

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

**DIVISION OF TEACHING AND LEARNING PROGRAMS AND SERVICES**

Request for Proposals

**EDUCATION FOR HOMELESS CHILDREN AND YOUTHS**

**2006-2009**



Purpose: To establish a competitive grant program for the purpose of assisting local and regional boards of education with the facilitation of the enrollment, attendance and success of homeless children and youth in the schools through the availability of funds under Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), amended and reauthorized January 8, 2002 as part of the “*No Child Left Behind Act*”, *Title X part C-Homeless Education*.

Under Public Law: 107-110

Applications Due: July 14, 2006

Published: May 25, 2006

**RFP #078**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

Dr. Betty J. Sternberg  
Commissioner of Education

IT IS THE POLICY OF THE CONNECTICUT STATE BOARD OF EDUCATION THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAM INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION AND PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY AND PHYSICAL DISABILITY.

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## **I. General Information**

The Education for Homeless Children and Youth program was enacted in 1987 as Title VII Subtitle B of the Stewart B. McKinney Homeless Assistance Act. Both the McKinney Homeless Assistance Act Amendments of 1990 and the Improving America's Schools Act of 1994 amended the program. In October 2000, Congress renamed this legislation the McKinney-Vento Homeless Assistance Act. More recently, the legislation of the No Child Left Behind Act of 2001 reauthorized the McKinney-Vento Homeless Assistance Act's Education for Homeless Children and Youth (EHCY) program.

*(A copy of the most recent legislation may be found at <http://www.state.ct.us/sde/deps/homeless/index.htm>.)*

The intent of this legislation is to ensure that all children and youth impacted by the loss of fixed, regular and adequate housing receive a quality education. State and local educational agencies are required to develop, review, and revise policies to remove barriers to the enrollment, attendance, and the academic success of children and youth experiencing homelessness and provide such children and youth with the opportunity to meet the same challenging State content and State student performance standards to which all students are held.

The Connecticut State Department of Education (SDE) has developed a State Plan to meet the requirements of the McKinney-Vento Act and receives federal funds to support local programs that meet the needs of homeless pre-school and school-age children and youth and the requirements of Section 722(g)(3-7). Grant funds are to provide educational support activities and/or services for homeless children and youth, to secure their enrollment, attendance and success in school, regardless of the permanency of their residence in a district. A Local Education Agency (LEA), to the extent feasible, shall comply with the request made by a parent or guardian to keep students who are in homeless situations in their school of origin (defined as the school attended when permanently housed, or the school in which they were last enrolled). Students can stay in their school of origin the entire time they are homeless, and until the end of any academic year in which they move into permanent housing. Students may also choose to enroll in any public school that students living in the same attendance area are eligible to attend.

This Request for Proposal (RFP) has been issued for the purpose of soliciting proposals from local and regional boards of education and regional education service centers of Connecticut for the development and/or continuation of programs that meet the needs of homeless children and youth and the requirements of the McKinney-Vento Homeless Assistance Act. Grants will be awarded to local and regional boards of education and regional education service centers that meet the requirements under Section 723(a)(1) through 723(d)(1-16) and specifications outlined in this RFP.

## **II. Purpose of the Program**

The McKinney-Vento Education of Homeless Children and Youths (EHCY) Grant Program is designed to promote the enrollment, attendance, and success of homeless children and youth in schools and other educational services for which they are eligible, including Head Start, Even Start, and pre-school programs administered by the LEA. In order to accomplish this mission, it is necessary to offer educational and related services to homeless children and youth to supplement the traditional classroom experience. Services provided with McKinney-Vento Act funds must not replace the regular academic program and must be designed to expand upon or improve services provided as part of the school's regular academic program.

Each eligible provider receiving a grant must use the grant to establish or operate one or more programs that provide services and/or instruction in one or more of the following areas:

- Tutoring, supplemental instruction linked to challenging State content and achievement standards;
- Expedited evaluations (e.g. IDEA);
- Professional development to promote understanding, sensitivity and the educational rights of the homeless;
- Referral services (e.g., medical, dental, mental health);
- Excess costs of transportation;
- Early childhood education;
- School engagement activities;
- Before/after-school and summer programs;
- Payment of fees and other costs related to records;
- Education and training for parents;
- Costs for coordinating school and agency services;
- Pupil services and referrals (e.g., violence prevention);
- Services needed as arise from domestic violence;
- Supplies and adaptation of space for non-school services;
- School supplies, including at temporary housing; and
- Other emergency assistance.

Grants may be used for programs on school grounds or at other facilities. Schools must not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as is necessary for short periods of time for health and safety emergencies, or to provide temporary, special, and supplementary services. These programs on school grounds may also be available to children or youth who are determined to be at risk of failing in or dropping out of school; however, priority for such services shall be given to homeless children and youth. To the maximum extent practicable, services shall be provided through other existing programs that integrate homeless and non-homeless individuals. All school districts are required to develop, review and revise policies to eliminate barriers to the access to and success in educational opportunities for homeless children and youth, regardless of whether they receive funds under McKinney-Vento. Additionally, LEAs are required to establish or designate a homeless liaison within the school district [Section 722(g)(1)(J)(ii)]. This liaison ensures that homeless children and youth enroll in and succeed in school, and that the children and their families receive educational services and referrals to health, dental and mental health care and other services as appropriate.

