

**Request for Application**

**TEXAS SUPPORT  
FOR  
HOMELESS EDUCATION PROGRAM**

<b>Year One</b>	<b>2006-2007</b>
<b>Year Two</b>	<b>2007-2008</b>
<b>Year Three</b>	<b>2008-2009</b>

**Authorized by**  
**Public Law 107-110**  
**McKinney-Vento Homeless Education Assistance Improvements Act of 2001**  
**CFDA #84.196**

**Region 10 Education Service Center**  
**400 East Spring Valley Road, POB 831300**  
**Richardson, TX 75083-1300**

**DATED MATERIAL—OPEN IMMEDIATELY**

**Application Due Date—4:30 p.m., Central Standard Time**

**Year 1: April 13, 2006**  
**Year 2: April 12, 2007**  
**Year 3: April 17, 2008**

## Table of Contents

	<u>Page No.</u>
Eligible Applicants .....	iii
Texas Support for Homeless Education Program .....	iv
Procedures for Submitting an Initial Application (Year 1) .....	v
Procedures for Submitting Continuation Applications (Years 2 and 3) .....	vi
Application Submission Requirements for Applicants Applying for Year 1 Funding .....	vii
Application Submission Requirements for Subgrantees Applying for Continuation Funding in Years 2 and 3 .....	ix
<b><u>PART I—BACKGROUND INFORMATION</u></b> .....	I-1
I. Background Information .....	I-1
II. General Information .....	I-3
III. Data Collection .....	I-13
IV. Evaluation Purpose and Benefits .....	I-14
V. Review Criteria and Selection for Funding .....	I-15
<b><u>PART II—INSTRUCTIONS FOR COMPLETING THE SCHEDULES</u></b> .....	I-20
General Instructions .....	I-20
<b><u>PART III—APPLICATION SCHEDULES</u></b> .....	I-83
<u>General Application Information Schedules</u>	
Schedule #1—General Information .....	1
Schedule #2—Index to Application .....	2
Schedule #3—Statement of Intent to Extend Activities .....	3
<u>Amendment Schedules</u>	
Schedule #4—Index to Amendments .....	4
Schedule #5—Purpose of Amendment .....	5
<u>Program Schedules</u>	
Schedule #6—Project Abstract .....	6
Schedule #6A—Capacity to Implement the Project .....	7
Schedule #6B—Project Justification .....	9
Schedule #6C—Project Description .....	11
Schedule #6D—Collaboration/Coordination .....	12
Schedule #6E—Title I Services for Children and Youth in Homeless Situations .....	13
Schedule #6F—Data Collection .....	14
Schedule #6G—Project Evaluation Design .....	15
<u>Budget Schedules</u>	
Schedule #7—Funding Table .....	16
Schedule #7A—Budget Summary .....	18
Schedule #7B—Payroll Costs – 6100 .....	19
Schedule #7C—Professional and Contracted Services 6200 .....	20
Schedule #7D—Supplies and Materials – 6300 .....	21
Schedule #7E—Other Operating Costs – 6400 .....	22
Schedule #7F—Capital Outlay – 6600 (Exclusive of 6619 and 6629) .....	23
Schedule #7G—Adaptation of Space – 6629 .....	24
<u>Provisions and Assurances</u>	
Schedule #8—Certification for Shared Services Arrangements .....	26
Schedule #9—Equitable Access and Participation .....	27
Schedule #10—Debarment and Suspension Certification .....	28
Schedule #11—Lobbying Certification .....	29

Schedule #12—Disclosure of Lobbying Activities ..... 30  
Schedule #13—Grant Requirements ..... 31  
Schedule #14—Provisions and Assurances ..... 35  
Schedule #14A—Special Provisions and Assurances ..... 40

# ***PLEASE NOTE***

## **ELIGIBLE APPLICANTS**

Only LEAs (Local Education Agencies) are **eligible** to apply for this grant. LEAs include:

- School Districts
- Regional Education Service Centers
- Charter Schools  
(Home-rule and open-enrollment charter schools are eligible to apply. Campus or district-contracted charter schools must apply through their district along with the rest of the school district.)

## **INELIGIBLE APPLICANTS**

All organizations that are not LEAs are ineligible to apply for this grant. Organizations that are not LEAs and are, therefore, **not** eligible to apply include:

- Public or Private Nonprofit Organizations
- Private Schools
- Institutions of Higher Education
- Individual School Campuses

Although certain organizations are ineligible to apply for this grant, they may collaborate with an LEA to develop an application and administer a project. The LEA must submit the application, but the project can be a collaborative endeavor between one or more organizations and an LEA. All ineligible organizations interested in this grant are encouraged to approach an LEA to develop such a collaborative endeavor.

**If you have questions regarding eligibility to apply, please call  
1-800-446-3142 (outside Austin) or  
(512) 475-9702 (Austin area)**

## Texas Support for Homeless Education Program

The following is provided in compliance with the 1992 U.S. Department of Education Appropriations Act:

- a) Total funds available for this project: Approximately \$4 million
- b) Percentage that will be financed with federal funds: 100%
- c) Amount of federal funds: Approximately \$4 million
- d) Percentage that will be financed from nonfederal sources: 0%
- e) Amount of nonfederal funds: \$0

Eligible applicants may apply for up to \$250,000. The amount for which an applicant may apply is dependent upon two variables for each participating district: the total student enrollment and the percent economically disadvantaged. The data for these two variables will be taken from the 2004-2005 District (or ESC Region) Profile from the Academic Excellence Indicator System (AEIS). The 2004-2005 AEIS Reports are available on the TEA website:

<http://www.tea.state.tx.us/perfreport/aeis/2005/index.html>

**PLEASE NOTE:** All grant awards are contingent upon availability and receipt of funding from the U. S. Department of Education. At the time this application was prepared, funding for the 2006-2007 and subsequent school years had not been approved by the Federal government. Should funding from the Federal government be available, grants awarded under this Request for Application will be for three years, contingent upon the applicant's satisfactory completion of program objectives and compliance with fiscal requirements.

