



*Richard Woods, Georgia's School Superintendent*  
*"Educating Georgia's Future"*

## MEMORANDUM

**To:** Superintendents

**From:** Nakeba Rhaming, Deputy Superintendent for Federal Programs and Special Education

**Date:** February 9, 2018

**Subject:** McKinney-Vento Education for Homeless Children and Youth (EHCY) 2018-2019 Request for Application (RFA)

The Georgia Department of Education (GaDOE) is pleased to announce the EHCY FY19 Request for Application. These grant awards will be available to local educational agencies (LEAs) and consortiums in accordance with the McKinney-Vento Homeless Assistance Act, §§722(g)(3-7) and 723(b, c and d) of this law, as amended by Title IX, Part A of the Every Student Succeeds Act (ESSA).

The EHCY program is designed to address the problems that children and youth experiencing homelessness face concerning enrolling, attending, and succeeding in school. The program's design is to ensure that each homeless child and youth has equal access to the same free, appropriate public education, including preschool, as other children and youth.

The online RFA contains the guidelines that should be followed when applying for a subgrant under this program. The RFA, including all required supporting materials, may be found on the Title IX, Part A – McKinney-Vento Education for Homeless Children and Youth [website](#).

Prospective subgrantees are required to participate in either an in-person technical assistance training or listen to a technical assistance webinar, during which guidance will be provided for completing and submitting the EHCY application. To attend either training, visit the EHCY application web portal at <https://www.gaehcy.org/> and click on the webinar training link on the homepage.

The deadline for application submission is Wednesday, April 18, 2018 at 4:00 PM.

If you have questions or concerns, please do not hesitate to contact Erica Glenn, Grants Consultant, by telephone at (404) 295-4705 or via email at [eglenn@doe.k12.ga.us](mailto:eglenn@doe.k12.ga.us).

cc: Craig Geers, Associate Superintendent for Federal Programs  
John Wight, Federal Programs Director  
LEA Homeless Liaisons  
LEA Title I Directors  
GaDOE Homeless Grant Program Consultants

**FY19 McKinney-Vento Education for Homeless Children Youth  
Request for Application**



**McKinney-Vento Education for Homeless Children  
and Youth 2018-2019 (FY19)  
Request for Application**

**Application Deadline:**

**Wednesday April 18, 2018**

**Applications must be received online no later than April 18, 2018 at 4:00 PM.**

**FY19 McKinney-Vento Education for Homeless Children Youth  
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## Part I: General Information

### Overview of Legislative Intent and Services Needed

In 2015, Congress again reauthorized the McKinney Education of Homeless Children and Youth (EHCY) Program as the McKinney-Vento Homeless Education Assistance Improvement Act in Title IX, Part A, of the Every Student Succeeds Act (ESSA).

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

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

The legislation further requires immediate enrollment of students experiencing homelessness and transporting them to their school of origin in order to maintain school continuity. It provides for a dispute resolution process in cases where schools and students who are attempting to enroll are not in agreement regarding the students' rights to enroll in school. It strengthens the provisions regarding segregation of homeless students and clearly prohibits separate schools. Legislation also requires LEAs to ensure that children experiencing homelessness receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. Furthermore, it emphasizes the need to serve pre-school age children and unaccompanied youth.

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

### Proposal Workshops

The GaDOE will be hosting an informational webinar on Wednesday, February 14, 2018, for all LEAs interested in applying, to review the application requirements and the process of electronic submission. Additional regional Grant Writing Workshops will be held for LEAs in March 2018. Additionally, there will be a technical assistance webinar posted to the [gaehcy.org](http://gaehcy.org) website, providing guidance on how to complete and submit the application through the EHCY web portal. Please visit [gaehcy.org](http://gaehcy.org) for more information.

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## **Notice of Intent to Apply**

All LEAs planning on submitting an application are required to submit a Notice of Intent to Apply via the EHCY web portal. The Notice of Intent to Apply must be received by 4:00 PM EST Friday, March 2, 2018. Visit <https://www.gaehcy.org/> and click [Create a Login and Password and Complete the "Notice of Intent to Apply"](#).