Strategies for addressing issues in homeless education include interagency collaboration to meet the needs of homeless children and youth. School districts that collaborate with local agencies and shelters are able to provide comprehensive services that are continuous and non-duplicative. This grant program requires a commitment to establish collaborative efforts that provide the opportunity for a systematic support for the educational, health, counseling and other service needs of homeless children, youth and their families.

### **III. Eligibility**

Any local or regional board of education or regional educational service center (RESA) applying on behalf of a local or regional board of education that serves an identified homeless population of children and youth located within Connecticut is eligible to apply for McKinney-Vento Grant funds.

The term "*homeless children and youth*" is defined as:

- *Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.*
- *Children and youth who have a primary nighttime residence that is a private or public place not designed for or*

*ordinarily used as a regular sleeping accommodation for human beings.*

- *Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.*
- *Migratory children who qualify as homeless because they are living in circumstances described above [Sec. 725].*

Funding will be provided to new programs and grantees applying for continuation of this project beyond the first year based upon the availability of funds.

A local educational agency may submit, or be included in, no more than one proposal.

#### **IV. Duration of the Grant**

This RFP is for a three-year period. The State Department of Education is anticipating the funding of The Education of Homeless Children and Youth (EHCY) Program for a three-year period; July 1, 2006 – June 30, 2009 based on the availability of funds. Programs must submit applications addressing the RFP for a three-year period, FY 2006-2007, FY 2007-2008, and FY 2008-2009. For Year 2 and Year 3, the State Department of Education will require grantee agencies to submit a summary of the prior year's activities, objectives achieved, an annual budget for the ongoing program year and applicable revisions to the original application submitted.

#### **V. Funds Available**

This program is 100% federally funded. Grants will be awarded on a competitive basis. The amount of \$365,000 is targeted for programs for each fiscal year. SDE is anticipating the continued funding of the EHCY program for a three-year period. The amount of individual grants awarded may be contingent upon negotiations to the level of funding requested and SDE reserves the right to negotiate budget amounts accordingly. Funding is dependent upon the Connecticut State Department of Education receiving its allocation from the United States Department of Education.

The EHCY program is intended to combine the resources and expertise from a variety of educational programs and services to meet the needs of children, youth and families who are experiencing homelessness. The EHCY grant program requires that the LEA provide a minimum of 25% cash contribution for any EHCY grant request of \$11,000 or more (see Page 4 for "Matching" alignment and guidelines for funding.) In other words, at least one "match" dollar must be spent for every four dollars being awarded with Federal EHCY program funding. LEAs that demonstrate greater match funding are eligible to apply for increased award amounts. Projects that can provide higher rates of match are preferred.

This match must be made with cash and spent within the project on specific line items and documented in the proposed budget. All matching funds must be specifically related to the proposed project and the source of matching funds must be identified. Indicate the source(s) of the cash match on the Budget page. Projects with a cash match from the Federal Title I, Part A Program are preferred.

LEAs will be required to certify that the cash match has not been used as a match on any other LEA project. Examples of appropriate cash that is contributed specifically to cover the actual costs of the project include, but are not limited to: funds from other federal or state sources, contributions from local governments or sponsors, and gifts solicited from local businesses, corporate, charitable and other foundation sources. Any cash match must be verifiable from the records of the LEA reporting the match, entered into the LEA accounting records, and be auditable from those records.

“Matching” alignment and guidelines for funding are as follows:

<b>McKinney-Vento EHCY Request</b>	<b><u>Total 25% Match</u></b>	<b><u>Total 30% Match</u></b>	<b><u>Total 40% Match</u></b>	<b><u>Total 50% Match</u></b>	<b>TOTAL PROJECT BUDGET</b>
10,000	N/A	N/A	N/A	N/A	10,000
11,000	2750	N/A	N/A	N/A	13,750
12,000	3000	N/A	N/A	N/A	15,000
13,000	3250	N/A	N/A	N/A	16,250
14,000	3500	N/A	N/A	N/A	17,500
15,000	3750	N/A	N/A	N/A	18,750
16,000	4000	N/A	N/A	N/A	20,000
17,000	4250	N/A	N/A	N/A	21,250
18,000	4500	N/A	N/A	N/A	22,500
19,000	4750	N/A	N/A	N/A	23,750
20,000	5000	N/A	N/A	N/A	25,000
21,000	N/A	6300	N/A	N/A	27,300
22,000	N/A	6600	N/A	N/A	28,600
23,000	N/A	6900	N/A	N/A	29,900
24,000	N/A	7200	N/A	N/A	31,200
25,000	N/A	7500	N/A	N/A	32,500
26,000	N/A	7800	N/A	N/A	33,800
27,000	N/A	8100	N/A	N/A	35,100
28,000	N/A	8400	N/A	N/A	36,400
29,000	N/A	8700	N/A	N/A	37,700
30,000	N/A	9000	N/A	N/A	39,000
31,000	N/A	N/A	12,400	N/A	43,400
32,000	N/A	N/A	12,800	N/A	44,800
33,000	N/A	N/A	13,200	N/A	46,200
34,000	N/A	N/A	13,600	N/A	47,600
35,000	N/A	N/A	14,000	N/A	49,000
36,000	N/A	N/A	14,400	N/A	50,400
37,000	N/A	N/A	14,800	N/A	51,800
38,000	N/A	N/A	15,200	N/A	53,200
39,000	N/A	N/A	15,600	N/A	54,600
40,000	N/A	N/A	16,000	N/A	56,000
41,000	N/A	N/A	N/A	20,500	61,500
42,000	N/A	N/A	N/A	21,000	63,000
43,000	N/A	N/A	N/A	21,500	64,500
44,000	N/A	N/A	N/A	22,000	66,000
45,000	N/A	N/A	N/A	22,500	67,500
46,000	N/A	N/A	N/A	23,000	69,000
47,000	N/A	N/A	N/A	23,500	70,500
48,000	N/A	N/A	N/A	24,000	72,000
49,000	N/A	N/A	N/A	24,500	73,500
50,000	N/A	N/A	N/A	25,000	75,000