## **Procedures for Submitting an Initial Application (Year 1)—Read Carefully**

The initial application for Year 1 is competitive. An **original** plus five **copies** of the Year 1 application shall be submitted, for a total of **six** sets. All six sets must contain, on *Schedule #1*, an **original signature in blue ink** of the person authorized to bind the applicant in a contract. Six copies of the application must be received at Region 10 Education Service Center no later than 4:30 p.m. on Thursday, April 13, 2006, in order to be considered for funding. Applicants are responsible for ensuring each copy of the application is complete (i.e., contains each required page) and is in proper order. Photocopying and space for assembling documents are not available at Region 10 Education Service Center.

Applications must be submitted to Region 10 using the delivery method of the applicant's choice to the following address:

**McKinney-Vento Homeless Assistance Project  
Business Office - Region 10 Education Service Center  
400 East Spring Valley Road, P.O. Box 831300  
Richardson, TX 75083-1300**

***Do not send the application to the Texas Homeless Education Office (THEO), the Charles A. Dana Center, or the Texas Education Agency.***

Facsimile (**FAX**) and email transmission of applications or any pages in the application will not be accepted under any circumstances.

To be eligible and considered for funding, the required number of completed applications must be received in Region 10 Education Service Center by the due date and time, regardless of the method of submitting the application. Applications not received by the deadline time and date are ineligible for review and will be returned to the applicant. In establishing the time and date of receipt, the project director will rely solely on the time/date stamp of Region 10 Education Service Center.

Region 10 ESC WILL NOT accept:

- a U.S. Postal Service postmark and/or round validation stamp;
- a mail receipt with the date of mailing stamped by the U.S. Postal Service;
- a dated shipping label, invoice or receipt from a commercial carrier, such as UPS, Federal Express, Airborne Express, Express Mail, etc.; or
- any other documentation as proof of receipt of any application by Region 10 ESC.

Region 10 ESC assumes no responsibility, due to any circumstances, for the receipt of an application after the deadline time and date established in the RFA. Applicants are further advised **not to waive signature** of receipt by Region 10 ESC if submitting the application by Express Mail or by courier or delivery service. Waiver of signature of receipt by Region 10 ESC may result in a delay in delivery to Region 10 ESC, causing the application to be received in Region 10 ESC after the deadline date and rendering the application not eligible for consideration for funding. Applications received in Region 10 ESC's Business Office after the due date and time are ineligible for review and funding and will be returned to the applicant.

**SPECIAL NOTE PERTAINING TO DELAYS IN MAILING/SHIPPING:** Delays in mail, shipping, and courier service may occur for reasons beyond Region 10's control or the applicant's control. Region 10 ESC will not accept responsibility for any such delays. Region 10 ESC strongly advises applicants to allow for and anticipate any such delays by mailing/shipping the application as early as possible. **Region 10 ESC will not accept nor consider for funding any late applications due to any reason.** Accepting one late application for any reason could invalidate the entire competition and require the publication of a new RFA and re-submittal of applications by all applicants on a new deadline date. This poses an undue burden for applicants who did meet the deadline and causes significant delays in the implementation of the grant program.

### **Procedures for Submitting Continuation Applications (Years 2 and 3)**

Years 2 and 3 of this grant are not competitive; continued funding for McKinney-Vento projects is dependent on whether funding is received from the US Department of Education and the amount of funding received, as well as the extent to which subgrantees are making satisfactory progress toward their goals. Region 10 will inform subgrantees in writing regarding the amounts for which they may apply in Years 2 and 3.

For Years 2 and 3, subgrantees must submit *Schedule 3—Statement of Intent to Extend Activities*, along with new budget schedules, and any schedules that change in any way. If a subgrantee will be continuing an activity with absolutely no changes, then the subgrantee should so indicate on the extension schedule and will not be required to submit the schedule that corresponds to that activity.

Region 10 must receive continuation applications for Years 2 and 3 by 4:30 p.m. on the following dates:

Year 2: April 12, 2007

Year 3: April 17, 2008

Subgrantees may submit the continuation application after the due date, however, in so doing, subgrantees are not guaranteed that they will receive a NOGA prior to the grant's starting date.

***DO NOT SUBMIT THIS PAGE WITH APPLICATION!***

# **APPLICATION SUBMISSION REQUIREMENTS**

## **FOR APPLICANTS APPLYING FOR YEAR 1 FUNDING**

**Please check your application for each of the following requirements:**

**IMPORTANT: The following two items MUST be completed or the application will NOT be considered for funding:**

\_\_\_\_\_ **APPOINTMENT OF LIAISON**

The applicant has appointed its homeless liaison and the liaison is registered in the Texas Homeless Education Office Database.

\_\_\_\_\_ **TITLE I SET-ASIDES**

The applicant has set aside funds from its Title I, Part A, allocation (if applicable) as required by the No Child Left Behind Act.

- \_\_\_\_\_ **1.** Applicant is eligible to apply for funding according to requirements set forth in the application.
- \_\_\_\_\_ **2.** Application is **NOT** bound or placed in a notebook or folder.
- \_\_\_\_\_ **3.** **NO** cover page or other divider pages are placed in the application.
- \_\_\_\_\_ **4.** *Schedule #1* is the first page of the application. Only pages entitled “*Schedule*” should be submitted, along with any attachments, appendices, or other supporting documentation.
- \_\_\_\_\_ **5.** Application is prepared in 10 pt. Times New Roman font and is **NOT** handwritten. Handwritten submissions will receive a score of 0.
- \_\_\_\_\_ **6.** Six (6) copies of the completed application are enclosed.
- \_\_\_\_\_ **7.** All six (6) copies of the application have an **original** signature of the person authorized to bind the applicant in a contract signed in blue ink.
- \_\_\_\_\_ **8.** If *Schedule #8—Certification for Shared Services Arrangements* is included, the fiscal agent, as well as all members of the shared services arrangement, have signed this schedule.
- \_\_\_\_\_ **9.** All schedules (in their entirety and as instructed in the RFA) have been completed and included.
- \_\_\_\_\_ **10.** All schedules conform to the specified format. (Schedules that do not conform to the specified format will not be reviewed and will receive a score of 0.)

