

**McKinney-Vento Education for Homeless
Children and Youth Program FY11**

**Area 3 Subgrant
RFP &
Application Package**



Regional Office of Education #26
Hancock/McDonough Counties

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July 19, 2010

TO: Eligible Applicants
FROM: Eileen Worthington, Program Director Area 3 Homeless Liaison Project
SUBJECT: **REQUEST FOR PROPOSALS (RFP):** McKinney-Vento Education for Homeless Children and Youth Program – Subgrant Proposals for Homeless Education Services

General Information

Eligible Applicants: Regional Offices of Education, school districts, public university laboratory schools approved by the Illinois State Board of Education (ISBE), and charter schools are eligible to apply to provide services for the county/counties in which they are located.

Grant Award: Approximately \$161,044 will be available to fund programs under this RFP in FY 2011. The maximum grant amount available in each county was determined using the homeless count data reported for 2010 to ISBE by each school district in Area 3. Applicants must propose to serve all of the schools within a given region. Awards are anticipated to be as follows:

ROE Region	County	Homeless Students Reported for FY2010	County Allocation
1	Adams	208	\$13,337
1	Pike	40	\$3,373
22	Fulton	148	\$9,778
22	Schuyler	7	\$1,415
26	Hancock	104	\$7,168
26	McDonough	106	\$7,287
27	Warren	15	\$1,889
27	Henderson	49	\$3,955
27	Mercer	0	\$1,000
33	Knox	92	\$6,456
38	Logan	98	\$6,813
38	Mason	31	\$2,839
8	Menard	6	\$1,356
46	Brown	1	\$1,059
46	Cass	80	\$5,745
46	Morgan	135	\$9,007
46	Scott	9	\$1,534
48	Peoria	579	\$35,341
51	Sangamon	744	\$46,018
53	Tazewell	236	\$14,997
TOTAL		2688	\$161,044

* The above county allocations include \$1,000 base plus \$59.91 per homeless student reported via SIS by 6/30/2010.

Grant Period: The grant period will begin no sooner than July 1, 2010, and will extend from the execution date of the grant until June 30, 2011. Funding will be available for two additional years contingent upon an appropriation sufficient for the program in subsequent fiscal years and satisfactory performance by the grantee in the preceding fiscal year.

Application Deadline: Submit the original and 4 copies to:

Eileen Worthington, Program Director
Area 3 Homeless Liaison Project
Regional Office of Education #26 – Hancock/McDonough
130 S. Lafayette – Suite 200
Macomb, IL 61455

Deadline

August 16, 2010 ~ No later than 3:00 PM

Proposals received after the deadline will not be considered.

No FAX or electronically submitted copies will be accepted.

It is the applicant's responsibility to ensure the receipt of the application by the Regional Office of Education #26 **no later than 3:00 PM on August 16, 2010**. Proposals received after the deadline will not be considered. No FAX or electronically submitted copies will be accepted. Proposals also may be hand-delivered to the address noted above by the deadline indicated.

Contact Person: For more information on this RFP, contact Eileen Worthington, Area 3 Program Director. Submit questions in writing to mworthin@roe26.net.

Background

The federal McKinney-Vento Education for Homeless Children and Youth Program (hereinafter, “the program”) facilitates the enrollment, attendance and educational success of homeless children and youths so that they have an opportunity to meet the same challenging state standards to which all students are held. Under the program, funding is provided on a competitive basis to local education agencies (LEAs) to assist them in implementing the provisions of the McKinney-Vento Homeless Assistance Act.

As reauthorized by the No Child Left Behind Act of 2001 (NCLB), the homeless assistance act requires that each school district in the state, regardless of whether it receives a homeless program grant, meet certain conditions when educating homeless children and youth. These are listed below and are further described under “Program Specifications.”