- Any McKinney-Vento EHCY request beyond \$50,000 will not be considered.
- LEAs unable to commit any cash match for the purposes of this grant are eligible to apply for a maximum EHCY request of \$10,000.
- Any additional cash match beyond 50 percent is encouraged but not required.

While this request for proposals is for a three-year period, the grant period is for only one year, July 1, 2006 through June 30, 2007. Grantees will be required to demonstrate success during year one (1) in order to be funded for a subsequent second and third year. Successful grantees will then be required to submit a separate budget for the grant periods July 1, 2007 – June 30, 2008 and July 1, 2008 – June 30, 2009.

In addition, the Department has chosen to take steps to align this program with other Department initiatives serving the state's most disadvantaged children and youth. Therefore, areas designated as Priority School Districts by the State Department of Education will be targeted for assistance under this program.

## **VI. Deadline and Use of Application Form**

Applications (original and 5 copies), IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by 4:30 p.m. on Friday, July 14, 2006. EXTENSIONS SHALL NOT BE GIVEN. Applications may be mailed or hand delivered to:

Louis B. Tallarita, Associate Education Consultant  
Connecticut State Department of Education  
Division of Teaching and Learning Programs and Services  
Bureau of Health, Nutrition Services and  
Child/Family/School Partnerships  
25 Industrial Park Road  
Middletown, Connecticut 06457-1543

ONLY THE ENCLOSED APPLICATION FORM MAY BE USED. THIS FORM MAY BE COPIED ONTO A WORD PROCESSING PROGRAM. HOWEVER, MODIFICATIONS, ADDITIONAL PAGES, ATTACHMENTS OR APPENDICES WILL NOT BE ACCEPTED.

## **VII. Items to Be Included in the Application**

### **A. Abstract:**

The abstract should briefly describe the major components of the program design, not to exceed one page.

### **B. Statement of Demonstrated Need/Problem:**

The focus of this section is a concise statement of the educational needs of the homeless children and youth in the district, including the number of preschool, elementary and secondary homeless children and youth in the district.

- Describe the homeless population that currently exists within your community including the number of students who are "homeless" or are expected to be homeless within the next school year.
- Describe the ways in which the district has attempted to meet the educational and related needs of these homeless children and youth.
- Describe the process and data used to identify the needs, including the method(s) and/or information used by the school districts and/or Regional Educational Service Centers to determine needs and to set project objectives.

### C. Goals and Objectives:

- Provide a statement of goal(s) of the project describing how the project will facilitate the enrollment, retention and educational success of homeless children and youth.
- Provide a list of specific objectives for the project. Each objective and intended related outcome should be stated in measurable terms.
- Include a description of how this project attempts to surpass the basic requirements of every LEA to address the needs of all homeless students.

Continuous program improvement should be designed into local programs. Grantees are encouraged to identify what it is they are striving to achieve in their program and then what information they need to determine whether they are achieving these goals. A variety of education stakeholders should be involved in the process of identifying program goals. These stakeholders may include teachers, counselors, school and district level administrators, school board members, state agency staff, parents and students. Generally, all those who will be responsible for helping to achieve the goals of this grant should participate in establishing them.

### D. Project Organization, Services and Activities:

Provide a description of the services and programs for which assistance is sought and the problems to be addressed. Indicate the following:

- Who is designated as the local homeless liaison in the district;
- Who is involved in the delivery of the programs and services;
- Who will have responsibility for administering the grant;
- Describe existing or planned collaboration with other programs, agencies and/or services. Provide specific information delineating the role and responsibilities to be carried out by the collaborating programs, especially Title I, Head Start, Even Start and other existing service for disadvantaged children and youth; and
- Describe the policies and procedures your agency will implement to ensure that activities carried out through this grant will not isolate or stigmatize homeless children and youth.

