholder needs/requirements.
  1. Provide specific times, dates and locations that the project will be demonstrated?
  2. What types of reports and/or other products will be used to produce the desired goal or expectation throughout the course of the project.

### **MANAGEMENT PLAN AND CRITICAL PERSONNEL**

#### **15 of 100 points**

Provide a description of proposed project supervision and staffing including detailed and time specific services rendered. The duties of the local school liaison ensure that:

1. Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
2. Homeless children and youth enroll in and have a full and equal opportunity to succeed in schools of that local educational agency;
3. Homeless families, children and youth receive educational services for which such families, children and youth are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency and referrals to health care services, dental services, mental health services, and other appropriate services;
4. The parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
5. Public notice and educational rights of homeless children and youths receive services under this Act, such as schools, family shelters, and soup kitchens;
6. Enrollment disputes are mediated.

The parent or guardian of a homeless child or youth, or any unaccompanied youth is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school that is selected.

## **EDUCATION REFORM INTEGRATION**

**10 of 100 points**

The proposed project must be aligned with the goals, efforts and plans of federal, state and local governments and school improvement teams. This section illustrates how the project is part of overall educational reform.

Describe the methods in which the program will provide staff development or training on homeless student rights, best practices, statewide efforts and advocacy for students experiencing homelessness.

Describe how the program will cooperate and coordinate services with Title I programs, Head Start, Even Start, and other public education programs available locally for which homeless children and youth are eligible.

Provide a detailed description of all partners, their respective roles in the project, the benefits each will receive, and the specific contributions each partner will make to the project in the form of financial support, equipment, personnel or other resources. It is essential to document all partner commitments to the project. Append letters of commitment from each, describing roles and quantifying contributions.

## **BUDGET NARRATIVE**

**10 of 100 points**

**3 page limit**

The project's budget must detail every year of the project in a separate itemized budget for each year. It should demonstrate the extent to which the budget is responsible, cost effective and integrates other sources of funding. All costs described in the project narrative will appear in the budget narrative and must have a corresponding entry in the itemized budget for that year.

The budget will begin with a narrative justifying any line item expenses that are not obvious from the project narrative. Explain the basis for how the costs of each line item were projected. Illustrate how the budget is cost effective.

Secondly, include a line item description using the format in the example below. The Group line items must be according to the following categories: Salaries and Wages; Contracted Services; Supplies and Materials; Other Charges; Equipment; and Transfers. Accurately total each category.

Each line must be detailed and specific. General expenses should be broken down into specific line items.

Clearly illustrate the requested funds and in-kind contributions for each line item. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices.

Illustrate how the requested information was calculated for each line item. Reviewers will use the information provided to determine if the proposed budget is reasonable and cost effective. Accurately total each category.

**APPLICATION APPROVAL**

The Office of the State Superintendent of Education notifies all applicants of the status of their applications. Applications are not considered approved unless officially stated as such on the OSSE letterhead.

## **NARATIVE AND RUBRIC**

### **Section A: EXTENT OF NEED (20 out of 100 points)**

1. Describe a compelling proposal that clearly defines the issue(s) or problem(s) supported by a needs assessment. Describe the needs assessment and the information collected from the sources analyzed that assisted the proposal to determine strengths and weaknesses, and prioritized action in the proposal.

<b>Score 20</b>	<b>Score 15</b>	<b>Score 5</b>	<b>Score 0</b>
<ul style="list-style-type: none"><li>• Description is thorough and accurate on the method for identifying homeless children and youth with a clear understanding of the law.</li></ul>	<ul style="list-style-type: none"><li>• Description is clear but not thorough and accurate on the method for identifying homeless children and youth.</li></ul>	<ul style="list-style-type: none"><li>• Description is partial or vague on the method for identifying homeless children and youth.</li></ul>	<ul style="list-style-type: none"><li>• Does not describe a method for identifying homeless children and youth.</li></ul>

### **Section B: GOALS, OBJECTIVES AND MEASURABLE SUCCESSES (10 out of 100 points)**

2. Describe goals, objectives, and milestones are all outcomes. Outcomes themselves are statements that tell how the project's target population would improve. Every outcome should describe a change in a target population. In addition, standards are set that invariably direct the progress of alleviating the issues identified in the initial needs assessment. Statements that describe strategies or management issues are not proper outcome statements.

<b>Score 10</b>	<b>Score 5</b>	<b>Score 3</b>	<b>Score 0</b>
<ul style="list-style-type: none"><li>• Description is thorough and accurate on the method for goals, objectives and milestones for homeless children and youth with a clear understanding of outcomes.</li></ul>	<ul style="list-style-type: none"><li>• Description is clear but not thorough on the method for goals, objectives and milestones for homeless children and youth with a clear understanding of outcomes.</li></ul>	<ul style="list-style-type: none"><li>• Description is partial or vague on the method for goals, objectives and milestones for homeless children and youth with a clear understanding of outcomes.</li></ul>	<ul style="list-style-type: none"><li>• Does not describe a method for goals, objectives and milestones for homeless children and youth with a clear understanding of outcomes.</li></ul>

**Section C: OPERATIONS STRATEGY (20 out of 100 points)**

3. In the Plan of Operation, discuss the strategies and activities that will be used to accomplish the project’s outcomes. For this section, provide detailed descriptions of how each of the McKinney-Vento Act policies and requirements will be addressed in planning, policy or practice of the local educational agency.