- \_\_\_\_\_ **11.** All schedules adhere to the specified page limits set forth in the application.
- \_\_\_\_\_ **12.** The County-District number has been written on each schedule of the application.
- \_\_\_\_\_ **13.** The Provisions and Assurances contained in *Schedules #14 and #14A* have been read carefully and the applicant understands that a signature on *Schedule #1* indicates the applicant will comply with all provisions and assurances.
- \_\_\_\_\_ **14.** Additional materials (anything that applies to the project) have been added as attachments. For example, letters of commitment from other entities that demonstrate collaboration in planning and in the provision of services are provided in the appendices. Do not submit videotapes, DVDs, CDs, or audiotapes.
- \_\_\_\_\_ **15.** All pages of the application are numbered, including any appendices or appendices, in a logical sequence. (It is permissible to hand-number any attachments that are not word-processed. The numbering of such documents should be legible and should follow the numbering system established by the applicant.)
- \_\_\_\_\_ **16.** Application is prepared, signed, and sent to Region 10 in time to arrive before the deadline stated in the RFA. No exceptions will be granted to applicants who fail to meet the established deadline.
- \_\_\_\_\_ **17.** Applicant ensures that they can and will fulfill all of the data collection and reporting requirements outlined in the application. Applicant has consulted with appropriate district staff regarding the data collection requirements in order to complete the data collection schedule (*Schedule #6F*).

**DO NOT SUBMIT THIS PAGE WITH APPLICATION!**

## **APPLICATION SUBMISSION REQUIREMENTS FOR SUBGRANTEES APPLYING FOR CONTINUATION FUNDING IN YEARS 2 AND 3**

**Please check your application for each of the following requirements:**

**Note: The following two items MUST be completed or the continuation application will NOT be considered for funding:**

- \_\_\_\_\_ **APPOINTMENT OF LIAISON**  
The subgrantee has appointed its homeless liaison and the liaison is registered in the Texas Homeless Education Office Database.
  
- \_\_\_\_\_ **TITLE I SET-ASIDES**  
The subgrantee has set aside funds from its Title I, Part A, allocation (if applicable) as required by the No Child Left Behind Act.
  
- \_\_\_\_\_ **1.** Application is **NOT** bound or placed in a notebook or folder.
- \_\_\_\_\_ **2.** **NO** cover page or other divider pages are placed in the application.
- \_\_\_\_\_ **3.** *Schedule #1* is the first page of the application. Only pages entitled “*Schedule*” should be submitted, along with any attachments, appendices, or other supporting documentation.
- \_\_\_\_\_ **4.** *Schedule #3—Statement of Intent to Extend Activities*, is included in the continuation application.
- \_\_\_\_\_ **5.** Application is prepared in 10 pt. Times New Roman font and is **NOT** handwritten.
- \_\_\_\_\_ **6.** Five copies of the completed application are enclosed.
- \_\_\_\_\_ **7.** All five copies of the application have an **original** signature of the person authorized to bind the subgrantee in a contract. The schedule is signed in blue ink.
- \_\_\_\_\_ **8.** If *Schedule #8—Certification for Shared Services Arrangements* is included, the fiscal agent, as well as all members of the shared services arrangement, have signed this schedule.
- \_\_\_\_\_ **9.** The continuation application contains only those schedules that are necessary, completed as instructed in the RFA.
- \_\_\_\_\_ **10.** All schedules conform to the specified format.

- \_\_\_\_\_ **11.** All schedules adhere to the specified page limits set forth in the application.
- \_\_\_\_\_ **12.** The County-District number has been written on each schedule of the application.
- \_\_\_\_\_ **13.** The Provisions and Assurances contained in *Schedules #14 and #14A* have been read carefully and the subgrantee understands that a signature on *Schedule #1* indicates the applicant will comply with all provisions and assurances.
- \_\_\_\_\_ **14.** Additional materials (anything that applies to the project) have been added as attachments.
- \_\_\_\_\_ **15.** All pages of the application are numbered, including any appendices or appendices, in a logical sequence. (It is permissible to hand-number any attachments that are not word-processed. The numbering of such documents should be legible and should follow the numbering system established by the applicant.)
- \_\_\_\_\_ **16.** Application is prepared, signed, and sent to Region 10 in time to arrive before the deadline stated in the RFA. Subgrantees that fail to meet the first deadline understand that they may not receive their NOGA before the starting date of the project.

## **PART I: BACKGROUND INFORMATION**

### **I. Background Information**

Estimates by the Texas Homeless Education Office (THEO) suggest that there as many as 200,000 school-age children and youth experiencing homelessness in Texas. These are children (eligible for preschool, prekindergarten, elementary, or secondary school programs) who, at night, are in any of the circumstances outlined below:

- sleep in shelters for homeless people (including domestic violence and runaway youth shelters);
- sleep in the home of relatives or friends because they lack a fixed, regular, and adequate residence;
- sleep in shelters awaiting foster care, adoption, or other permanent placement; or
- sleep in a car, a tent, an abandoned building, or other place not ordinarily used as a sleeping accommodation for human beings.

In July 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act (Public Law 100-77). This act includes several provisions to help individuals without homes. One component of the Act (Subtitle VII-B) is designed to cause states to assure that children and youth experiencing homelessness have access to a free and appropriate public education. The McKinney Act requires that school districts immediately enroll children and youth without homes, even if they are not permanent residents of the school district; provide comparable services to these children and youth; and maintain the records of these children and youth so that records are made available when such a child or youth enters a new school.

In November 1990, the McKinney Homeless Assistance Act was amended by Public Law 101-645. The amended law requires that states review and revise all laws, regulations, policies, and procedures to ensure that children and youth in homeless situations have access to a free and appropriate public education. Furthermore, the amended law requires coordination between schools and other social service agencies that serve homeless children and youth, and requires states to provide staff development activities that increase the awareness and sensitivity of school personnel to the special educational needs of these children and youth. The amended legislation also authorized a grant program to provide direct services to children and youth experiencing homelessness that enable such students to enroll in, attend, and achieve success in school. This grant program (described in Section 723 of the McKinney Act) is the source of funds for this request for applications.