### E. Documentation and Evaluation:

A Data Collection Form/Student Record (*Appendix F*) is required to be completed for every student receiving services through McKinney-Vento funds. Grantees will not be required to submit all forms that are completed. The information on the student record must be compiled and recorded as a part of the end of the project year evaluation. Individual student records must be kept on file by the grantee and comply with the Family Educational Rights and Privacy Act.

Feedback from shelter providers, teachers, parents, students and others involved in this project can be a powerful tool for helping to determine the program's effectiveness in meeting its goals and for suggesting improvements that might be made. It is recommended that project directors gather information from program participants and partners as a way to measure success and plan improvements. Grantees should include feedback information as a part of the overall project evaluation.

Each grantee awarded funds under the EHCY program must provide a year-end report following the end of each fiscal year, consistent with the grant application and in the manner and form as prescribed by SDE. All grantees are expected to document relevant data deemed necessary in assessing all applicable goals and objectives on the challenges and successes of their McKinney-

Vento grant. Procedures and formats for documentation and evaluation that collects information consistent across all project sites will be provided by SDE to successful grantees awarded funding.

While this RFP is for a three-year period, successful grantees will be required to demonstrate success in attaining objectives each year in order to be funded for any subsequent year of this grant. Designation of a person responsible for documentation and evaluation of the project must be provided.

Documentation and Evaluation information may include:

- Program Description
  - a. Purpose/goals/objectives
  - b. Physical site locations
- Cooperating Agencies-Public/Private
  - a. Location, size and socioeconomic characteristics of the population served
  - b. Specific contributions of each
- Parent Communication
  - a. Methods of informing and collaborating with parents of children in program
- Program Objectives
  - a. Analysis of data about program aspects that are most successful and those that need improvement
  - b. Student and staff perceptions about the programs
- Statement of Expenditures
  - a. Utilization of funds
- Evaluation
  - a. Lessons learned from this project that could be shared with other school districts
- Data Collection
  - a. Compilation of student records

If this is a continuation of a project previously funded with McKinney-Vento Grant funds, the current year evaluation is a condition of eligibility in this grant program and will be considered a part of the application.

F. Statement of Assurances:

A Statement of Assurances, *Appendix B*, must be included in this application and certified via the cover page by the applicant agency.

G. Budget:

The Budget Packet FY 2007 in *Appendix D: ED114 Budget Form*, and Budget Narrative must be completed. The costs must be reasonable in relationship to the expected outcomes and provide sufficient information to support the requested amount of funds. Projects funded under this grant program must provide matching funds as described in Section V of this RFP.

In preparing the budget, the following items should be considered:

- The grant is to be used for the implementation and/or continuation of projects for the time period commencing July 1, 2006, and ending June 30, 2009.
- The budget should indicate how the grant funds will be expended and must be related to the project's goals, objectives and activities.
- All requests for grant budget revisions must be filed with the State Department of Education by May 1, 2007, 2008, and 2009, respectively.

**VIII. Affirmative Action Information & Certification Regarding Debarment:**

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action Packet on file with the State Department of Education. A completed Affirmative Action Statement (Appendix E) must be submitted with this application.

Additionally, the Department of Education requires a Certification Debarment, Suspension, Ineligibility and Voluntary Exclusion. A completed Certification (Appendix F) must also be submitted with this application.

**IX. Obligations of Grantees:**

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes, Section 4a-60 and 4a-60a and Sections 4a-68j-1 et seq., of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and at such time as may be prescribed by the Commission on Human Rights and Opportunities.

**X. Freedom of Information Act:**

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of Chapter 3 of the Connecticut General Statutes {Public Records and Meetings and Freedom of Information Act [FOIA], Sections 1-200 to 1-241, inclusive.} The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

**XI. Management Control of the Program and Grant Consultation Role of SDE Personnel**

The grantee must have complete management control of this grant. While SDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

SDE staff may conduct on-site monitoring visits to all grant programs. The purpose of the site visit is as follows:

- To ensure that the program is meeting the requirements of the funding legislation;
- To review program progress toward attaining relevant goals and objectives;
- To improve program quality;
- To provide assistance in identifying and resolving problems; and
- To assist SDE in identifying future technical assistance and professional development needs.

**XII. Date of Local Board Acceptance**

If it is not possible for you to obtain your board's approval prior to July 14, 2006, please submit the application according to the timelines written herein. Send official board approval no later than July 31, 2006.

### **XIII. Annie E. Casey Foundation**

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

- (1) The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department;
- (2) The proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity; and
- (3) The applicant shall designate someone to act as liaison for the referral process.

### **XIV. Use of "FAXED" Copies for RFP's and Grant Applications**

Facsimile ("Faxed") copies of proposals will not be accepted. Only proposals with an original signature will be accepted as timely filed.

### **XV. Review of Proposals and Grant Awards**

Complete proposals will be reviewed and rated by a committee of professionals. Proposals will be rated according to the Evaluation Criteria contained in *Appendix A*. Applicants are advised to review the Evaluation Criteria for specific priority areas when writing their proposals.