Score 20	Score 15	Score 5	Score 0
<ul style="list-style-type: none"> <li>Description is thorough and accurate on the method for strategies and activities that will be used to accomplish the project’s outcomes for homeless children and youth.</li> </ul>	<ul style="list-style-type: none"> <li>Description is clear but not thorough on the method for strategies and activities that will be used to accomplish the project’s outcomes for homeless children and youth.</li> </ul>	<ul style="list-style-type: none"> <li>Description is partial or vague on the method for strategies and activities that will be used to accomplish the project’s outcomes for homeless children and youth.</li> </ul>	<ul style="list-style-type: none"> <li>Does not describe a method for strategies and activities that will be used to accomplish the project’s outcomes for homeless children and youth.</li> </ul>

**Section D: EVALUATION AND DISSEMINATION PLAN (15 out of 100 points)**

4. Describe a solid ongoing plan that evaluates milestones quarterly and reports to the DC OSSE semi-annually so that the project manager can make informed decisions regarding the modifications needed to ascertain the necessary results.

Score 15	Score 10	Score 5	Score 0
<ul style="list-style-type: none"> <li>Description is thorough and accurate on the plan that evaluates milestones quarterly and reports to the DC OSSE semi-annually.</li> </ul>	<ul style="list-style-type: none"> <li>Description is clear but not thorough on the plan that evaluates milestones quarterly and reports to the DC OSSE semi-annually.</li> </ul>	<ul style="list-style-type: none"> <li>Description is partial or vague on the plan that evaluates milestones quarterly and reports to the DC OSSE semi-annually.</li> </ul>	<ul style="list-style-type: none"> <li>Does not describe a plan that evaluates milestones quarterly and reports to the DC OSSE semi-annually.</li> </ul>

**Section E: MANAGEMENT PLAN AND CRITICAL PERSONNEL (15 out of 100 points)**

5. Describe the proposed project supervision and staffing including detailed and time specific services to be rendered.

Score 15	Score 10	Score 5	Score 0
<ul style="list-style-type: none"> <li>Description is thorough and accurate on the project supervision and staffing which includes detailed and time specific services to be rendered.</li> </ul>	<ul style="list-style-type: none"> <li>Description is clear but not thorough on the project supervision and staffing which includes detailed and time specific services to be rendered.</li> </ul>	<ul style="list-style-type: none"> <li>Description is partial or vague on the project supervision and staffing which includes detailed and time specific services to be rendered.</li> </ul>	<ul style="list-style-type: none"> <li>Does not describe project supervision and staffing which includes detailed and time specific services to be rendered.</li> </ul>

**Section F: EDUCATION REFORM INTEGRATION (10 out of 100 points)**

6. Describe the proposed project and how it aligns with the goals, efforts and plans of federal, state and local governments and school improvement teams. This section illustrates how the project is part of the overall educational reform.

Score 10	Score 5	Score 3	Score 0
<ul style="list-style-type: none"> <li>Description is thorough and accurate. Project aligns with the goals, efforts and plans of federal, state and local governments and school improvement teams.</li> </ul>	<ul style="list-style-type: none"> <li>Description is clear but not thorough on the project aligning with the goals, efforts and plans of federal, state and local governments and school improvement teams.</li> </ul>	<ul style="list-style-type: none"> <li>Description is partial or vague on the project aligning with the goals, efforts and plans of federal, state and local governments and school improvement teams.</li> </ul>	<ul style="list-style-type: none"> <li>Does not describe project aligning with the goals, efforts and plans of federal, state and local governments and school improvement teams.</li> </ul>

**Section G: BUDGET NARRATIVE (10 out of 100 points)**

7. The project’s budget must detail every year of the project in a separate itemized budget for each year. It should demonstrate the extent to which the budget is responsible, cost effective and integrates other sources of funding, if applicable.