In October 1994, the McKinney Homeless Assistance Act was amended by Public Law 103-382. The amended law substantially revised several sections of the McKinney Act. The amended law explicitly identifies preschool education as part of the appropriate public education to which homeless children will have access. It emphasizes providing students who have no homes with access to high-quality academics that meet the State performance standards to which all students are held, as opposed to focusing on remedial education. The amended legislation allows before-

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

and after-school services to be provided on public and private property, including sectarian property, where it is constitutionally permissible. It requires local subgrant homeless liaisons to extend the scope of their educational program services by linking eligible homeless families, children, and youth with educational programs such as Head Start, Even Start, and local preschool programs; to expand collaboration with social services agencies such as runaway youth shelters, transitional foster care homes, youth and teen centers, and other such programs, agencies, and organizations that are funded under the Runaway and Homeless Youth Act; and to coordinate with local housing agencies that develop the comprehensive housing strategies for the purposes of stabilizing homeless families. The most significant change for the grant program is the removal of the categorical spending limits, allowing local education agencies (LEAs) much more flexibility in developing projects for educating homeless students.

In 2001, Congress again reauthorized the McKinney Education of Homeless Children and Youth Program as the *McKinney-Vento Homeless Education Assistance Improvements Act* in Title X, Part C, of the No Child Left Behind Act (Public Law 107-110). The No Child Left Behind Act, which became effective July 1, 2002, made substantial additions to the existing McKinney-Vento Act.

The amended legislation requires that **all** school districts appoint a homeless liaison, whose specific duties include, but are not limited to, the following:

- identify homeless children and youth and ensure that they have the opportunity to enroll and succeed in school;
- ensure that homeless families, children, and youth are informed about all programs and services for which they are eligible, including transportation;
- mediate enrollment disputes;
- ensure that parents have meaningful opportunities to participate in their children's education; and
- disseminate notice of the educational rights of children and youth in homeless situations.

See the THEO website for the complete text of the McKinney-Vento Act:

<http://www.utdanacenter.org/theo/mckinneylaw.html>

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 in all but four counties (none of which are in Texas). As well, it emphasizes the need to serve pre-school age children and unaccompanied youth. Additionally, the legislation provides definitions of several terms, including "enroll," "enrollment," "homeless children and youths," and "unaccompanied youth."

**REGION 10 EDUCATION SERVICE CENTER  
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

**II. General Information**

**A. Request for Applications**

The Region 10 Education Service Center (Region 10) is seeking proposals for the Texas Support for Homeless Education Program (TEXSHEP) from eligible applicants. The purpose of this program is for the recipients—local education agencies, education service centers, and/or open enrollment charter schools—to provide supplemental academic and related assistance, beyond that provided in the general education program, to facilitate the enrollment, attendance, and academic success of students who are in homeless situations as defined by the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, which is Title X, Part C, of the No Child Left Behind Act of 2001.

This is a three-year project, with continuation funding contingent upon satisfactory completion of Years One and Two and availability and amount of funding from the U.S. Department of Education. In Year One, applicants may apply for the maximum amount of funding available based on their population and poverty rate as outlined in *Schedule #7—Funding Table*. Region 10 will notify subgrantees in writing regarding the amount of funding for which they may apply in Years Two and Three. Applicants should plan for the following starting and ending dates:

Year One	September 1, 2006	August 31, 2007
Year Two	September 1, 2007	August 31, 2008
Year Three	September 1, 2008	August 31, 2009

All obligation of funds for activities and services conducted must occur within these dates. All goods must be received and all services must be provided/delivered by the ending date of the grant.

**B. Eligible Applicants**

Entities eligible to apply include the following:

- Texas public school districts and shared services arrangements of public school districts
- Education Service Centers
- Charter schools

Individual school campuses may not apply for funding; an individual campus may be served through a school district's project or through an education service center.

Nonprofit and similar organizations may not apply for funding. Although these organizations are ineligible to apply for this grant, they may collaborate with an eligible applicant to develop an application and administer a project. The eligible applicant must submit the application, but the project can be a collaborative endeavor between one or more organizations and an eligible

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

applicant. All organizations interested in this grant are encouraged to approach an eligible applicant to develop such a collaborative endeavor.

**Home-rule and open enrollment charter schools** must have submitted to the TEA Division of School Audits the required annual audit report for the immediate prior fiscal year. The annual audit must be determined by TEA to be in compliance with the applicable audit standards for the charter school to be eligible to receive a Notice of Grant Award (NOGA), an approved grant application, and subsequent funding.

**Home-rule and open enrollment charter schools** must have a fully approved (i.e., not provisional) Certification of Financial Accounting System from the TEA Division of School Financial Audits to be eligible to receive a NOGA, an approved grant application, and subsequent funding.

**Home-rule and open enrollment charter schools** must also submit current proof of nonprofit status. An applicant may show current nonprofit status by any of the following means:

1. A copy of a letter from the Internal Revenue Service recognizing that contributions to the organization are tax deductible under Section 501(c)(3) of the Internal Revenue Code;
2. A statement from a state taxing body or the state attorney general certifying that the organization is a nonprofit organization operating within the state and that no part of its net earnings may lawfully benefit any private shareholder or individual;
3. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
4. Any item described above if that item applies to a state or national parent organization, together with a statement by the parent organization that it is a local nonprofit affiliate.

Region 10 reserves the right to reject any and all applications and to negotiate portions thereof.

### **C. Funding**

Project funds must be used primarily to provide supplemental services, beyond those required in the foundation program, to homeless students. Applicants are encouraged to use additional resources and other sources of financial support, especially Title I, to help maximize the effectiveness of the project goals and objectives. While small numbers of non-homeless students may be served incidentally, the primary target for services and funding is homeless students. Reviewers will take into consideration the numbers of homeless and non-homeless students that the applicant proposes to serve through this grant.