## **Application Formatting and Submission**

This application information package was developed by the GaDOE and contains all the forms and instructions necessary to apply for a subgrant under the EHCY program. Please review the enclosed materials and carefully follow the instructions for completing the subgrant application. Before submitting the application, review the application requirements to ensure that all sections and documents are complete.

The deadline for submission is April 18, 2018 at 4:00 PM. The application must be submitted on or before the deadline at <https://www.gaehcy.org/>. Applicants will receive a confirmation email once their application has been received. No applications will be considered after the deadline. The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. **Faxed, emailed, or paper applications are not acceptable and will not be reviewed by the GaDOE.**

Supplemental or revised application information, either from the applicant agency or other sources will not be accepted. An application package must contain every element intended to be submitted. Applicants are encouraged to carefully review the procedures for submitting their materials. No changes or additions to an application will be accepted once the application is submitted.

Applicants are strongly encouraged to submit only the requested information. Readers will have limited time to evaluate applications; and for that reason, their consideration of the application against the selection criteria will focus solely on the required sections of the application and the appendices.

## **Timeline of Activities**

| <b>Date</b>            | <b>Activity</b>  |
|------------------------|--|
| February 9, 2018       | Application Opens  |
| February 14, 2018      | Grant Writing Workshop and Electronic Submission TA Training |
| March 2, 2018          | Intent to Apply Deadline                                     |
| April 4, 2018          | Reader Training  |
| April 18, 2018         | Application Submission Deadline                              |
| April 18 – May 2, 2018 | Reader Application Review                                    |
| July 19, 2018          | Recommended Grantees Submitted to SBOE                       |
| July 20, 2018          | Awards Notification  |

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## **Resources**

1. National Center for Homeless Education (NCHE)  
<http://center.serve.org/nche/>
  
2. National Association for the Education of Homeless Children and Youth (NAEHCY)  
<http://www.naehcy.org/>
  
3. NCHE products  
<http://center.serve.org/nche/products.php>
  
4. NCHE helpline  
(800) 308-2145 or [homeless@serve.org](mailto:homeless@serve.org)
  
5. Georgia Department of Education  
<http://www.gadoe.org>
  
6. Georgia Department of Education – Homeless  
<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Education-for-Homless-Children-and-Youth.aspx>
  
7. School House Connections  
<https://www.schoolhouseconnection.org/>

If you have questions or concerns regarding the application process, please contact:

Erica Glenn  
Grants Program Consultant  
Division of Federal Programs  
Georgia Department of Education  
Twin Towers East, Suite 1854  
205 Jesse Hill Jr. Drive SE, Atlanta, GA 30334  
(404) 295-4705  
[eglenn@doe.k12.ga.us](mailto:eglenn@doe.k12.ga.us)

## Part II: Application Details

### Application Guidelines

- Source of funds:** Title IX, Part A of the Every Student Succeeds Act of 2015 (ESSA)
- Purpose:** The purpose of this notification is to solicit applications from eligible LEAs and consortia statewide to ensure that each homeless child and unaccompanied youth has equal access to the same free, appropriate public education, including public preschool education.
- Eligibility:** All public LEAs reporting 150 or more students experiencing homelessness in the 2016-2017 school year are eligible to apply. LEAs serving fewer than 150 students are able to apply as a consortium by collaborating with another LEA to submit a joint application, as long as collectively the LEAs served 150 or more homeless students in the 2016-2017 school year.
- Scoring:** The standard scoring criteria are based on a 100-point scale with a minimum score of 70 points required for an application to be considered eligible for funding. The GaDOE will award 5 priority points to any applicant reporting more than 650 students experiencing homelessness in the 2016-2017 school year.
- Grant Period:** These awards are for a three-year period, with a continuation evaluation due annually. Continued funding (year two and year three) is based on the LEA meeting all of the following:
- Satisfactory completion of monitoring
  - Satisfactory completion of an Annual Continuation and Evaluation Report
  - Timely/accurate expenditures
  - Submission of homeless survey data on or before due date
  - Timely/accurate reporting of homeless enrollment in the LEA Student Information Systems
  - Ability of the LEA/consortium to demonstrate need, based on the LEA/consortium reporting 150 or more students experiencing homelessness each school year
  - Available funding
- Proposal/Format:** Applications must be submitted through the EHCY online application portal located at <https://www.gaehcy.org/>. Paper, faxed, or emailed submissions will not be accepted.