The State Department of Education reserves the right to make grant awards under this program without discussion with the applicants. Therefore, proposals should be submitted in the most favorable terms from both a technical and cost standpoint. All awards are dependent upon the Connecticut State Department of Education receiving its allocation from the United States Department of Education.

Applications (original and 5 copies), **IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL**, must be received by 4:30 p.m. on Friday, July 14, 2006. **EXTENSIONS SHALL NOT BE GIVEN.**

The State Department of Education intends to announce recipients of grant awards by August 1, 2006. Grant amounts will be determined based on the appropriation. Applicants will be notified in writing as to the final disposition of their proposal. **ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF FEDERAL FUNDS. GRANTS ARE NOT FINAL UNTIL THE AWARD LETTER IS EXECUTED. APPLICANTS AWARDED FUNDS UNDER THIS GRANT PROGRAM ARE CAUTIONED NOT TO COMMIT SUCH FUNDS UNTIL AN OFFICIAL GRANT AWARD LETTER IS RECEIVED.**

### **XVI. Technical Assistance/Bidder's Conference Call**

A bidder's conference call is planned to review the parameters of this RFP. The call will be held by SDE on June 19, 2006 at 2:00 p.m. and is planned to provide assistance with responses to the RFP. This bidder's conference call is optional. Anyone interested in participating in the bidder's conference call must R.S.V.P. by Thursday, June 16, 2006 to Louis Tallarita by phone at (860) 807-2058 or email: [louis.tallarita@ct.gov](mailto:louis.tallarita@ct.gov). Bidder's registered for the call will be forwarded instructions for accessing the conference line.

EDUCATION OF HOMELESS CHILDREN AND YOUTH  
FY 07

**EVALUATION CRITERIA  
Cover Page**

Eligible Applicant: \_\_\_\_\_

Total Points Awarded: \_\_\_\_\_

Recommended for Funding: Yes \_\_\_\_\_ No \_\_\_\_\_

Required Information	Yes	No	Reader's Comments
<b>COVER PAGE:</b> Addresses all information, signed, Board/Agency approved.			
<b>ABSTRACT:</b> Provides a brief summary of program's design and objectives.			
<b>NOTIFICATION TO BIDDERS:</b> Signed.			
<b>ASSURANCES:</b> Signed.			
<b>AFFIRMATIVE ACTION STATEMENT:</b> Completed and Signed.			
<b>CERTIFICATION REGARDING DEBARMENT:</b> Completed and Signed.			

Category	Maximum Score	Reader's Score
Statement of Need/Problem	20	
Goals and Objectives	15	
Project Organization, Services & Activities	20	
Budget	30	
Documentation & Evaluation	15	
Special Considerations	5	
<b>TOTAL</b>	<b>105</b>	

Reviewer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RATING SCALE:**

Criteria are to be rated according to the five-point scale shown:

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Not Provided</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>

<b>Statement of Need/Problem (Max 20 pts)</b>	<b>Reader's Score</b>	<b>Reader's Comments</b>
Demonstrates a strong need for this project in the community. (10 pts)		
Describes the number of children and youth identified as homeless, including the method used for identification. (5 pts)		
Describes ways in which the district has identified the specific needs of children and youth who are homeless, including how this information was used to identify project needs. (5 pts)		
<b>Goals and Objectives (Max 15 pts)</b>	<b>Reader's Score</b>	<b>Reader's Comments</b>
Provides a concise statement of the goal(s) of the project that addresses how the enrollment, retention and educational success of homeless children are achieved. (5 pts)		
Provides realistic goals and objectives that are stated in a clear and measurable manner. (5 pts)		
Describes activities/strategies and outcomes that are measurable, impact learning gains and contain appropriate evaluation methods. (5 pts)		
<b>Project Organization, Services &amp; Activities (Max 20 pts)</b>	<b>Reader's Score</b>	<b>Reader's Comments</b>
Describes clearly the administrative structure and adequate staffing for the program showing name(s), position(s), responsibilities, who will manage the grant and delineates the role of a Homeless Liaison in the organization design. (5 pts)		
Describes a plan for collaboration through which schools are able to link community resources and other services available to homeless children and youths and their families. (5 pts)		
Provides evidence of planned involvement for parents or guardians of homeless children or youths in the education of their children. (5 pts)		
Provides an outline of related services to disadvantaged children and youth that demonstrates how the applicant will build upon, and not duplicate, those provided by other service providers. (5 pts)		

<b>Budget (Max 30 pts)</b>	<b>Reader's Score</b>	<b>Reader's Comments</b>
Includes a completed Budget Packet (Appendix D) including detail for line item costs reasonable and appropriate for scope of program. (10 pts)		
Budget is realistic overall, given the intended objectives and program design. (10 pts)		
The applicant makes use of current available resources as evidenced by the total cash match required by this application. (10 pts)		
<b>Documentation and Evaluation (Max 15 pts)</b>	<b>Reader's Score</b>	<b>Reader's Comments</b>
Describes a process to be used to evaluate the success of the program and measures the degree to which each objective of the project is achieved. (5 pts)		
Describes a process to collect relevant documentation for every student receiving services through this grant, how this information will be compiled, and by whom. (5 pts)		
Describes a process to collect feedback related to this project for use in local evaluation and program improvement. (5 pts)		
<b>Special Consideration (5 pts)</b>	<b>Reader's Score</b>	<b>Reader's Comments</b>
Priority school district (5 pts).		
<b>TOTAL</b>		