- Every school district must designate a local liaison for homeless children and youth who will be available to provide supportive, sensitive identification and enrollment of families with children and youth experiencing homeless conditions.
- The school district or school is prohibited from segregating a homeless student in a separate school or separate program within a school based upon the student’s status as homeless.
- Each school district must adopt policies and practices to ensure that transportation is provided, at the request of the parent, guardian, unaccompanied youth, surrogate guardian or caregiver, to and from the school of origin.
- If a dispute about school enrollment arises, the school district must immediately admit a student experiencing a homeless condition to the school in which enrollment is sought by the parent, guardian, unaccompanied youth, surrogate guardian, or caregiver, pending resolution of the dispute.
- School placement determinations must be made on the basis of the student’s “best interest.”
- When completing a student’s enrollment, each school must include in the Illinois State Board of Education’s (ISBE) Student Information System’s (SIS) data about the homeless condition of the student enrolled.

The purpose of this competitive RFP is to fund a Regional Liaison service delivery system in each of the 20 counties in Area 3 and to assist school districts in their respective county to meet the requirements of the McKinney-Vento Act.

Selected applicants will be expected to provide technical assistance, training and services to all of the school district liaisons. Working with local school districts, selected applicants are also expected to assist families and homeless students to access education, housing and social health related services in their region of coverage to ensure that each homeless child and youth have equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. The focus of successful grant applications will be training and technical assistance. Applicants will not be funded to provide case management services as part of this regional delivery system.

Specifics about the duties of the successful applicants, as well as the responsibilities of school districts, in serving homeless children and youth and their families are described under “Program Specifications” below. Successful applicants must demonstrate knowledge about and understanding of the McKinney-Vento Act requirements; therefore, applicants are encouraged to review the federal guidance at www2.ed.gov/programs/homeless/guidance.pdf.

Program Specifications

Regional Liaison: The Regional Liaison will be responsible for:

1. Determining the needs of the county/counties relative to homeless education and the families experiencing homelessness that reside in the area;
2. Providing services to school districts in their county/counties exhibiting the greatest need for funding and potential for positively affecting the academic achievement of homeless children and youth;
3. Maintaining a list of the homeless liaisons for each school district in its county/counties, and in situations where a school district has not yet designated a homeless liaison, work with the district to make the appointment before the start of the 2010-2011 school year;
4. Providing training opportunities to newly appointed liaisons, as well as providing ongoing education, support and technical assistance throughout the grant year and documenting training provided in each year of the grant;
5. Coordinating services between school districts and providers in the area, to include providing reports each quarter to the Lead Area 3 Liaison (Program Director) and the ISBE State Homeless Education Coordinator of meetings with and service delivery of providers;
6. Working with school districts, assist families to access services and receive referrals for medical, dental, health-related and other appropriate services; and
7. Collecting and reporting on a quarterly basis data regarding homeless families, children and youth and the education services provided via the Regional Liaison grant.

Program Elements: Successful applicants will be responsible for providing the following 16 Program Elements in the county/counties they propose to serve.

In addition, successful applicants will be responsible for:

- Participation with their local Continuum of Care (attending at least 2 meetings a year, providing training and coordination of services with the Continuum);
- Participation in Area 3 meetings, trainings, symposiums and conference calls;
- Participation in Opening Doors conference calls and trainings (as invited);
- Participation in trainings and conference calls coordinated by ISBE State Homeless Education Coordinator (as invited).

General Guidance: Services provided with McKinney-Vento Act subgrants must be comparable to those services offered to other students in the school (e.g., transportation, bilingual, special education, Title 1, vocational education, gifted education, school meals programs). In addition, each funded program must work with local social service agencies and other entities providing services to homeless children and youth and their families to coordinate the delivery of these services and programs, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq). School districts must work together to coordinate efforts that respond to inter-district issues, such as transportation and transfer of records plus other issues not specifically delineated in this RFP.

Homeless program funds may be used for the following services and activities, whether provided on school grounds or at other facilities. All services and activities must, to the maximum extent practicable, be provided through existing programs and mechanisms that integrate homeless children and youth with non-homeless children and youth. Additionally, all services and activities must be designed to expand or improve services provided as part of the school's regular academic program, but not to replace such services provided under that program.