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**Size of Awards:** The GaDOE will fund the highest scoring applicants first and continue until funding is exhausted.

| <b>FY17 Homeless Student Count</b> | <b>Projected Maximum Award Amount*</b> |
|------------------------------------|--|
| 800+                               | \$70,000                               |
| 450 – 799                          | \$60,000                               |
| 350 – 449                          | \$50,000                               |
| 250 – 349                          | \$40,000                               |
| 150 – 249                          | \$30,000                               |

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

**Award Notification:** Grantees approved by the State Board of Education (SBOE) will be notified upon SBOE approval.

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**APPLICANT PROFILE**

**SECTION A – NEEDS AND BARRIERS**

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

**a. UNIQUE NEEDS OF CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS AND UNACCOMPANIED YOUTH**

For each line, place a check (√) in the appropriate box to indicate the extent to which the following educational and school related activities are needed to ensure the individual success of children and youth experiencing homelessness and unaccompanied youth in your LEA. Also, place a check (√) in the last column to identify needs currently addressed through local and/or state developed programs. For applicants applying as a consortium, complete a separate table for each LEA.

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

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

Rank in order the most frequently identified barriers to school enrollment, attendance or success for children and youth experiencing homelessness in your LEA. Use each number only once. Number (1) indicates the most frequently identified and number (9) the least frequently identified. Use “N/A” to indicate that the item is not a barrier. For applicants applying as a consortium, complete a separate table for each LEA.

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

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

Complete the following table and questions regarding the use of Title I, Part A reservations/set-aside funds for children and youth experiencing homelessness and unaccompanied youth, if applicable. For applicants applying as a consortium, complete a separate table and set of questions for each LEA.

|  | Total Amount | Use/Activities |
|--|--------------|----------------|
| Actual Set-Aside for FY18 (2017-2018)  |              |                |
| Planned Set-Aside for FY19 (2018-2019) |              |                |

- i. Describe the process for the development and preparation of the LEA’s plan for coordinating services for eligible children and youth experiencing homelessness and unaccompanied youth using the Title I, Part A reservation/set-aside. (limit to 150-word count)
- ii. How does the LEA determine its reservation/set-aside amount and how does the LEA assist staff in understanding the LEA policy/procedures to support homeless students using these funds? (limit to 150-word count)

## **SECTION B – APPLICATION COMPONENTS**

### **Criterion 1: Statement of Need and Service Area Maximum 25 Points (Limit to 2000-word count)**

Applicant must provide a detailed process to identify and report the number of children and youth experiencing homelessness and unaccompanied youth within the LEA/consortium's boundaries. It must clearly define the needs of its children and youth experiencing homelessness and unaccompanied youth and the needs assessment process utilized to determine these needs. The needs assessment analysis must be based on the data provided in the Applicant Profile and must identify trends. Furthermore, the applicant must include a description of information derived from the current Consolidated LEA Improvement Plan ([CLIP](#)), which includes the Comprehensive Needs Assessment (CNA). Educational barriers that inhibit the enrollment, attendance, and success of children and youth experiencing homelessness and unaccompanied youth in the LEA/consortium must be addressed. **Ensure that the narrative provides a detailed description of the items that are listed below.**

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

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

#### **Needs Assessment**

- Applicant provides a detailed description of the needs assessment process utilized and the reason this process was chosen.
- Applicant provides a detailed description of the participants involved in the assessment process (McKinney-Vento eligible families receiving services, community groups, state agency staff, social service, non-profit, etc.) and their contribution.
- Applicant provides a detailed description of the specific educational and related needs of the children and youth experiencing homelessness and unaccompanied youth identified in the needs assessment.
- Applicant provides a detailed description of the barriers children and youth experiencing homelessness and unaccompanied youth (including barriers to enrollment, attendance, and school success) face unique to the LEA/consortium and the LEA/consortium's current ability to address those barriers.