**SUMMARY COMMENTS AND RECOMMENDATIONS:**

(Attach additional page if needed)

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
STANDARD STATEMENT OF ASSURANCES  
GRANT PROGRAMS

PROJECT TITLE: \_\_\_\_\_

THE APPLICANT: \_\_\_\_\_  
(Insert Local Education Agency)

HEREBY ASSURES THAT:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit;
- L. The grant award is subject to approval of the State Department of Education and availability of state or federal funds.
- M. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference.

N. Required Contract Language

- (1) For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

- (2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said commission pursuant to said sections; (e) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.
- (3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- (5) The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

- (6) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
- (7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any matter prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the general statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56 of the general statutes.
- (8) The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

Additional assurances for McKinney-Vento Grant;

- O. An assurance 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 fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made.
- P. An assurance that the applicant complies with, or will use requested funds to comply with; paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Act.
- Q. An assurance that the cash match identified in this grant proposal has not been used as funding in any other LEA project.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title (typed) \_\_\_\_\_

GRANT APPLICATION PACKET  
COVER PAGE

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Division of Teaching and Learning Programs and Services  
Middletown, CT

Applicant Agency  
(Name, address, & phone)

Local Program Title

Name of Program School(s)

Agency Contact Person:  
(Name, address, phone)

Program Dates  
From: \_\_\_\_\_ To: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned authorized chief administrative official of this agency, submit this application on behalf of the participating agency, attest to the appropriateness and accuracy of the information contained herein, certify that this application, if funded, will comply with all relevant requirements of P.L. 107-110, McKinney-Vento Homeless Assistance Act, Subtitle VII B, and that the Statement of Assurances and all other assurances made herein will be fully implemented.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (typed): \_\_\_\_\_ Date: \_\_\_\_\_

Date of Board/Agency Approval: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_  
(SDE Use Only)

**Local Project Title:** \_\_\_\_\_

**Grant Period:** \_\_\_\_\_

**McKinney-Vento EHCY  
Funds Requested:** \$ \_\_\_\_\_

**Amount and Source of  
Project Cash Match** \$ \_\_\_\_\_ **Source:** \_\_\_\_\_

**A. ABSTRACT**



**C. GOAL(S) AND OBJECTIVE(S)**

1. Goal(s) Statement:

2. Objectives (*Include activities/strategies to be accomplished and the anticipated outcomes*):





**ED114 FISCAL YEAR 2007**

**BUDGET FORM**

**FUNDING STATUS:**

<b>GRANTEE NAME:</b>		<b>TOWN CODE:</b>
<b>GRANT TITLE: EDUCATION OF HOMELESS CHILDREN AND YOUTH</b>		
<b>PROJECT TITLE:</b>		
<b>FUND: 12060 SPID: 20770 YEAR: 2007 PROGRAM: 82079 CF1: CF2:</b>		
<b>GRANT PERIOD: 07/01/06 - 06/30/07</b>		<b>AUTHORIZED AMOUNT:\$</b>
<b>AUTHORIZED AMOUNT BY SOURCE:</b>		
<b>LOCAL BALANCE:\$</b>	<b>CARRY-OVER DUE:\$</b>	<b>CURRENT DUE:\$</b>
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>GRANT FUNDING</b>
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHER	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
331	AUDIT	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATION	
580	TRAVEL	
611	INSTRUCTIONAL SUPPLIES	
612	ADMINISTRATIVE SUPPLIES	
642	LIBRARY BOOKS	
690	OTHER SUPPLIES	
700	PROPERTY/EQUIPMENT ONLY	
940	INDIRECT COSTS	
	<b>TOTAL</b>	

\_\_\_\_\_  
 / /  
 ORIGINAL  
 REQUEST DATE

**X**  
 \_\_\_\_\_  
 STATE DEPARTMENT OF EDUCATION  
 PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_  
 / /  
 DATE OF  
 APPROVAL

\_\_\_\_\_  
 / /  
 REVISED  
 REQUEST DATE

## 2006-2007 McKinney-Vento Project Budget

**Grantee Name:** \_\_\_\_\_  
*(multiple LEAs in consortia must select one fiscal agency)*

Line Items	Description	McKinney-Vento EHCY Request	Cash Match Budget
111A			
111B			
112A			
112B			
119			
200			
321			
322			
323			
324			
325			
330			
331			
400			
510			
530			
580			
611			
612			
642			
690			
700			
940			
	<b>TOTALS</b>		

**IMPORTANT:**

1. Refer to the *Budget Code Descriptions* on pages 24-26 for budget line item descriptions and include how each proposed expenditure was calculated.
2. "Indirect Costs" are allowable only for agencies with an SDE approved indirect rate.