Approximately \$4 million is available for this project; 100% of the funding is from federal funds. The dollar amount for which an LEA may apply is dependent upon two variables: 1) number of students in the district(s) or region, and 2) district or region poverty rate(s). Applicants must complete *Schedule #7—Funding Table* to determine the amount for which they are eligible to apply. The authorized signature on *Schedule #1* of the application certifies that the applicant understands and will comply with the following terms:

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

- The applicant will not necessarily receive the amount requested if a lesser amount is determined to be appropriate or for other reasons.
- Region 10 reserves the right to select the applications containing the best offer considering the outcomes desired.
- Region 10 will not be liable for any costs incurred in the preparation and submittal of the application.
- A Notification of Grant Award (NOGA), which will incorporate this RFA, the instructions for each schedule, and the approved application as negotiated by Region 10 that will constitute the binding agreement between the parties, will be issued for the applications that are approved.
- The number of projects to be funded will be dependent upon the number of applications submitted and the total dollars requested.
- Program funds shall not be obligated for expenditure prior to the effective date of the application nor after the ending date of the program.
- **Region 10 will withhold the final payment of a project's grant funds until all required reports have been submitted in an acceptable manner.**

Funds may be requested only for those items that are reasonable and necessary for accomplishing the objectives of the program as defined in this request for application and for implementing activities as described.

In general, the budget schedules must provide evidence that:

1. project costs are reasonable in relation to expected outcomes:
  - (a) the amount requested might realistically be expected to have an impact on the stated needs, and
  - (b) the expected outcomes are sufficient to justify the amounts requested;
2. the program will identify and coordinate funding from several sources; and
3. all expenditures are allowable and pertinent to and appropriate for the objectives/activities stated.

**Supplement Not Supplant**

Funds for this program must be used to supplement (increase the level of services) and not supplant (replace) funds from nonfederal sources. Any program activity required by state law, State Board of Education (SBOE) rules, or local board policy may not be paid with these funds. State or local funds may not be decreased or diverted for other uses merely because of the availability of these funds. Subgrantees must maintain documentation that clearly demonstrates the supplementary nature of these funds.

**Maintenance of Effort (MOE)**

The McKinney-Vento Act requires that an LEA assure that “the local educational agency's 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

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.”

LEAs are responsible for maintaining effort and for documenting Maintenance of Effort (MOE). Region 10 will verify each LEA’s MOE using information obtained from the Public Education Information Management System (PEIMS) database. Region 10 or its designee will notify the applicant in the event fiscal effort has not been maintained. The final grant amount will be reduced in exact proportion by which the LEA fails to meet 90 percent of the combined fiscal effort per student and aggregate expenditures (using the measure more favorable to the LEA). [P. L. 107-110, Title IX, Section 9521]

**D. Project Description**

States must direct a significant portion of McKinney-Vento Act dollars to local educational agencies for the purpose of facilitating the enrollment, attendance, and success of homeless children and youth in schools. Services may be provided through programs at school sites or at other facilities, including sectarian facilities where it is constitutionally permissible. Where services are provided through programs at school sites, such services may also be made available to children or youth who are determined by the local educational agency to be at risk of failing in or dropping out of schools, except that priority for such services shall be given to homeless children and youth. To the maximum extent practicable, services shall be provided through existing programs and mechanisms that integrate individuals experiencing homelessness with nonhomeless individuals. Services provided under Section 723 are not intended to replace the regular academic program.

Funds are for the purpose of developing and implementing educational and related services during school hours and/or before and after school, and on holidays, weekends, and vacations for school-age children who are experiencing homelessness.

**Project Justification**

Applicants are required to provide justification for their proposed project by identifying challenges that homeless students encounter and, based on those challenges, conducting a thorough needs assessment for students in the districts to be served by this grant. Applicants may conduct this needs assessment in any manner they choose, however, those applicants that include the homeless liaison; representatives from other federal, state, and local district programs; and community-based service providers and organizations are likely to receive a greater number of points from reviewers. The challenges identified and the needs assessment will be linked to the activities the applicant will carry out to meet the needs of students experiencing homelessness in their service area, and it will also be linked to the budget for such activities. When conducting the needs assessment, applicants must consider that this is a three-year project and plan accordingly.

**Description of Activities**

Applicants are required to provide a description of the objectives and activities to be provided that address the needs identified during the assessment process. The description should be

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

detailed enough to demonstrate to reviewers that the applicant considered the challenges and needs of homeless students and developed a set of objectives and activities that will best meet these needs based on the resources available through this grant and other sources within the district(s) and community(ies).

Applicants are required to prepare a three-year timeline that describes major activities to be developed and implemented. Successful applicants may find it necessary to adjust their plan based on new needs that might arise, additional resources that might become available, or other factors that are unknown at the time the original application was prepared.

*Project Evaluation*

Applicants are required to plan an in-depth evaluation of this project according to the instructions on pages I-46—I-48. The applicant's signature on *Schedule #1* of the application indicates agreement to perform and submit the evaluation as required. Successful applicants may find it necessary to adjust their evaluation design based on new needs that might arise, additional resources that might become available, or other factors that are unknown at the time the original application was prepared.

**E. Budget**

Applicants are required to submit a detailed budget using *Schedules #7A-7G* in this application. A local education agency may use funds awarded by this grant to carry out the purposes of the Education for Homeless Children and Youth Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301). Activities for which funds can be used include the following:

1. The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the Texas Essential Knowledge and Skills (TEKS) and the Texas Assessment of Knowledge and Skills (TAKS). Tutoring or other direct educational services can be provided during regular school hours, or through before-school, after-school, weekend, holiday, or summer programs
2. The provision of expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children with disabilities, and students with limited English proficiency, services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, programs in vocational and technical education, and school nutrition programs).

**IMPORTANT:** Applicants should note that the Individuals with Disabilities Education Act (IDEA) was reauthorized in December 2004, and in particular includes amendments that reinforce the timely assessment of homeless children and youth. Thus McKinney-Vento funds should be used for this purpose only in emergency situations.