## **Criterion 2: Goals and Objectives**

### **Maximum 20 Points (Limit to 2000-word count)**

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

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

- Applicant provides a detailed description of the identified goals and objectives to be targeted in the proposed program base on the LEA/consortium's needs assessment. Applicant must include goals and objectives to improve student academic achievement.
- Applicant provides a detailed description of each service/activity and timeline for implementation for each proposed service/activity to accomplish each goal/objective.
- Applicant provides a detailed description of the personnel responsible for providing the service/activity.
- Applicant provides a detailed description of the children and youth experiencing homelessness and unaccompanied youth to be involved in each service/activity.

**Applicant describes in detail the outcome objectives and how the outcome objectives were identified.**

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

Please see **Appendix A – Proposed Goals and Objectives Worksheet** for a chart to assist you with your response. **Appendix A must be included in the application by uploading it to the online application.**

### Criterion 3: Capacity to Implement the Project

#### Objective 1: Homeless Liaison Responsibilities

**Maximum 5 points (Limit to 800-word count)**

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

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

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

**Maximum 10 points (Limit to 1200-word count)**

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

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

Please see **Appendix C - Policies and Procedures Worksheet** for assistance in the evaluation of the LEA policies and procedures. **Appendix C must be included in the application by uploading it to the online application.**

**Objective 3: Coordination and Collaboration**  
**Maximum 15 points (Limit to 1600-word count)**

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

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

Please see **Appendix D – Coordination/Collaboration Worksheet** for assistance in completing this section. **Appendix D must be included in the application by uploading it to the online application.**

**Criterion 4: Program Evaluation Plan**  
**Maximum 15 Points (Limit to 1600-word count)**

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

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

Please see **Appendix E – Overall Program Evaluation Plan** for assistance in completing this section. **Appendix E must be included in the application by uploading it to the online application.**

## Criterion 5: Budget Narrative, Budget Summary, and Schedule of Expenses

### Objective 1: Budget Summary Narrative

#### Maximum 10 Points (Budget Narrative Must Be Limited to 800-word count)

Applicants must provide a clear budget narrative of how funds will be expended in accordance with the needs assessment and services to be provided and in accordance with the McKinney-Vento authorized activities. Applicants must include the internal controls they will implement to ensure funds are expended appropriately and during the grant period. The GaDOE reserves the right to adjust budgets to ensure all budgets meet the standard of reasonable and necessary as outlined in 2 C.F.R. Part 200.

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

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

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**SECTION C – Assurances**

**Applicants must obtain the LEA superintendent’s signature in order to be considered for funding. Applicants applying as a consortium must have the signature of all LEA superintendents:**

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

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

---

Superintendent Signature

Date

## SECTION D – Appendices

### Appendix A – Proposed Goals and Objectives Worksheet

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

## **Appendix B**

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

The information below lists suggested homeless liaison responsibilities and unique qualities for your review and incorporation into your narrative.

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

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

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

- Knowledge of the Every Student Succeeds Act of 2015 (ESSA) and McKinney-Vento Homeless Assistance Act requirements
- Knowledge of LEA's student demographic data
- Understanding of the community including the weaknesses of social service agencies
- Excellent written and verbal communication skills
- Experience in developing marketing strategies
- Experience in serving as an advocate for disadvantaged children and unaccompanied youth

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**Appendix C – Policies and Procedures Worksheet**

