



# Lee/Ogle Regional Office of Education

Amy Jo Clemens, Regional Superintendent  
Paul J. McMahon, Assistant Regional Superintendent

*"The mission of the Lee/Ogle Regional Office of Education is to promote student achievement through regulatory and service functions."*

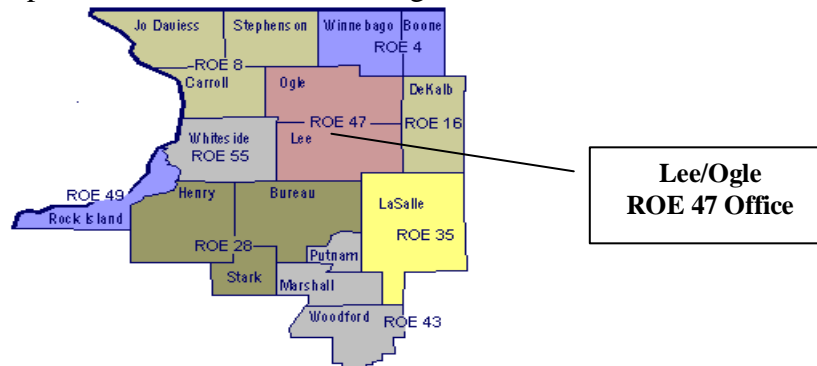
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**July 12, 2010**

**TO:** Eligible Applicants

**FROM:** Amy Jo Clemens, Regional Superintendent of Schools  
Area II - Lee/Ogle Regional Office of Education

**SUBJECT: REQUEST FOR PROPOSALS (RFP):** McKinney-Vento Education for Homeless Children and Youth Program – Area II Subgrants serving school districts in the following counties: Boone, Bureau, Carroll, DeKalb, Henry, Jo Daviess, LaSalle, Lee, Marshall, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, Winnebago, and Woodford Counties.



## General Information

**Eligible Applicants:** Regional Offices of Education, school districts, universities and charter schools that serve children age 3 to 21 are eligible to apply for this Subgrant RFP within counties in Area II.

**Sub-Grant Award:** Approximately \$1,600,000 will be available to fund the state's programs under this RFP in Fiscal Year (FY) 2011. Within that amount, Area II was funded **\$230,056** to provide subgrants. Applicants must consider the Student Information System (SIS) LEA homeless count(s) reported by each county within Area II. Overall, the proportion of the total 2009-2010 Title I, Part A funding provided to school districts in each area in relation to the total state allocation, and the demonstrated need of the area for homeless services when requesting grant funds. Funding levels are preliminary, and payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly and sufficient appropriation by the U.S. Congress. Obligations of the Illinois State Board of Education (ISBE) will cease immediately without further obligation should the agency fail to receive sufficient federal funds.

**Reaching Out to Educate...inspire and achieve excellence.**

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Amboy#272 Ashton-Franklin Center #275 Byron #226 Creston #161 Dixon #170 Eswood #269 Forrestville Valley #221  
Kings #144 Meridian #223 Nelson #8 Oregon #220 Paw Paw #271 Polo #222 Rochelle #231 Rochelle #212 Steward #220

### McKinney-Vento Homeless Education Subgrant Recipient Allocations for FY 11

All subgrant recipients will be required to cover the duties of a Regional Area Liaison (RAL) for the county. No individual district subgrants will be allowed for this grant cycle though RAL's are encouraged to transfer funds to districts to provide services to homeless students. For Area II, \$230,056 of subgrant funds are divided by the 2679 Area II students identified in SIS in June 2010 -- an allocation of \$85.87 per student identified. District total count is provided only to explain the county total allocation. The RAL is expected to provide services to meet the needs of all Homeless students in the county for FY 11 whether the district identified students in SIS or not.