16 Program Elements: These services may include:

1. Tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging state standards established for other children and youth (i.e., Illinois Learning Standards; see <http://www.isbe.net/ils/Default.htm>);
2. Expedited evaluations of the strengths and needs of homeless children and youth, including their need and eligibility for programs and services (including gifted and talented programs, special education programs, programs for students with limited English proficiency, alternative education programs and remedial services);
3. Professional development and other activities for educators and other school personnel that are designed to develop awareness of and sensitivity to the needs of homeless children and youth and the rights of such children under the McKinney-Vento Act and documentation must be maintained on a yearly basis of those persons provided with professional development and other activities. (The Lead Area Liaison will provide support for Regional trainings.);
4. Referral services to homeless children and youth for medical, dental, mental and other health services (documentation must be maintained of all referrals and outcomes);
5. Assistance to defray the excess cost of transportation for students not otherwise provided through federal, state, or local funding, where necessary to enable students to attend school. (The Area Lead Liaison will provide some funding for emergency transportation.);
6. Collection of family demographic data from homeless families to make documented referrals and outcome reports to developmentally appropriate birth-to-three and early childhood programs provided through federal, state, and/or local funding for preschool-age homeless children;
7. Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services that are provided to non-homeless children and youth;
8. Before-and after-school and summer programs for homeless children and youth in which a teacher or other qualified individuals provide tutoring, homework assistance, and supervision of educational activities;
9. Where necessary, the payment of fees and other costs associated with tracking, obtaining and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization records, academic records, guardianship records, and evaluations for special programs or services;
10. Parent education and training for the parents of homeless children and youth about the rights of and resources available to such children and youth;
11. Coordination between schools and agencies providing services to homeless children & youth;
12. Counseling, social work and psychological services, including violence counseling and referrals for such services (documentation must be maintained of the referral and the outcome report for such services);

13. Activities to address the particular needs of homeless children and youth that may arise from domestic violence that can include education for school and community members about the impact and effects on children of domestic violence;

14. The adaptation of space and the purchase of supplies for non-school facilities and services made available to homeless children and youth (before expending funds for this purpose, a school district must provide clear documentation and justification for the expense to the state coordinator and receive approval for the activity);

15. School supplies to be distributed at shelters or temporary housing facilities documenting the number of children served, ages, and grades (no names); and

16. Other extraordinary or emergency assistance essential to enable homeless children and youth to attend school. School districts must document all actions taken to identify existing services and the reasons existing services either are unavailable or the child or youth is not eligible; indicate the amount to be spent; and provide a justification for this expenditure that documents the impact these services will have on the education of the homeless children or youth relative to these services.

This information must be furnished with any fiscal spending reports submitted for approval to ISBE and the state coordinator. Identification by Student Identification Number for each child will be necessary but no children's names need be disclosed.

Coordination and Continuum of Care - All school districts and regional liaisons are required to coordinate their homeless education efforts with other service providers and programs that provide assistance to homeless families. Coordination must be designed to:

- Ensure that homeless children and youth have access and reasonable proximity to activities and related support services;
- Raise the awareness of school personnel and services providers of the effects of short-term stays in shelters and other challenges with ongoing education and training efforts.

As part of the coordination effort, each school district should work with the Continuum of Care (CoC) region(s) operating in its area so that a coordinated and strategic approach is developed to plan for programs that assist individuals and families who are homeless. The regional liaison must attend at least two meetings each year of its CoC. The CoC approach also includes the establishment of data collection systems to document the characteristics and needs of people who are homeless and to track people who are served.

Fiscal Information: Approximately \$161,044 will be available to fund Regional Subgrant Programs in the 20 counties designated in Area 3 (see IARSS map-Attachment 15).