## BUDGET CODE DESCRIPTIONS

- 111A Administrator/Supervisor Salaries  
Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.
- 111B Teachers  
Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A Education Aides  
Salaries for grantee employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 112B Clerical  
Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 119 Other  
Salaries for any other grantee employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators' salaries, and food service personnel.
- 200 Personal Services - Employee Benefits  
Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A, 111B, 112A, 112B or 119. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.
- 321 Tutors (Instructional Non-Payroll Services)  
Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.
- 322 Inservice (Instructional Program Improvement Services)  
Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, inservice training specialists, etc., who are not on the grantee payroll.
- 323 Pupil Services (Non Payroll Services)  
Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

- 324 **Field Trips**  
Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.
- 325 **Parental Activities**  
Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.
- 330 **Other Professional/Technical Services**  
Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc. Do not include the cost of an independent auditor in this category.
- 331 **Audit**  
Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 330 as many grants do not include this cost as an eligible grant expenditure.
- 400 **Purchased Property Services**  
Expenditures for services to operate, repair, maintain and rent property owned and/or used by the grantee. These are payments for services performed by persons other than grantee employees. Most frequently allowed expenditures include: Rentals - costs for renting or leasing land, buildings, equipment or vehicles; Repair and Maintenance services - expenditures for repairs and maintenance services not provided directly by grantee personnel, including contracts and agreements covering the upkeep of buildings and equipment; and Construction Services (Remodeling and Renovation)-payments to contractors for major permanent structural alterations and for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems or other service systems in existing buildings. Utility services such as cleaning service, disposal service, snow plowing, lawn care, etc. could also be reported in this category. It is up to the program manager to inform applicants what is an allowable purchased property service under a grant program. The review of the budget justification should reveal the existence of any unallowable item.
- 510 **Pupil Transportation**  
Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.
- 530 **Communication**  
Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.
- 580 **Travel**  
Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.
- 611 **Instructional Supplies**  
Expenditures for consumable items purchased for instructional use.
- 612 **Administrative Supplies**  
Expenditures for consumable items directly related to program administrative (non-instructional) activities.
- 642 **Library Books (and Periodicals)**  
Expenditures for library books, reference books, periodicals and newspapers that are purchased for use by the school library.

690 Other Supplies

Allowable Expenditures for any other supply which is not instructional or administrative in nature. This category would include maintenance supplies, heating supplies, and transportation supplies.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only. Other items which could be included in this category if allowable under grant legislation are expenditures for the acquisition but not the rental of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 400 - Purchased Property Services.

In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year.

940 Indirect Costs

Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Beginning Fiscal Year 1998, grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs.

PROJECT NUMBER: \_\_\_\_\_  
(SDE Use Only)

Affirmative Action Statement

The current affirmative action packet for \_\_\_\_\_ Public Schools is on file with the Connecticut State Department of Education and is, by inference, part of this application.

Name of Superintendent:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent Date

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary takeover- transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of roles implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by *this* clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
PR/AWARD Number and/or Project Name

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Data Collection Form for

McKinney-Vento EHCY Project

LEA/Program Name: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ School Year

**Required For Every Student Receiving Any McKinney-Vento Services:**

Student's First Name	MI	Last Name	School
----------------------	----	-----------	--------

**Optional For All Students:**

Gender:  Female  Male

Ethnicity:

- Asian/Pacific Islander
- American Indian/Alaskan Native
- White (not Hispanic origin)
- Hispanic
- Black (not Hispanic origin)
- Other

Primary language spoken at home:  English  Spanish  Other

\*\*\*\*\*

1. (Optional) Student ID: \_\_\_\_\_
2. Date of first participation in McKinney-Vento Program (MM/DD/YYYY): \_\_\_\_\_
3. Exit date from McKinney-Vento Program (MM/DD/YYYY): \_\_\_\_\_
4. Total number of school days student attended school: \_\_\_\_\_
5. Student's Birth Date (MM/DD/YYYY): \_\_\_\_\_
6. Current Grade Level (circle one):
  - Below PK  1  4  7  10
  - PK  2  5  8  11
  - K  3  6  9  12
7. Birth Place:  Connecticut  Other U.S.  Out of U.S.
8. Type of service received (circle all that apply):
 