	<b>RCDT</b>	<b>SIS Count</b>	<b>County Allocations</b>
<b>Boone</b>			<b>\$2,576</b>
Belvidere CUSD 100	04004100026	22	
North Boone CUSD 200	04004200026	5	
Got Kidz Child Care Inc	04004006P00	3	
<b>Winnebago</b>			<b>\$93,255</b>
Harlem UD 122	04101122022	129	
Kinnikinnick CCSD 131	04101131004	5	
Shirland CCSD 134	04101134004	2	
Rockton SD 140	04101140004	9	
Rockford SD 205	04101205025	895	
Hononegah CHD 207	04101207016	24	
County of Winnebago SD 320	04101320026	19	
Winnebago CUSD 323	04101323026	3	
<b>Carroll</b>			<b>\$2,061</b>
Eastland CUSD 308	08008308026	4	
West Carroll CUSD 314	08008314026	19	
Chadwick-Milledgeville CUSD 399	08008399026	1	
<b>JoDaviess</b>			<b>\$1,717</b>
East Dubuque USD 119	08043119022	2	
Galena USD 120	08043120022	12	
Warren CUSD 205	08043205026	6	
<b>Stephenson</b>			<b>\$13,567</b>
Freeport SD 145	08089145022	128	
Pearl City CUSD 200	08089200026	2	
Dakota CUSD 201	08089201026	12	
Lena Winslow CUSD 202	08089202026	12	
Orangeville CUSD 203	08089203026	4	
<b>DeKalb</b>			<b>\$20,179</b>
Genoa Kingston CUSD 424	16019424026	6	
Indian Creek CUSD 425	16019425026	15	
Hiawatha CUSD 426	16019426026	15	

Hinckley Big Rock CUSD 429	16019429026	2	
Sandwich CUSD 430	16019430026	42	
Somonauk CUSD 432	16019432026	8	
<b>Bureau</b>			<b>\$7,213</b>
Bureau/Henry/Stark ROE	28000000000	2	
Malden CCSD 84	28006084004	2	
Ladd CCSD 94	28006094004	8	
Spring Valley CCSD 99	28006099004	4	
DePue USD 103	28006103022	20	
Princeton ESD 115	28006115002	8	
Leepertown CCSD 175	28006175004	9	
La Moille CUSD 303	28006303026	5	
Bureau Valley CUSD 340	28006340026	12	
Princeton HSD 500	28006500015	5	
Hall HSD 502	28006502017	9	
<b>Henry</b>			<b>\$10,820</b>
Galva CUSD 224	28037224026	3	
Annawan CUSD 226	28037226026	5	
Cambridge CUSD 227	28037227026	7	
Geneseo CUSD 228	28037228026	15	
Kewanee CUSD 229	28037229026	91	
Wethersfield CUSD 230	28037230026	5	
<b>Stark</b>			<b>\$1,889</b>
Bradford CUSD 1	28088001026	5	
Stark County CUSD 100	28088100026	17	
<b>LaSalle</b>			<b>\$27,221</b>
Leland CUSD 1	35050001026	9	
Serena CUSD 2	35050002026	25	
Earlville CUSD 9	35050009026	3	
Streator ESD 44	35050044002	71	
Tonica CCSD 79	35050079004	3	
Deer Park CCSD 82	35050082004	2	
Grand Ridge CCSD 95	35050095004	11	
La Salle-Peru Twp HSD 120	35050120017	18	
La Salle ESD 122	35050122002	13	
Peru ESD 124	35050124002	8	
Oglesby ESD 125	35050125002	33	
Ottawa Twp HSD 140	35050140017	6	
Ottawa ESD 141	35050141002	8	
Marseilles ESD 150	35050150002	23	
Seneca Twp HSD 160	35050160017	1	

Seneca CCSD 170	35050170004	3	
Dimmick CCSD 175	35050175004	2	
Waltham CCSD 185	35050185004	2	
Wallace CCSD 195	35050195004	2	
Miller Twp CCSD 210	35050210004	4	
Rutland CCSD 230	35050230004	3	
Mendota Twp HSD 280	35050280017	9	
Mendota CCSD 289	35050289004	58	
<b>Marshall</b>			<b>\$2,147</b>
Henry-Senachwine CUSD 5	43059005026	17	
Midland CUSD 7	43059007026	8	
<b>Putnam</b>			<b>\$859</b>
Putnam County CUSD 535	43078535026	10	
<b>Woodford</b>			<b>\$4,723</b>
Metamora CCSD 1	43102001004	8	
Riverview CCSD 2	43102002004	12	
El Paso-Gridley CUSD 11	43102011026	8	
Lowpoint-Washburn CUSD 21	43102021026	6	
Roanoke Benson CUSD 60	43102060026	9	
County of Woodford School	43102122017	7	
Eureka CUD 140	43102140026	5	
<b>Lee</b>			<b>\$5,925</b>
Lee/Ogle ROE	47000000000	5	
Dixon USD 170	47052170022	53	
Amboy CUSD 272	47052272026	11	
<b>Ogle</b>			<b>\$8,759</b>
Creston CCSD 161	47071161004	16	
Rochelle Twp HSD 212	47071212017	25	
Oregon CUSD 220	47071220026	17	
Polo CUSD 222	47071222026	2	
Meridian CUSD 223	47071223026	4	
Byron CUSD 226	47071226026	10	
Rochelle CCSD 231	47071231004	24	
Eswood CCSD 269	47071269004	4	
<b>Rock Island</b>			<b>\$7,642</b>
Rock Island ROE	49000000000	3	
United Twp HSD 30	49081030017	11	
Silvis SD 34	49081034002	3	
Carbon Cliff-Barstow SD 36	49081036002	5	
East Moline SD 37	49081037002	12	
Moline USD 40	49081040022	12	