| Policy Requirements   | Current Policy/Procedure |   | Policy/Procedure Revision Date |
|---|--------------------------|---|--------------------------------|
|   | Y                        | N |                                |
| <p><b>School Selection:</b><br/>Each homeless child and unaccompanied youth has a right to remain at his or her school of origin or to attend any school that serves students who live in the attendance area in which the child or unaccompanied youth is actually living.</p>   |                          |   |                                |
| <p><b>Enrollment:</b><br/>Children and youth experiencing homelessness and unaccompanied youth may not be denied or delayed enrollment due to the lack of any documentation normally required for enrollment.</p>   |                          |   |                                |
| <p><b>Transportation:</b><br/>Shall be provided to and from school of origin for a homeless child or unaccompanied youth.</p>   |                          |   |                                |
| <p><b>Services:</b><br/>Children and youth experiencing homelessness and unaccompanied youth shall be ensured services comparable to services offered to other students.</p>  |                          |   |                                |
| <p><b>Disputes:</b><br/>If a dispute arises over any issue covered in your policy, the homeless child or unaccompanied youth shall be immediately admitted to the school in which enrollment is being sought by the family or unaccompanied youth, pending final resolution of the dispute after following the local dispute resolution policy.</p>   |                          |   |                                |
| <p><b>Full or Partial Credit:</b><br/>Children and youth experiencing homelessness and unaccompanied youth separated from public schools are identified and accorded equal access to appropriate secondary education and support services, including by identifying and removing barriers that prevent EHCY eligible students from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.</p> |                          |   |                                |
| <p><b>Free meals:</b><br/>Children and youth experiencing homelessness and unaccompanied youth are categorically eligible for free meals.</p>   |                          |   |                                |
| <p><b>Title I:</b><br/>Children and youth experiencing homelessness and unaccompanied youth are categorically eligible for Title I services, regardless of what school they attend.</p>   |                          |   |                                |
| <p><b>Training:</b><br/>At least once a year, the LEA EHCY liaison will conduct training and sensitivity/awareness activities for all LEA and school personnel, including: assistant superintendents, principals, assistant principals, federal program administrators, registrars, school secretaries, school counselors, school social workers, bus drivers, custodians, cafeteria workers, school nurses and teachers.</p>                               |                          |   |                                |
| <p><b>Coordination:</b><br/>The liaison shall coordinate with and seek support from the GaDOE program consultants, public and private service providers, housing, and placement agencies to support the education of homeless and unaccompanied homeless youth.</p>   |                          |   |                                |
| <p><b>Pre-School:</b><br/>Children and youth experiencing homelessness will receive priority enrollment in LEA-based pre-school programs.</p>   |                          |   |                                |

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**Appendix D – Coordination/Collaboration Worksheet**

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

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

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

## Appendix E – Overall Program Evaluation Plan

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

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

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## **Appendix F – Allowable Expenditures**

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

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

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**Appendix G – Scoring Rubric**

| <b>Georgia Department of Education<br/>FY19 Education for Homeless Children and Youth<br/>Grant Scoring Rubric</b> |                         |
|--|-------------------------|
| <b>Grant Evaluation Criterion</b>  | <b>Available Points</b> |
| <b>Criterion 1.</b>  |                         |
| Statement of Need and Service Area   | <b>25</b>               |
| <b>Criterion 2.</b>  |                         |
| Goals and Objectives   | <b>20</b>               |
| <b>Criterion 3.</b>  |                         |
| Capacity to Implement the Project  |                         |
| <i>Objective 1 – LEA Homeless Liaison Responsibilities</i>   | <b>5</b>                |
| <i>Objective 2 – LEA Homeless Education Policies and Procedures</i>  | <b>10</b>               |
| <i>Objective 3 – Coordination and Collaboration</i>  | <b>15</b>               |
| <b>Criterion 4.</b>  |                         |
| Program Evaluation Plan  | <b>15</b>               |
| <b>Criterion 5.</b>  |                         |
| Budget Narrative, Budget Summary, and Schedule of Expenses   | <b>10</b>               |
| <b>Total Points Available</b>  | <b>100</b>              |

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**Appendix H – Application Checklist**

- Applicant Profile (Form 2)
- Criterion 1: Statement of Need and Service Area Narrative
- Criterion 2: Goals and Objectives
- Criterion 3: Capacity to Implement the Project
  - Objective 1: Homeless Liaison Responsibilities
  - Objective 2: LEA Homeless Education Policies/Procedures
  - Objective 3: Coordination and Collaboration
- Criterion 4: Program Evaluation Plan Narrative
- Criterion 5: Budget Narrative, Budget Summary and Schedule of Expenses
  - Objective 1: Budget Summary Narrative
  - Objective 2: Schedule of Expenses
- Uploads:
  - Appendix A: Proposed Goals and Objectives Worksheet (required)
  - Appendix C: Policies and Procedures Worksheet (required)
  - Appendix D: Coordination /Collaboration Worksheet (required)
  - Appendix E: Overall Program Evaluation Plan (required)
  - Active or proposed MOAs

**Due Date: April 18, 2018**