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

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 youths, the rights of such children and youths under this subtitle, and the specific educational needs of runaway and homeless youths. Funds may also be used to ensure that nonhomeless students are sensitive to the needs of their peers who are experiencing homelessness.
4. The provision of referral services to homeless children and youths for medical, dental, mental, and other health services.
5. The provision of assistance to defray the excess cost of transportation for students under section 722(g)(4)(A), not otherwise provided through Federal, State, or local funding, where necessary to enable students to regularly and safely attend the school selected under section 722(g)(3).
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 youths, and unaccompanied youths, in public school programs and services provided to nonhomeless children and youths.
8. The provision for homeless children and youths of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
9. If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
10. The provision of education and training to the parents of homeless children and youths about 1) the rights of, and resources available to, such children and youths, 2) how to advocate effectively for their children or, in the case of unaccompanied youth, for themselves, 3) effective parenting skills, and 4) actively participating in their children's education.
11. The development of coordination between schools and agencies providing services to homeless children and youths, as described in section 722(g)(5).
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 youths that may arise from domestic violence.

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

14. The adaptation of space (not to exceed \$5,000) and purchase of supplies for any nonschool facilities made available under subsection (a)(2) to provide services under this subsection.
15. The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations.
16. The provision of other extraordinary or emergency assistance determined by Region 10 and/or its designee needed to enable homeless children and youths to attend school.

**REGION 10 EDUCATION SERVICE CENTER  
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

**F. Expected Sequence of Events - Critical Dates**

Event	Year 1 (2006-2007)			Year 2 (2007-2008)			Year 3 (2008-2009)		
	Month	Date	Year	Month	Date	Year	Month	Date	Year
Initial or continuation applications due in Region 10 ESC	April	13	2006	April	12	2007	April	17	2008
Applicants notified of the final disposition of their application	June	8	2006						
Subgrantee training	TBD	TBD	2006	TBD	TBD	2007	TBD	TBD	2008
NOGAs to be sent by	September	1	2006	September	1	2007	September	1	2008
Projects begin	September	1	2006	September	1	2007	September	1	2008
1 <sup>st</sup> Quarter Ends	November	30	2006	November	30	2007	November	30	2008
1 <sup>st</sup> Quarterly Expenditure Report due	January	2	2007	January	2	2008	January	5	2009
1 <sup>st</sup> Data reporting period ends	December	31	2006	December	31	2007	December	31	2008
Data report for first period due	January	31	2007	January	31	2008	January	31	2009
2 <sup>nd</sup> Quarter Ends	February	28	2007	February	29	2008	February	28	2009
2 <sup>nd</sup> Quarterly Expenditure Report due	March	30	2007	March	31	2008	March	31	2009
Spring Training	Spring	TBD	2007	Spring	TBD	2008	Spring	TBD	2009
3 <sup>rd</sup> Quarter Ends	May	31	2007	May	31	2008	May	31	2009
2 <sup>nd</sup> Data reporting period ends	May	31	2007	May	31	2008	May	31	2009
Data report for 2 <sup>nd</sup> data period due	June	15	2007	June	15	2008	June	15	2009
3 <sup>rd</sup> Quarterly Expenditure Report due	June	29	2007	June	30	2008	June	30	2009
Last Day to Submit an Amendment	August	1	2007	August	1	2008	July	31	2009
3 <sup>rd</sup> and final data reporting period ends	August	31	2007	August	31	2008	August	31	2009
Project year ends	August	31	2007	August	31	2008	August	31	2009
Final data report due	September	15	2007	September	15	2008	September	15	2009
Evaluation Report due to Region 10 ESC	October	15	2007	October	15	2008	October	15	2009
Final Expenditure Report due to Region 10 ESC	October	15	2007	October	15	2008	October	15	2009
School Audit Report due to Region 10 ESC	Within 30 days of receiving school audit								

It should be noted that all of these dates **except** the due date for the Year 1 application and the starting and ending dates for Years 1-3 may vary slightly as conditions require.

All reports—Expenditure, Data, Evaluation, and Audit—should be sent to Region 10 ESC at:

**McKinney-Vento Homeless Assistance Project  
Business Office - Region 10 Education Service Center  
400 East Spring Valley Road, P.O. Box 831300  
Richardson, TX 75083-1300**

**REGION 10 EDUCATION SERVICE CENTER  
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

**G. Coordination and Collaboration Within LEA and Community**

All applicants are strongly encouraged to coordinate and collaborate with other programs located within the LEA and the community to strengthen and expand services available to students in homeless situations.

*LEA Coordination and Collaboration*

Examples of programs within the LEA with which to collaborate include, but are not limited to, Title I, Migrant, language programs, tutoring, special education, gifted, transportation, counseling, extra-curricular programs, teen parenting, programs for young children and for teens, all federal programs, state compensatory education, and local programs.

All applicants are strongly encouraged to consult with the applicant's business office prior to submitting the application and on an ongoing basis to ensure compliance with required accounting procedures regarding the assignment of budgeted items to the proper class/object codes. Applicants should ensure that all budgeted amounts in all columns are added correctly and that totals requested on supporting budget schedules match the totals on the budget summary (*Schedule #7A—Budget Summary*). Advance coordination with the business office will expedite negotiation and processing of the application and any amendments that might be necessary.

*Community Coordination and Collaboration*

Examples of programs or organizations within the community with which applicants may collaborate include, but are not limited to, local homeless coalitions, homeless service providers, food banks, health care and mental health care providers, Head Start and other organizations that provide educational and related services for young children, homeless shelters, youth services providers, Boys' and Girls' Clubs, clothing banks, faith-based organizations, Children's Protective Services, or housing agencies.

**H. Requests For Additional Information**

In order to assure that no prospective applicant may obtain a competitive advantage because of acquisition of information unknown to other prospective applicants, any additional clarifying information that is different from or in addition to information provided in the Request for Application will be provided only in response to written inquiries, including email inquiries. Copies of all such inquiries and the written answers thereto will be posted on the THEO website, <http://www.utdanacenter.org/theo>. This information will appear as a link in the News section on the homepage of the THEO website. Region 10 assumes no responsibility and holds all applicants solely responsible for obtaining any and all information, errata notices, and/or changes to this RFA. Check the above-mentioned website periodically to obtain all information related to this RFA.