Allowable uses of the funds include:

1. Salaries (professional and clerical);
2. Clerical services;
3. Materials and supplies;
4. Printing;
5. Postage;
6. Telephone and fax;
7. Costs for travel for the purpose of meeting and delivering services to school districts located in the area served;
8. Training costs (materials, travel, and lodging); and
9. Costs pertaining to attendance at statewide meetings and community, organization and educational presentations.

Program funds **must not be used** for any of the following without prior written approval of the Illinois State Board of Education:

1. Any portion of residential costs for students, including daily meals;
2. Site facility purchase, construction, or remodeling of sites or facilities;
3. Dues and memberships;
4. Equipment other than instruction (function 1000);
5. Out-of-state travel;
6. Cell phones;
7. Rent for a facility owned by the grantee;
8. Grant proposal writing; and
9. Indirect costs.

Administrative expenses and general expenses not directly attributed to program activities must not exceed 5 percent of the total grant award, except that a higher limit not to exceed 10 percent may be negotiated with an applicant that has provided evidence that the excess administrative expenses are beyond its control and that it has exhausted all available and reasonable remedies to comply with the limitation. See Appendix F Illinois State Board of Education for information related to Indirect Costs and Related Issues.

For the purposes of compliance with Section 511 of P.L. 101-166 (the “Stevens Amendment”), applicants are advised that 100 percent of the funds for this program are from federal sources. The total amount of funding available is approximately \$161,044.

Allocations by County:

Approximately \$161,044 will be available to fund programs under this RFP in FY2011. The maximum grant amount available in each county was determined using the homeless count data reported for FY2010 to ISBE by each school district in Area 3. Applicants must propose to serve all of the schools within a given region. Applicants may apply to serve more than one region in a single Subgrantee Application. Awards are anticipated to be as follows:

ROE Region	County	Homeless Students Reported for FY2010	County Allocation
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TOTAL		2688	\$161,044

The above county allocations include \$1,000 base plus \$59.91 per homeless student reported via SIS by 6/30/2010.

Proposal Format

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed proposal. Incomplete proposals, proposals with narratives longer than 10 pages, and proposals with un-requested attachments, including letters of support, will not be reviewed. Proposals must be clipped or stapled, not bound.

___ **1. Cover Page (Attachment 1):** Must be signed by the school district superintendent or official authorized to submit the proposal.

___ **2. Proposal Abstract (Attachment 2):** Provide a brief overview of the project. Briefly describe the overall objectives and activities of the project.

___ **3. Proposal Narrative (Attachment 3):** Using the form provided, respond to each of the “Narrative Requirements,” beginning on page 18. Limit your narrative to 10 pages.

___ **4. Objectives and Activities (Attachment 4):** Use the form provided to list the objectives and activities of the proposed project in a time-specific format. Additional pages may be used to provide detailed objectives; activities; and measures, tools, and strategies for the evaluation of each goal identified for the proposed program.

___ **5. Budget Summary and Payment Schedule (Attachment 5):** Must be submitted on the form provided and signed by the district superintendent or official authorized to submit the proposal. The payment schedule should be based on the projected date of expenditures. Salaries and fringe benefits should be requested in equal intervals on the schedule. Supplies, equipment, contracted services and professional development should be requested in the month for which the expenditure is anticipated.

___ **6. Budget Breakdown (Attachment 6):** Must include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. Itemize and explain each expenditure amount. Provide a thorough description for each function and object. Use Attachment 7 to provide the information required under item 7 of the document titled “Certification and Assurances, and Standard Terms of the Grant” (Attachment 10) directly linking the subcontracting activities to the expenditures detailed on the Budget Breakdown.

___ **7. Proposed Subcontractors (Attachment 7):** Supply the required information, clearly describing the need for the subcontracting in relation to the expenditures detailed on the Budget Breakdown, Attachment 6.

___ **8. Certifications and Assurances (Attachments 9, 10 and 11):** Each applicant is required to submit the three certification forms attached (“Certification and Assurances, and Standard Terms of the Grant,” “Program-Specific Terms of the Grant,” and “Certification Regarding Debarment”) with the original proposal (no copies are needed). The forms must be signed by the school district superintendent or official legally authorized to submit the proposal and to bind the applicant to its contents.