Rock Island SD 41	49081041025	17	
Riverdale CUSD 100	49081100026	1	
Sherrard CUSD 200	49081200026	23	
Rockridge CUSD 300	49081300026	2	
<b>Whiteside</b>			<b>\$19,492</b>
Erie CUSD 1	55098001026	17	
River Bend CUSD 2	55098002026	17	
Prophetstown-Lyndon-Tampico CUSD3	55098003026	44	
Sterling CUSD 5	55098005026	69	
Morrison CUSD 6	55098006026	22	
East Coloma SD 12	55098012002	9	
Rock Falls ESD 13	55098013002	15	
Riverdale SD 14	55098014002	8	
Montmorency CCSD 145	55098145004	7	
Rock Falls Twp HSD 301	55098301017	19	
<b>Total</b>		<b>2,679</b>	

**Grant Period:** The grant period will begin no sooner than July 1, 2010 and will extend from the execution date of the grant agreement until June 30, 2011. Continuation funding will be available for two additional fiscal years (i.e., 2012 and 2013) contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding fiscal year.

**Letter of Intent:** Eligible applicants are encouraged to submit a non-binding letter of intent to participate in this grant competition. The letter should include the name of the Local Area Liaison (LAL) and the phone number and e-mail address of the primary contact. The letter should be submitted electronically to [lporter@leeogle.org](mailto:lporter@leeogle.org) no later than **July 22, 2010**.

**Application Deadline:** Mail the original and three (3) copies to Lois Porter, Area II Lead Liaison, McKinney-Vento Homeless Education Program, Lee/Ogle Regional Office of Education #47, 7772 Clinton Street (Grand Detour), Dixon, Illinois 61021, to ensure receipt no later than 4:00 p.m. **August 16, 2010**. The original and three copies must be received no later than the due date for the proposal to be considered. Incomplete, late or faxed proposals will *not* be eligible for consideration. Hand-delivered proposals will be accepted.

**Contact Person:** For more information on this RFP, contact Lois Porter by e-mail at [lporter@leeogle.org](mailto:lporter@leeogle.org)

### **Background**

The McKinney-Vento Homeless Assistance Act of 1987 is authorized under Title VII, Subtitle B (42USC 11431 et seq.) and hereinafter referred to as “the Program.” The Program was originally authorized in 1987 and, most recently, reauthorized by the No Child Left Behind Act of 2001. The Program is designed to address the problems that homeless children and youth face in

enrolling, attending, and succeeding in school. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging state student academic achievement standards to which all students are held. Under this RFP funding is provided on a competitive basis to subgrantees serving local education agencies (LEAs) located within their respective areas, and to assist with the implementation of the provisions of the McKinney-Vento Homeless Assistance Act. The Homeless Assistance Act requires that each school district in the state, regardless of whether it receives a homeless program grant, meet certain conditions when educating homeless children and youth. These conditions located at [http://isbe.net/homeless/pdf/mckinney-vento\\_plan.pdf](http://isbe.net/homeless/pdf/mckinney-vento_plan.pdf) include the following:

- Every school district must designate a local liaison for homeless children and youth who will be available to provide supportive, sensitive identification and enrollment of families with children and youth experiencing homelessness;
- The school district is prohibited from segregating a homeless student in a separate school or separate program within a school based upon the student's status as homeless;
- Each school district must adopt policies and practices to ensure that transportation is provided, at the request of the parent, guardian, unaccompanied youth, surrogate guardian or caregiver, to and from the school of origin;
- If a dispute about school enrollment arises, the school district must immediately admit a student experiencing a homeless condition to the school in which enrollment is sought by the parent, guardian, unaccompanied youth, surrogate guardian, or caregiver, pending resolution of the dispute;
- School placement determinations must be made on the basis of the student's "best interest," as defined in Section G1-2 of the non-regulatory guidance, which can be found at <http://www.2.ed.gov/programs/homeless/guidance.pdf>; and
- When completing a student's enrollment, each school must include in ISBE's Student Information System's (SIS) data about the **homeless condition** of the student enrolled.

The purpose of the RFP is to fund subgrants specifically located in Area II that is designated by the Illinois Association of Regional Superintendents of Schools (IARSS) (see regional map in Appendix A) to assist school district homeless liaisons in implementing the requirements of the McKinney-Vento Homeless Assistance Act. The **Regional** Area Liaison (RAL) will be responsible for transferring grant funds to school districts in its county through a collaborative process to enable school districts showing the most need to establish local programs meeting the requirements of the McKinney-Vento Homeless Assistance Act.

Area II Lead Liaison will provide technical assistance, training, and services to all of the school district homeless liaisons. RALs will assist local families and homeless students to access education, housing, and social and health related services in their region of coverage to ensure that each homeless child and youth have equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Specific information about the duties of the RALs, as well as the responsibilities of school districts, in serving homeless children and youth and their families are described under "Program Specifications." Successful applicants must demonstrate knowledge about and understanding of the McKinney-Vento Act requirements; therefore, applicants are encouraged to review the federal guidance at <http://www.2.ed.gov/programs/homeless/guidance.pdf>.

### Program Specifications

**Regional Liaison (RAL):** The Regional Liaison will be responsible for:

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

### 16 Allowable Program Activities

The funds provided under the Education of Homeless Children and Youth State Grant Program may be used for activities that carry out the purpose of the federal Education of Homeless Children and Youth program, including those listed below. Services and activities may be provided on school grounds or at other facilities. All services and activities must be provided to the maximum extent practicable, through existing programs and mechanisms that integrate homeless children and youth with non-homeless children and youth. Additionally, all services and activities must be designed to expand or improve services provided as part of the school's regular academic program, but **not to replace such services provided under that program, such as Title I set-aside funds.**

1. Tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging state standards established for other children and youth (i.e., Illinois Learning Standards; see <http://www.isbe.net/ils/Default.htm>).
2. Expedited evaluations of the strengths and needs of homeless children and youth, including their need and eligibility for programs and services (including gifted and talented programs, special education programs, programs for students with limited English proficiency, alternative education programs and remedial services).
3. Professional development and other activities for educators and other school personnel that are designed to develop awareness of and sensitivity to the needs

- of homeless children and youth and the rights of such children under the McKinney Act and the state Education for Homeless Children Act.
4. Referral services to homeless children and youth for medical, dental, mental and other health services and documentation of all referrals and outcomes.
  5. Assistance to defray the excess cost of transportation for students not otherwise provided through federal, state, or local funding, where necessary to enable students to attend school.
  6. Developmentally appropriate early childhood education programs for homeless children of preschool age that are not provided through other federal, state, or local funds.
  7. Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services that are provided to non-homeless children and youth.
  8. Before-and after-school, mentoring, and summer programs for homeless children and youth in which a teacher or other qualified individuals provide tutoring, homework assistance, and supervision of educational activities.
  9. Where necessary, the payment of fees and other costs associated with tracking, obtaining and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization records, academic records, guardianship records, and evaluations for special programs or services.
  10. Parent education and training for the parents of homeless children and youth about the rights of and resources available to such children and youth.
  11. Coordination between schools and agencies providing services to homeless children and youth to expand and enhance such services.
  12. Counseling, social work and psychological services, including violence counseling and referrals for such services with documentation of the referral and outcome report of such services.
  13. Activities to address the particular needs of homeless children and youth that may arise from domestic violence which can include education for school and community members about the impact and effects on children of domestic violence.
  14. The adaptation of space and the purchase of supplies for non-school facilities and services made available to homeless children and youth.
  15. School supplies to be distributed at shelters or temporary housing facilities documenting the number of children served, ages, and grades (no names).
  16. Other extraordinary or emergency assistance essential to enable homeless children youth to enroll and retain such children and youth in school.