Except as otherwise noted, all inquiries for information must be made in writing to

**REGION 10 EDUCATION SERVICE CENTER  
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

**Barbara James, Project Director  
Texas Homeless Education Office  
The University of Texas at Austin - Charles A. Dana Center  
2901 North IH-35, Room 2.200  
Austin, TX 78722-2348  
email: [babawawa@mail.utexas.edu](mailto:babawawa@mail.utexas.edu)**

Applicants that do NOT have access to the Internet may obtain a copy of the FAQs, Additional/Clarifying Information, or Errata Notices by contacting Barbara James at the address above or by calling the toll-free, THEO hotline, 1-800-446-3142, the direct line to her desk, 512-475-8765, or the main line for the THEO office, 512-475-9702. The RFA number, located in the lower right corner of the front cover of this RFA, and the RFA name must be referenced in the request.

REGION 10 EDUCATION SERVICE CENTER  
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009

### **III. Data Collection**

All grant recipients will be required to collect data specific to this grant and submit three student data reports each program year.

Recipients are required to collect a homeless indicator data element for each student in all participating districts and four additional data elements for every student receiving direct services from the McKinney-Vento subgrant. Recipients are required to submit three student data reports electronically each program year.

Applicants should collaborate with other departments in participating LEAs in order to develop plans for collecting and reporting the required data. Recipients should implement any necessary provisions before the start of the program year so that the data can be collected from the start of the three-year grant cycle.

Applicants can use any method they choose to collect and report the required data; however, they must be able to explain what they propose to do on *Schedule #6F—Data Collection*. In many cases, the most efficient way to collect and report the required data will be to add the required data elements to the student data the district already collects; however, applicants may use any approach that meets both their needs and the requirements of this grant.

## **IV. Evaluation Purpose and Benefits**

### **A. Purpose**

The overall purpose of the evaluation is to determine the extent to which services provided to homeless students through the grant increased the capacity of those students to enroll in, attend, and succeed in school. In order to be considered for funding, the applicant must agree that it will comply with the following evaluation requirements and any others that may be established by Region 10 Education Service Center or its designee. The applicant also agrees that it will submit evaluation and related reports in the format requested by Region 10 Education Service Center or its designee on *Schedule #6G—Project Evaluation Design*. Instructions for completing this schedule are on pp. I-46—I-48. The applicant’s signature on *Schedule #1—General Information* indicates its agreement to comply with the statements above.

### **B. Benefits**

1. The evaluation process assists the subgrantee to:
  - Gain an overall perspective on what has been implemented
  - Measure success of the program and its specific objectives and activities
  - Acquire ongoing feedback so that adjustments can be made throughout the grant timeframe
  - Aid and inform others
  - Support other grant and contract opportunities
  - Assist with community collaboration and identifying gaps in services
  - Ensure that all available funds are expended promptly and appropriately
  
2. Evaluation assists the funders and monitors to measure the:
  - Number of children served
  - Demographics to ensure that the target population of children is being served
  - Extent that the program, objectives and activities are effective in addressing chosen needs
  
3. Evaluation provides information to subgrantees, funders, and monitors regarding:
  - Data that can be used for comparison with other programs
  - Data that informs best practices
  - Data that will assist others in designing and implementing successful programs, identifying objectives and implementing activities
  - Data used to make funding decisions
  - Data used to plan for policy revisions
  - Data use to inform state and federal entities in advocating for legislative, policy or funding changes
  - Data used to disseminate additional funds as available
  - Data to inform the state office in practices that will be supportive of the subgrantees

## **V. Review Criteria and Selection for Funding**

**All required components of this Request for Application must be addressed in order for the application to be considered for funding.**

Each application will be reviewed by an independent review panel to determine the applicant's ability to implement its proposed project. The review committee and the Region 10 Education Service Center staff will consider the extent to which each application is written according to instructions in a clear and effective manner under each category. Clarity, completeness, conciseness (brevity), and the organization of the information submitted will be critical to the successful funding of an application.

Although this grant application is the same for any LEA requesting funds under the TEXSHEP grant program, applicants are not necessarily expected to supply the same amount or type of information for each of the funding levels. Applicants should use discretion to ensure that reviewers are supplied with sufficient information in each category to justify the need for the project, to explain how it will be administered and implemented, and to clearly indicate how it will be monitored and evaluated. However, the review of the applications will take into account the size of the LEA applying for the grant and the amount of funding being requested. The number of objectives and activities, for example, to be accomplished and carried out in smaller LEAs applying for less funding will, naturally, not be the same as those conducted in larger LEAs with larger grants. In either case, whether a large grant or a small grant, the same level of detail and planning will be expected by the reviewers.

Applicants that have previously received grants from the Region 10 Education Service Center to conduct special projects must have a positive record in successfully managing the project(s) in order to be considered for funding. A "positive record" includes being in compliance with all requirements and conditions of those grants and implementing the grant projects according to the timelines and descriptions proposed in the grant applications.

In addition to the above, points will be applied to each portion of the application. Reviewers will evaluate and score all applications on a scale of 0-100 total points, distributed in the following categories:

<b>Categories</b>	<b>Points</b>
1. Project Abstract (Schedule #6)	5
2. Capacity to Implement the Project (Schedule #6A)	5
3. Project Justification (Schedule #6B)	15
4. Project Description (Schedule #6C)	25
5. Collaboration/Coordination (Schedule #6D)	5

**REGION 10 EDUCATION SERVICE CENTER  
Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

6. Title I Services for Children and Youth in Homeless Situations (Schedule #6E)	5
7. Data Collection (Schedule #6F)	10
8. Project Evaluation Design (Schedule #6G)	20
9. Budget (Schedules #7 through #7G)	10
<b>TOTAL</b>	<b>100</b>

The total score will reflect the review panel’s assessment of the extent to which the applicant’s proposed project would facilitate the enrollment, attendance, retention, and educational success of children and youth in homeless situations.

The following guidelines provide which schedules applicants will use to submit the appropriate information for each category and the general criteria that will be used by the review committee and the Region 10 ESC staff to recommend applications for funding. Applicants are encouraged to prepare their applications with these guidelines in mind.