___ **9. Certificate Regarding Lobbying (Attachments 12, 12A, 12B, and 12C):** Any applicant requesting more than \$100,000 must complete the “Certification Regarding Lobbying” forms. The forms must be signed by the school district superintendent or official legally authorized to submit the proposal and to bind the applicant to its contents. Submit one set of forms with the original proposal (no copies needed).

Narrative Requirements

Using Attachment 3, respond to each requirement in the order presented below. Limit the proposal narrative to 10 pages.

1. Needs Assessment:

a. Indicate the county or counties that the applicant intends to serve and include the number of each in these categories that operate in that area: School Districts; School Buildings; Teachers; Administrators; Shelters; and Community Groups.

b. Describe the process used to determine the need for homeless services in your county/counties. This description should at least include the entities involved in the process, the demographic and other statistical information gathered, methods used, and, as applicable, the number of homeless children and youth currently residing in the county/counties.

c. Describe the barriers (i.e., educational and related needs) faced by homeless children and youths residing in the attendance areas of the school districts to be served by the applicant. Address each barrier separately using the section headings below.

Barriers to School Enrollment faced by homeless children and youths residing in the attendance area(s) of the school district(s) in the region to be served. For example, a barrier exists when homeless families with children and youths are living with other families or relatives and are routinely denied enrollment in the districts because they do not live in shelters, lack valid leases, and lack utility or other bills.

Barriers to School Attendance faced by homeless children and youths residing in the attendance area(s) of the school district(s) in the region to be served. For example, a barrier exists when homeless children are unable to secure transportation to and from school.

Barriers to School Success faced by homeless children and youths residing in the attendance area(s) of the school district(s) in the region to be served. For example, a barrier exists when due to the amount of class time missed, the academic achievement levels of the homeless students in the area to be served by the program are below grade level.

2. Program Description: Describe the proposed program to be implemented to address the needs identified in item 1 above. The description must address each of the following areas in the order presented below.

a. School District Liaisons: Describe the steps to be taken to ensure that each school district in the area has a school district liaison appointed before the start of the 2010-2011 school year. Submit with your proposal a list of the school district liaisons currently employed, to include the name of each liaison, his or her contact information and the name of the employing school district.

b. Training Program: Describe in detail the process to be used to assess the needs of school district liaisons for training and technical assistance. Based on the needs identified, indicate the specific training to be provided to homeless liaisons to help them remove barriers for homeless children and youths and to assist school districts in meeting the requirements of the McKinney-Vento Act.. Also describe the ongoing process to be used to determine what subsequent training sessions are needed to address the needs of school districts with in the county/counties served by this program.

Describe how the availability of training sessions will be publicized to the homeless education liaisons, the steps to be taken to ensure their participation, and the documentation system to be used to track the number of school district liaisons participating in the training, frequency of their participation, and the nature of the training presented. Describe how the effectiveness of the training program will be evaluated and how the data will be delivered to the Area 3 Program Director annually.

c. Review of Policies and Procedures: Describe how the applicant will work with school districts in its service area to review the policies and procedures that have been implemented to ensure that all homeless children and youths enroll in school, attend school, and achieve success in school and that those students will not be isolated or stigmatized due to their homeless status. This should include any school district policies related to transportation. Describe how the applicant will work with these districts to ensure that each homeless student has equal access to the same free appropriate public education, to include public preschool education services provided by state-funded education entities, provided to other children and youths. This description must include the process for identification and documentation of the demographic information on all the children living within the homeless family to ensure that all children birth to age 21 receive appropriate services. Include information about how families with children less than age 6 will be provided with information and referral to appropriate preschool and early childhood services.

d. Local Coordination: Describe how the applicant will work with school districts to assure that effective coordination will occur with other providers servicing homeless families. (Continuum of Care members).

e. Family Assistance: Describe the steps to be taken to provide information and assistance to homeless families and unaccompanied youth in the area to be served in such a way so as to ensure that requests are acted upon promptly and are appropriate to meet the needs.