Score 10	Score 5	Score 3	Score 0
<ul style="list-style-type: none"> <li>Submitted a thorough and itemized budget.</li> </ul>	<ul style="list-style-type: none"> <li>Submitted a clear but not thorough itemized budget.</li> </ul>	<ul style="list-style-type: none"> <li>Submitted a partial or vague itemized budget.</li> </ul>	<ul style="list-style-type: none"> <li>Did not submit an itemized budget.</li> </ul>

## **TECHNICAL ASSISTANCE**

Potential applicants **must** to attend *one* of four Mandatory Pre-Application Conferences. **Failure to attend one of the Pre-Application Conferences will disqualify the applicant.**

### **PRE-APPLICATION CONFERENCE 1**

Monday, January 12, 2009  
2:00 p.m. to 4:00 p.m.  
51 N St. NE Washington, DC  
Lower Level Conference Room  
Washington, DC 20002

### **PRE-APPLICATION CONFERENCE 2**

Tuesday, January 13, 2009  
11:00 a.m. to 1:00 p.m.  
51 N St. NE Washington, DC  
Lower Level Conference Room  
Washington, DC 20002

### **PRE-APPLICATION CONFERENCE 3**

Wednesday, January 14, 2009  
2:00 p.m. to 4:00 p.m.  
51 N St. NE Washington, DC  
Lower Level Conference Room  
Washington, DC 20002

Applicants are encouraged to email their questions to [deltonia.shropshire2@dc.gov](mailto:deltonia.shropshire2@dc.gov) or [MKV.info@dc.gov](mailto:MKV.info@dc.gov) before 4:00 p.m. on Friday, February 13, 2008. Applicants will receive an email response. Questions submitted after the deadline date will not receive responses. Questions not received via email will not receive responses.

## **DEFINITIONS of TERMS RELATED TO HOMELESS CHILDREN AND YOUTH**

The term **“homeless child and youth”** is defined as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence;
- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Children and youth who are residing in hotels, motels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Children and youth who are living in emergency or transitional shelter (including DC transitional housing)
- Children and youth who are abandoned in hospitals
- Children and youth who are awaiting foster care placement
- Children and youth who have a primary nighttime residence that is private or is a public place not designed 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; and
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, and who qualify as homeless because they live in any of the aforementioned circumstances.

**Free and Appropriate Public Education:** is defined as the educational programs and services that are provided to the children and youth of the State and that are consistent with State school attendance laws must include special populations such as homeless children and youth. Additionally, each State educational agency, shall assure that each child of a homeless individual, and each homeless youth has equal access to a free, appropriate public education. If the homeless children and youth meet eligibility criteria they must be included in programs and services that include but are not limited to: transportation services, gifted and talented programs, and all Title I services provided. Title I services include local educational programs (e.g., Educational Services and extended day programs), educational programs for students with disabilities, educational programs for students with limited English proficiency, programs in vocational education, and school meal programs.

**School Age Children:** According to the District of Compulsory School Attendance Amendment Act of 1990, all children of compulsory school age are required to attend school or receive an equivalent education approved by the local educational agency. Compulsory school attendance age is five (5) years to the eighteenth (18<sup>th</sup>) date of birth of the student. Children ages three (3) and above are eligible to attend pre-kindergarten programs. However, students identified and or determined to be in need of special education services are eligible for slightly extended school attendance ages. These students are eligible to attend school from ages three (3) until their twenty second (22) birth date.

**School of Origin:** is defined as the school that the child/youth attended when permanently housed or the school in which the child was last enrolled.

**Doubled Up:** is defined as children and youth who are sharing the housing of other persons due to loss of housing economic hardship, or a similar reason. Families who are living in doubled up circumstances voluntarily for purposes of saving money are generally not considered homeless.

**Transient/Transitory:** is defined as in a state of mobility and lacking a fixed, regular and adequate nighttime residence.

**Dispute Resolution Process:** is the method used to determine a school placement decision that is in the best interest of the child or youth. This process may be required in cases when parents/guardians or an unaccompanied youth object to the initial determination made by school personnel regarding school selection or other school enrollment decision for the homeless child or youth.

**Local Lead Liaison:** is the staff person(s) designated by the administrators of the particular Local Educational Agency (LEA). Each LEA in the state must as mandated by federal law -designate and submit the name of the designee to the state for purposes of carrying out the duties assigned to the local lead (homeless) liaison by the McKinney-Vento Homeless Assistance Act upon request or as required.

**School Based Liaison:** is the local school staff member appointed by the principal. This individual is generally a school counselor, clinician, or school psychologist who serves as the immediate on-site point of contact for children and families experiencing homelessness or transition.

**Awaiting Foster Care:** is defined as the time period that a child is removed from their home until entry into a permanent placement, designated by the Child and Family Services Agency (CFSA). If a child is legally adopted or placed into a permanent residence, then that child is no longer eligible for McKinney-Vento Homeless Assistance Act.

**Free and Appropriate Education:** refers to the educational programs and services that are ordinarily provided to the non-homeless children and youth of the State. These programs and services are consistent with State school attendance laws and must offer services to special populations including but not limited to homeless children and youth. If homeless children and youth are determined eligible because they have met any of the definitions of homelessness or other similar criteria, then these students must also be afforded to transportation services, gifted and talented programs as well as automatic qualification for Title I services and programs. Local educational agency programs, educational programs and services for students with disabilities, educational programs for students with limited English proficiency, vocational education, and school meal programs, are included in the academic services cadre that must be made available to identified homeless children and youth.