**1. Project Abstract (5 points)**

- Schedule #6
- A “thumbnail sketch” of what is contained on all of the program schedules (Schedules #6A - #6G) and the Budget (Schedules #7 - #7G).
- Complete information as required on the schedule

**2. Capacity to Implement the Project (5 points)**

- Schedule #6A
- Complete information is provided for the homeless liaison
- Quality of project personnel, including qualifications, experience, and certifications of employees, and qualifications and experience of external consultants
- Documentation of the applicant’s management capabilities
- Evidence of prior successful development of projects for homeless students
- Evidence that the LEA has implemented policies and procedures that relate to the needs of homeless children and youth in all districts that this grant will serve
- Complete information as required on the schedule

**3. Project Justification (15 points)**

- Schedule #6B
- Clear demonstration of the magnitude or severity of the problem to be addressed by the proposed project
- Evidence that the applicant has identified the educational challenges encountered by homeless children and youth in all districts included in the application
- Applicant has included positions or titles of all those involved in the needs identification process and has described how they were involved
- Applicant has provided a complete list of educational challenges and their accompanying needs

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

- Applicant has prioritized the needs to be addressed by this grant and has listed the prioritized needs
- Applicant has provided a clear and concise rationale (justification) for selecting the needs it will address in this grant
- Applicant has provided detailed information about districts to be served by the grant:
  - how the districts locate students through outreach efforts
  - how the districts use identification forms and have included copies of such forms
  - how the districts collect information about homeless students, including a description of the information collected
  - which positions are involved in the identification process and how they are involved
  - how the districts train staff and service providers to identify homeless students
  - a list of service providers and/or community organizations that assist with the identification process and how they help to identify students
  - Applicant has presented a clear, compelling reason for why this project should be funded
- Applicant has completed all demographic charts
- Applicant will serve a greater number of homeless students than nonhomeless students
- Applicant has involved a wide array of district and community participants in the development and implementation of this grant
- Likelihood of school campus/district participation
- Complete information as required on the schedule

**4. Project Description (25 points)**

- Schedule #6C
- Direct services provided by the proposed project facilitate the enrollment, attendance (retention), and success in school, of children and youth experiencing homelessness.
- The applicant has clearly identified and listed the needs from the needs assessment (*Schedule #6B*) to be addressed by the proposed project (not all needs identified must be addressed by the proposed project)
- Objectives and the corresponding activities are given for how the proposed project will meet each selected need
- Time frames are clearly given for the implementation of the project, including when the proposed activities will take place during the grant period
- Sample wording for proposed changes in district policies and procedures that might be needed in order to address the selected need is provided if applicable
- If the need is to be addressed through a collaborative nature, the names of all collaborators and a description of how the collaboration will address the need is provided
- Sufficient detail is given so that persons unfamiliar with the LEA understand what the project is attempting to accomplish
- The extent to which the activities and anticipated successful results of the project are clearly specified and measurable
- The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the grant period
- The extent to which the design of the proposed project reflects up-to-date knowledge from research, effective practice, etc.

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

- The extent to which the proposed project might represent an exceptional or unique approach for meeting the needs of homeless children and youth
- The quality and sufficiency of strategies and activities for ensuring equitable access and participation among all eligible project participants
- Complete information as required on the schedule

**5. Collaboration/Coordination (5 points)**

- Schedule #6D
- All collaborative agreements described in the application are noted on the collaboration chart
- Letters of commitment from each partner named describing the specific nature and scope of the commitment are included as an appendix to the application
- Complete information as required on the schedule

**6. Title I Services for Children and Youth in Homeless Situations (5 points)**

- Schedule #6E
- The name of each district involved in the proposed grant project is listed and the amount each district will set aside from Title I, Part A to provide services to children and youth in homeless situations is stated
- A description of the scope and nature of services to be provided through Title I, Part A, funds that help to address the challenges and needs identified in *Schedule #6B—Project Justification* is provided for each district involved in the grant, including:
  - A description of the activity/activities provided
  - grade levels of students to be served
  - approximate numbers to be served
  - where the service(s) will be delivered
  - the expected benefits to be derived from the service(s)
  - other relevant information.
- Description of the ongoing collaboration between Title I programs in the district(s) and McKinney-Vento funded activities
- Information is included about how the homeless liaison will access Title I funds for homeless students in each district involved in the grant
- Complete information as required on the schedule

**7. Data Collection (10 points)**

- Schedule #6F
- The applicant describes how it will collect the homeless indicator data element for all students, including all collaborations between departments within the district
- Four data elements for students receiving direct services from the McKinney-Vento subgrant project are in place:
  - Date of referral to the McKinney-Vento subgrant for direct services.
  - An identifier for students receiving McKinney-Vento services who are not homeless, but are at-risk
  - An identifier indicating students who are unaccompanied youth

**REGION 10 EDUCATION SERVICE CENTER**  
**Texas Support for Homeless Education Program (TEXSHEP), 2006-2009**

- Indicators identifying all the direct services that a student receives over the course of a given school year from the McKinney-Vento subgrant
- The applicant describes how it will collect the four data elements required for all students that receive direct services from the McKinney-Vento subgrant, including all collaborations between departments within the district
- The applicant describes how it will fulfill the reporting requirements (three reports each grant year), including all collaborations between departments within the LEA.
- Complete information as required on the schedule

**8. Project Evaluation Design (20 points)**

- Schedule #6G
- The applicant describes the criteria it will use to evaluate successful outcomes for each objective. Criteria is specific and provides a meaningful measure of success.
- The applicant lists specific measures for each criterion it will use to evaluate success. Measures are realistic, able to be completed, and meaningful.
- The applicant's overall evaluation design is sufficient to allow the applicant to determine what will have worked well in the proposed project and to collect the data necessary to demonstrate these conclusions.
- The applicant's overall evaluation design is sufficient to allow the applicant to prepare for the mid-year review and to prepare the reports required at the end of Years 1-3 of the grant cycle.
- The applicant has submitted complete information as required on the schedule.

**9. Budget (10 points)**

- Schedules #7 through #7G
- Correct completion of the Funding Table (Schedule #7)
- Accurate calculations on all pages
- Accurate translation of subtotals from each budget schedule to the budget summary
- Appropriateness of resources for the accomplishment of activities
- Adequacy of McKinney-Vento funds requested to accomplish the proposed activities
- Complete information as required on the schedules