<ul style="list-style-type: none"> <li><input type="checkbox"/> enrollment assistance-school</li> <li><input type="checkbox"/> school supplies</li> <li><input type="checkbox"/> birth certificate</li> <li><input type="checkbox"/> school records</li> <li><input type="checkbox"/> payment of fees</li> <li><input type="checkbox"/> immunization</li> <li><input type="checkbox"/> TB skin test</li> <li><input type="checkbox"/> emergency clothing/shoes/school uniform</li> <li><input type="checkbox"/> medical/dental referral</li> <li><input type="checkbox"/> nutrition assistance</li> <li><input type="checkbox"/> emergency food</li> <li><input type="checkbox"/> transportation (paid by McKinney-Vento)</li> <li><input type="checkbox"/> Other Services Received (Not Listed):</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> counseling/referral to counseling services</li> <li><input type="checkbox"/> social work/referral to social work svcs</li> <li><input type="checkbox"/> summer services/referral to summer svcs</li> <li><input type="checkbox"/> break (holiday) services/referral to break svcs</li> <li><input type="checkbox"/> assistance in enrolling in Head Start</li> <li><input type="checkbox"/> assistance in enrolling in Even Start</li> <li><input type="checkbox"/> assistance in enrolling in Title I</li> <li><input type="checkbox"/> assistance in enrolling in Special Education</li> <li><input type="checkbox"/> assistance in enrolling in Bilingual/ESL</li> <li><input type="checkbox"/> emergency shelter – temporary</li> <li><input type="checkbox"/> housing referral</li> <li><input type="checkbox"/> transportation referral (non-McKinney-Vento)</li> </ul>
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**Required For Students Receiving Academic McKinney-Vento Service:** NOTE: This includes academic services paid for in full or in part with McKinney-Vento funds, as well as academic services provided through partnerships and collaborations with the McKinney-Vento program.

**9. Participation in special programs (circle all that apply):**

- |   |   |  |                                     |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Title I (including schoolwide) | <input type="checkbox"/> Pre-Kindergarten   | <input type="checkbox"/> Migrant       | <input type="checkbox"/> None       |
| <input type="checkbox"/> Special Education              | <input type="checkbox"/> Head Start         | <input type="checkbox"/> Parenting/PEP | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> Career and Technology          | <input type="checkbox"/> State Compensatory | <input type="checkbox"/> Bilingual/ESL |                                     |
| <input type="checkbox"/> Even Start                     | <input type="checkbox"/> Gifted/Talented    | <input type="checkbox"/> Other         |                                     |

**10. Academic Services Received Through this McKinney-Vento Program (circle all that apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> After-school tutoring @ school       | <input type="checkbox"/> Holiday program         | <input type="checkbox"/> Inter-session or summer program |
| <input type="checkbox"/> After-school tutoring @ shelter      | <input type="checkbox"/> In-class assistance     | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> After-school tutoring @ another site | <input type="checkbox"/> Educational Field Trips | <input type="checkbox"/> None                            |

**11. Lapse in School Attendance (time between last school attended and present enrollment):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 0 days of school    | <input type="checkbox"/> 4-14 days of schools | <input type="checkbox"/> 31+ days of school |
| <input type="checkbox"/> 1-3 days of schools | <input type="checkbox"/> 15-30 days of school | <input type="checkbox"/> Don't Know         |

**12. Present Living Situation:**

- |   |                                      |   |                                     |
|---|--------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Shelter (Domestic Violence, Family, Runaway/Youth) | <input type="checkbox"/> Motel       | <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Doubled Up   | <input type="checkbox"/> Car/Camping | <input type="checkbox"/> Substandard Housing  | <input type="checkbox"/> Don't Know |

**13. Present Family Situation:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> with 1 parent               | <input type="checkbox"/> with relative(s)    | <input type="checkbox"/> alone, in a supervised facility  |
| <input type="checkbox"/> with 2 parents              | <input type="checkbox"/> with spouse         | <input type="checkbox"/> alone, with no adult supervision |
| <input type="checkbox"/> with 1 parent & other adult | <input type="checkbox"/> with other adult(s) | <input type="checkbox"/> with peer(s)                     |
|  |  | <input type="checkbox"/> Don't Know                       |

**14. If student is living with an adult that is not a parent(s), is adult caregiver a legal guardian?**

- |                              |                             |                                     |                              |
|------------------------------|-----------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> N/A |
|------------------------------|-----------------------------|-------------------------------------|------------------------------|

**15. If student is living with one, or more, adult caregiver(s) (parents, relatives, or others) or spouse, is at least one adult caregiver employed?**

- |                              |                             |                                     |                              |
|------------------------------|-----------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know | <input type="checkbox"/> N/A |
|------------------------------|-----------------------------|-------------------------------------|------------------------------|

**16. Is the student expecting or the biological parent of a child?**

- |                              |                             |                                     |
|------------------------------|-----------------------------|-------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
|------------------------------|-----------------------------|-------------------------------------|

**Optional Items For Students enrolled in Program At Least Three Months:**

**17. In mathematics...**

Upon enrollment in the McKinney-Vento program, the student was performing:

- above grade level
- at grade level
- less than one year below grade level
- one year or more below grade level

Upon exit from the McKinney-Vento Program, the student was performing:

- above grade level
- at grade level
- less than one year below grade level
- one year or more below grade level

**18. In reading...**

Upon enrollment in the McKinney-Vento program, the student was performing:

- above grade level
- at grade level
- less than one year below grade level
- one year or more below grade level

Upon exit from the McKinney-Vento Program, the student was performing:

- above grade level
- at grade level
- less than one year below grade level
- one year or more below grade level

**19. If promotional (or graduation) decisions were made while the student was enrolled, was the student promoted to the next grade (or did the student graduate)?**

- |                              |                             |                                     |
|------------------------------|-----------------------------|-------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
|------------------------------|-----------------------------|-------------------------------------|