#### **Coordination with Other Providers**

School districts are required to coordinate and document their homeless efforts with other service providers and programs that provide assistance to homeless families. Coordination must be designed to:

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

In addition, successful applicants will be responsible for:

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

### **Proposal Narrative Requirements**

Using Attachment 3 (i.e., Proposal Narrative), respond to each requirement in the order presented below. Limit the proposal narrative to 10 pages.

#### **I. Needs Assessment**

Describe the comprehensive needs assessment undertaken to complete this proposal. The description must address each of the following areas in the order presented below.

- a.** Indicate the county or counties that the applicant intends to serve and include the *number* of each in the categories below that operate in that area:

<b>School Districts</b>	_____
<b>School Buildings</b>	_____
<b>Teachers</b>	_____
<b>Administrators</b>	_____
<b>Shelters</b>	_____
<b>Community Groups</b>	_____

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

- c.** Describe the barriers (i.e., educational and related needs) faced by homeless children and youths residing in the attendance areas of the school district to be served by the applicant. Address each barrier separately using the section headings below. Indicate the activities, as enumerated on Attachment 4 (i.e., Objectives, Activities, and Measures) which will be implemented to ameliorate each of the barriers identified see <http://www2.ed.gov/programs/homeless/guidance.pdf>. Examples of each type of barrier are provided, but not limited to, the following:

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

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

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

## **II. Program Description**

Describe the proposed program to be implemented to address the needs and barriers identified in item I. Needs Assessment - Barriers above. The description must address each of the following areas in the order presented below.

### **a. School District Homeless Liaisons**

Describe the steps to be taken to ensure that each school district in the area has a school district homeless liaison appointed before the start of the 2010-11 school year. Include as part of the proposal a list of the school district homeless liaisons currently employed. The list must include the name of each liaison (i.e., phone number, e-mail address, and mailing address), and the name of the employing school district.

### **b. Training Program**

Describe in detail the process to be used to

- i. assess the needs of school district liaisons for training and technical assistance. Based on the needs identified indicate the specific training to be provided to homeless liaisons to help them remove barriers for homeless children and youth and to assist school districts in meeting the requirements of the McKinney-Vento Act.
- ii. determine what subsequent training sessions are needed to address the needs of school districts within the county/counties served by this program.
- iii. provide training sessions to the homeless education liaisons, the steps to be taken to ensure their participation, and the documentation system to be used to track the number of school district liaisons participating in the training, frequency of their participation, and the nature of the training presented.
- iv. Determine the effectiveness of the training program will be evaluated and how the data will be delivered to the Area II Lead Liaison annually.

### **c. Review of Policies and Procedures**

Describe how the applicant will work with school districts in its service area to review the policies and procedures that have been implemented to ensure that all homeless children and youth enroll in school, attend school, and achieve success in school and that those students will not be isolated or stigmatized due to their homeless status. This should include a description of any school district policies related to transportation. Describe how the applicant will work with these districts to ensure that each homeless student has equal access to the same free appropriate public education, to include public preschool education services provided by state-funded education entities. This description must

include the process for identification and documentation of the demographic information on all the children of homeless families to ensure that all children birth to age 21 receive appropriate services. Include information about how families with children less than age 6 will be provided with information and referral to appropriate preschool and early childhood services.

**d. Local Coordination**

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

**e. Family Assistance**

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

**III. Staffing**

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

**IV. Data Collection**

Describe the process that will be used to ensure that a school district has accurately reported on time all required national data by the established deadlines and describe and how the school districts will maintain the data on each homeless child and youth enrolled at the beginning of or during the academic year and any and all children and youth who became homeless during the academic year in the Illinois Student Information System (or its successor program).

**V. Evaluation**

Describe in a time-specific format the objectives, project activities, and measures that will be used to assess the effectiveness of the project. Use Attachment 4 (i.e., Objectives, Activities, and Measures) to complete the evaluation plan. Describe how the evaluation results will be used in the continued development and improvement of the program.