3. Staffing: Describe the qualifications of the staff (paid and unpaid) responsible for the proposed activities and other services. This description must include the background, experience, and qualification of the proposed County/Regional Liaison and any other personnel to be assigned to the project specific to their ability to manage, coordinate, and complete the types of activities required by the RFP. Describe any of the applicant's previous experience managing programs for homeless children and youth and the extent to which such programs have been successful and how the success was determined.

4. Data Collection: Describe how each of the data elements required by the Consolidated State Performance Report and EdFacts will be collected and submitted within the deadlines that will be set by ISBE to meet the U.S. Department of Education's requirements. For more information go to <http://www2.ed.gov/about/inits/ed/edfacts/overview.html> and http://www.neglected-delinquent.org/nd/data/data_cspr.asp.

5. Evaluation: Describe in a time-specific format the methods and criteria that will be used to assess the effectiveness of the project in relation to its detailed goals and objectives, which should link to the measures identified on Attachment 4. Successful applicants will be required to use the evaluation format presented in Attachment 14 in reporting their progress and results to the Area 3 Lead Liaison quarterly.

Describe how the evaluation results will be used in the continued development and improvement of the program.

Criteria for Review and Approval of Proposals

Proposals will be evaluated by independent readers, the Area 3 Lead Liaison, and the State Board of Education Principal Consultant for Homeless Education, in accordance with the applicable criteria set forth below.

1. The proposal provides sufficient evidence that the applicant is sufficiently familiar with the needs of the area to be served to ensure that the homeless program to be established will adequately assist homeless liaisons and their school districts to meet the needs of homeless children and youths.

(20 points)

2 The proposed training activities and other services to be provided by the Regional Liaison have a strong potential for helping school districts design and continue programs that enable homeless children and youths to achieve stability and integration within the regular education programs in order to reach the same challenging state content and student performance standards to which all children and youths are held, including preparation for self-sufficiency, and that such activities and services address mechanisms for involving parents or guardians of homeless children and youth in the education of their children. (30 points)

3. The proposal demonstrates that effective coordination with private, non-profit entities, social services agencies and others serving homeless children and youths and their families will occur, as necessary, so that homeless liaisons and school districts are able to provide services that are appropriate and comprehensive. (10 points)

4. The proposal describes the process to be used by the Regional Liaison to review the policies and practices of the school districts in the area to ensure that they facilitate the enrollment and regular attendance of homeless children and youths in the schools without isolating or stigmatizing them.

(15 points)

5. The proposed evaluation process is designed to assess the effectiveness of the program's activities and services in relation to the program's goals and objectives and likely to produce data that can be used to improve the program. (10 points)

6. The proposed budget is consistent with the proposal's activities and appears to be cost-effective in light of the services being provided and number of participants being served. The applicant's competitive process for awarding sub grants is likely to meet the needs identified in the area to be served. (15 points)

Area 3 ~ FY2011
McKinney-Vento Homeless Children and Youth Program
Project Evaluation Quarterly Report

Time Period	Due to Regional Liaison
July 1 – September 30, 2010	October 15, 2010
October 1 – December 31, 2010	January 15, 2011
January 1 – March 31, 2011	April 15, 2011
April 1 – June 30, 2011	July 10, 2011

This report is being submitted for the time period of (please specify) _____

Submitted by: _____

Title: _____ **Date:** _____

Contact information

Subgrantee: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

**Regional Homeless Liaison
SIS Review and Improvement**

I have reviewed the quarterly SIS report for my region and have taken the following steps on the following dates to ameliorate the inaccuracies in the report (-0- reporters, non-reporters, low numbers where you would expect to find more students experiencing homelessness):

Regional Homeless Liaison Signature

Date

To the best of my knowledge, the information presented in this report is true and accurate:

Superintendent's Signature

Date

Regional Homeless Liaison Signature

Date

This report has been reviewed by the Area 3 Lead Area Liaison and/or staff:

Area 3 Director's Signature

Date

Area 3 Program Assistant Signature (*As applicable*)

Date

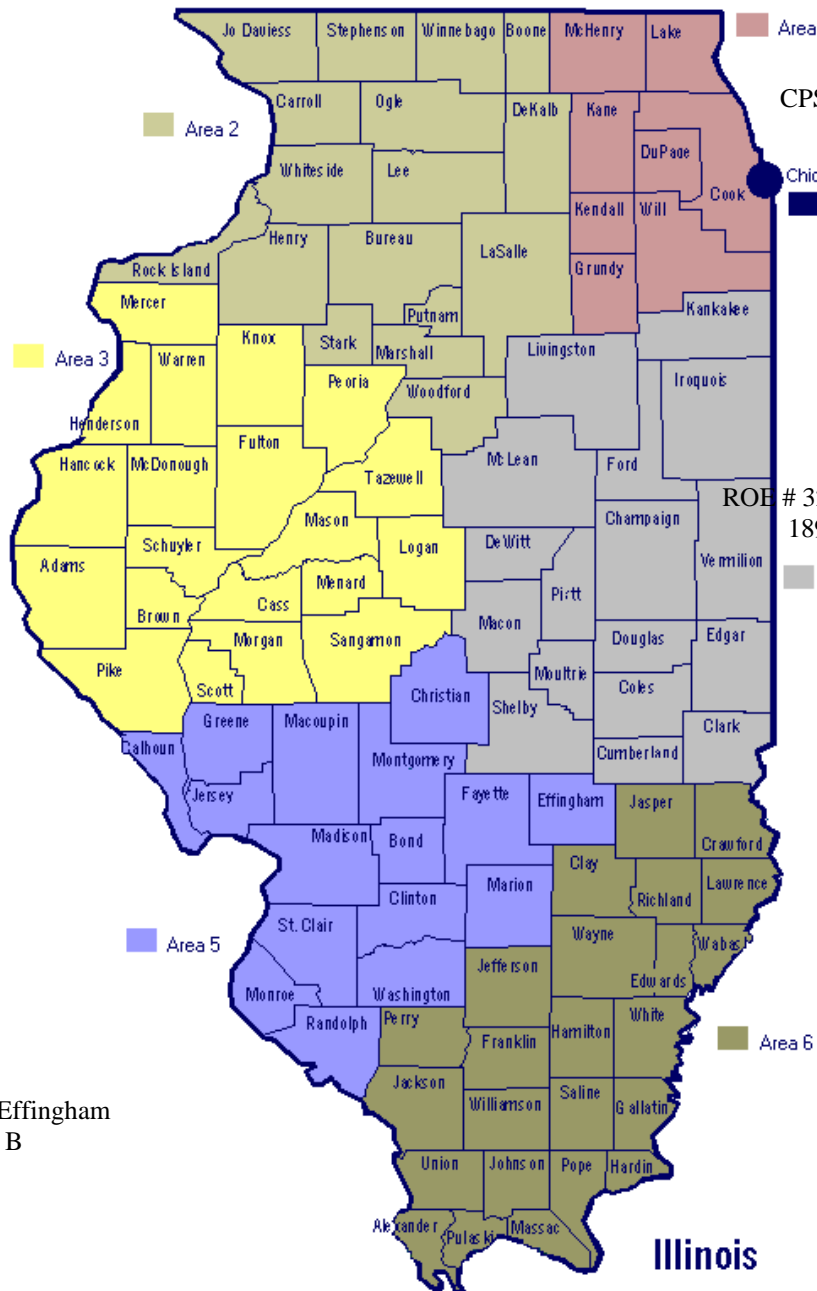
Please send completed Project Evaluation Quarterly Report to:
Eileen Worthington
ROE #26 – Hancock/McDonough
130 S. Lafayette – Suite 200
Macomb, IL 61455

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AREA 4
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