**Fiscal Information**

**Approximately \$230,056** is available to fund Area II Subgrantees.

Allowable uses of the funds include the following functions -- Instructional (1000), Attendance/Social Work (2110), Training (2210), Administrative (2300), Parent/Community activities (3000) etc

1. Salaries -- professional (2110) and clerical (2300);
2. Clerical/Bookkeeping Services (2300)
3. Materials and supplies – various
4. Printing;

5. Postage;
6. Telephone and fax;
7. Cost for travel for the purpose of meeting with and delivering services to school districts located in the area served;
8. Training costs (materials, travel, and lodging); and
9. Costs pertaining to attendance at statewide meetings and community and organization educational presentations.

Programs funds **must not be used** for any of the following without prior written approval of ISBE:

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

Administrative expenses and general expenses not directly attributed to program activities must not exceed 5 percent of the total grant award.

*For purposes of compliance with Section 511 of P.L. 101-166 (the "Stevens Amendment"), applicants are advised that 100 percent of the funds for this program are derived from federal sources. The total amount of funding available is approximately \$230,056.*

### **Proposal Format**

Each proposal must be submitted in the format outlined below and limited to the requested information. Unrequested information or additional attachments (e.g., letters of support) will not be reviewed as a part of the competitive process; narrative information exceeding the 10 page limit will not be reviewed; and incomplete proposals will not be considered for funding. Proposals must be clipped or stapled but not bound. Please use the following as a checklist in assembling your completed proposal.

\_\_\_ **1. Cover Page (Attachment 1):** This completed form constitutes the cover page of the proposal. No other cover page may precede it. The cover page must be signed by the school district superintendent or fiscal/administrative official authorized to submit the proposal.

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

\_\_\_ **3. Proposal Narrative (Attachment 3):** Using the form provided, respond to each of the requirements listed in the *Proposal Narrative Requirements* section of this RFP. The proposal narrative ***must be limited to 10 pages.***

\_\_\_ **4. Objectives, Activities and Measures (Attachment 4):** Use the form provided to list the objectives, activities, and measures of the proposed project in a time-specific format.

Additional pages may be used to provide detailed objectives; activities; and measures, tools, and strategies for the evaluation of each objective identified for the proposed program.

\_\_\_ **5. Budget Summary and Payment Schedule (Attachment 5):** Must be submitted on the form provided and signed by the fiscal/administrative official authorized to submit the proposal covering the county. The payment schedule should be based on the projected date of expenditures and be prepared in accordance with the State and Federal Grant Administration Policy and Fiscal Requirements and Procedures handbook found at [http://www.isbe.net/funding/pdf/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf). Supplies, equipment, contracted services, and professional development should be requested in the month for which the expenditure is anticipated.

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

\_\_\_ **7. Proposed Subgrantees and Subcontractors (Attachment 7):** Supply the required information, clearly describing the need for the subcontracting in relation to the expenditures detailed on the Budget Narrative, Attachment 6.

\_\_\_ **8. Continuum of Care Service Providers (Attachment 8, 8A and 8B):** Each proposal must include the name and contact information of each proposed Continuum of Care Consortia service provider as well as a detailed service plan with supporting activities for each proposed service provider. Each proposal must also include a signed Continuum of Care sheet designating the coordination of services, a summary of the coordination and collaboration activities, and an assurance that the applicant has collaborated with its Continuum of Care region in developing the proposal.

\_\_\_ **9. Assurance (Attachments 10):** Each applicant is required to submit “Program-Specific Terms of the Grant,” with the original proposal (*no copies are needed*). The form must be signed by the school district superintendent or fiscal/administrative official legally authorized to submit the proposal and to bind the applicant to its contents.

### **Criteria for Review and Approval of Proposals**

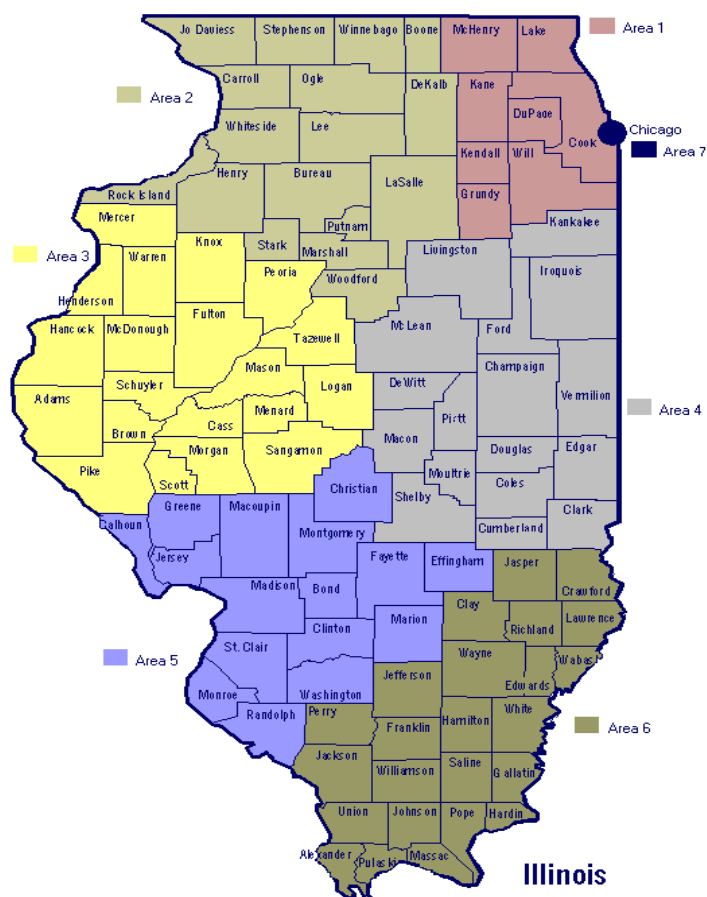
Proposals will be evaluated in a competitive review process in accordance with the applicable criteria set forth below and conducted by an expert panel of reviewers with experience in and knowledge of the McKinney-Vento Education for Homeless Children and Youth Program. Proposals will be scored on the criteria outlined below, ranked by score, and awarded according to rank and available funding. **The total points possible is 100.**

**1.** The proposal provides sufficient evidence that the subgrantee is sufficiently familiar with the needs of the county/counties to be served to ensure that the homeless program to be established will adequately assist school district homeless liaisons and their school districts to meet the needs of homeless children and youths. **(20 points)**

- 2.** The proposed training activities and other services to be provided by the subgrantee have a strong potential for helping school district's personnel design and continue programs that enable homeless children and youths to achieve stability and integration within the regular education programs in order to reach the same challenging state content and student performance standards to which all children and youths are held, including preparation for self-sufficiency, and that such activities and services address mechanisms for involving parents or guardians of homeless children and youth in the education of their children. **(30 points)**
- 3.** The proposal demonstrates that effective coordination with private, non-profit entities, social services agencies and other agencies serving homeless children and youths and their families will occur, as necessary, so that the school district homeless liaison and the school district are able to provide services that are appropriate and comprehensive. **(10 points)**
- 4.** The proposal describes the process to be used by the subgrantee to review the policies and practices of the school districts in the county/counties to ensure that they facilitate the enrollment and regular attendance of homeless children and youths in the schools without isolating or stigmatizing them. **(15 points)**
- 5.** The proposed evaluation process is designed to assess the effectiveness of the programs activities and services in relation to the program's goals and objectives and its capacity to produce data that can be used to improve the program. **(10 points)**
- 6.** The proposed budget is consistent with the proposal's activities and appears to be cost-effective in light of the services being provided and number of participants being served. **(15 points)**

## Appendix A

### Illinois Area Lead Liaisons



**Area 1** ROE 56 Will-Dave Levek, [dlevak@willcountyillinois.com](mailto:dlevak@willcountyillinois.com)

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**Area 2** ROE 47 Lee/Ogle-Lois Porter, [lporter@leeogle.org](mailto:lporter@leeogle.org)

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**Area 3** ROE 26 Hancock/McDonough-Eileen Worthington, [mworthin@roe26.net](mailto:mworthin@roe26.net)

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**Area 4** ROE 32 Iroquois/Kankakee-Jim Moberly, [jmoberly@i-kan.org](mailto:jmoberly@i-kan.org)

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**Area 5** ROE 3 Bond/Fayette/Effingham-Ann Schwarm, [aschwarm@fayette.k12.il.us](mailto:aschwarm@fayette.k12.il.us)

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**Area 6** ROE 21 Franklin/Williamson-Mickey Sullivan, [msullivan@roe21.k12.il.us](mailto:msullivan@roe21.k12.il.us)

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