

Mini-grant Application for

Professional Development in Homeless Education

Virginia 2008

**Authorized by the
McKinney-Vento Homeless Education Assistance Improvements
Act of 2001**

Title X, Part C of the *No Child Left Behind Act*

Closing Date: July 1, 2008

Who is eligible to apply?

All Virginia local education agencies (LEAs) that are on file with the Virginia Department of Education, Federal Programs and are not current recipients of McKinney-Vento subgrants are eligible. LEAs may include external partners; however, the local school system assumes responsibility for setting program goals and monitoring program accomplishments. The LEA will serve in the capacity of fiscal agent.

What is the funding?

- Source: U.S. Department of Education, through the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Title X, Part C of the No Child Left Behind Act, P.L. 107-110)
- Amount Available: Funding available for professional development mini-grants is approximately \$25,000 for the Commonwealth of Virginia.
- Size of Grants: Based on need and program capacity, grants will range from \$500 to \$3000.
- Grant Period: Authorization date to December 31, 2008.
- Funding Guidelines: The grant will provide scholarships and support for professional development to improve program implementation. Applications that feature collaboration among community service providers (homeless services, mental health, food banks, continuum of care) and school personnel will be favored in the review process.

What is the purpose of this grant?

These funds are offered to support the attendance of school personnel and community partners at the 20th Annual Conference of the National Association for the Education of Homeless Children and Youth to be held in Arlington, Virginia at the Hyatt Regency Crystal City, October 31 – November 3, 2008. The 20th Annual Conference will provide research-based and best practice professional development opportunities, which focus on ensuring that every child and youth experiencing homelessness is successful – academically, personally, and socially. The conference will also offer Continuing Education Credits (CEU) as part of the conference registration rate.

The following topical areas will be covered:

- Accelerating Student Achievement

- Program Planning and Development
- Early Childhood Education
- Older Youth
- Child Welfare
- Federal Education Program Coordination
- Evaluation and Research
- Legislative and Policy Issues

What are the requirements of the grant process?

- The authorized representative for each applicant must sign the Statement of Assurances included with this proposal packet (Appendix B). This representative must have the authority to ensure that the local education agency making the application will fulfill all statutory and regulatory requirements for audit and monitoring purposes (usually the ranking administrator).
- All grant programs must maintain fiscal and program records for a minimum of five years.
- All project funds must be spent according to the approved project proposal and encumbered no later than November 30, 2008.
- It is expected that grant recipients will follow reimbursement procedures and respond to all grant requirements in a timely fashion. Reimbursements must be submitted to Project HOPE-Virginia by December 15, 2008. Forms for reimbursement are available at <http://www.wm.edu/hope/virginia/virginia.html>.
- Final report must be submitted by December 15, 2008. See Appendix C for report format.

Application Procedures

The proposal should be typed and double-spaced with at least one-inch margins. The following format should be used to ensure that the reviewers can determine that all specifications have been met:

1. Application cover page with the required signature(s) and cover letter
2. Completed Registrant Travel Worksheet for each Proposed Attendee (see Appendix A)
3. Signed Assurances (see Appendix B)

The proposal must be received by **5:00 p.m. on July 1, 2008.**

Send an electronic copy of your proposal (Word or a PDF version is preferred) to Jodi Mincemoyer, Grants Administrator Project HOPE-Virginia at jaminc@wm.edu. The signed assurances page may be faxed to 757-221-5300.

Contact information:

Jodi Mincemoyer, Grants Administrator
 Project HOPE-Virginia
 School of Education
 The College of William and Mary
 P.O. Box 8795
 Williamsburg VA 23187-8795

Phone: 757-221-4002
 Fax: 757-221-5300
 E-mail: jaminc@wm.edu

Proposal Format

- I. *Application cover page* with the required signature(s):
The application cover page must include the following items:
- Amount of funding requested
 - Submitting school division
 - Collaborating community partners
 - Grant Application Contact Person (include mailing address, phone, fax numbers, and e-mail address)
 - Signature of Authorized Official (the same one who signs the assurances) with date and title
- II. *Registrant Travel Worksheet*: Submit one worksheet for each traveler/position to be included in the grant budget. Confirmation of names will be needed for final registration by September 1, 2008.
- III. *Assurances*: The signed statement of assurances form found in Appendix B accompany your application submission.

Criteria For Review

The proposals will be evaluated based on the following criteria. Information will be drawn from annual data collection reports submitted by the homeless education liaison and through the school division's Title I consolidated application. Additional materials (e.g., community needs assessment, training or presentation materials, homeless education program outlines/summaries, meeting minutes) may be submitted in support of the application.

- Number of students identified as homeless in the last two years
- In-kind support for homeless education program, including Title I set aside
- Community outreach and collaboration efforts

APPENDIX A

REGISTRANT TRAVEL WORKSHEET

NAEHCY 20th Annual Conference
Mini Grant Application for Professional Development

Please type or print all information legibly. Submit a separate form for each attendee.

Name: _____

Organization/
Agency: _____

Position Title: _____

Mailing
Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Arrival Date: _____ Time: _____

Departure
Date: _____ Time: _____

(√ planned attendance)

√	Travel Costs Worksheet	Cost
	Pre Conference 10/31/08 (2 half day sessions)	\$145.00
	Full Conference 11/1 – 3/08	\$440.00
	One-day attendance (check date)	
	_____ Saturday, November 1, 2008	\$240.00
	_____ Sunday, November 2, 2008	\$240.00
	Estimated Transportation Train or Airfare Mileage (# miles x local reimbursement rate)	
	Hotel costs (rate listed is single occupancy) # nights x \$200	
	Total:	

Additional conference information is available at www.naehcy.org.

Upon approval of grant funds, applicants must register for the conference and complete all necessary travel arrangements. Information can be found at www.naehcy.org. Completion of this form does not constitute registration.

APPENDIX B

ASSURANCES

A copy of the assurances should be kept on file in the division.

ASSURANCES

NAME OF LEA:

Assures and certifies their compliance with all regulations, policies, guidelines, and requirements as they relate to the acceptance and use of state funds including the following specific assurances:

- The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
- The LEA'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;
- The LEA complies with or is using the funds to comply with the requirements set forth in paragraphs (3) through (7) of section 722(g) of the McKinney-Vento Act;
- The LEA has implemented policies and procedures to ensure that activities will not isolate or stigmatize homeless children and youth;
- Funds will supplement, but not supplant other Federal, State, and local funds that were previously used to provide services to homeless children and youth;
- The LEA is in compliance with the requirements regarding school prayer as specified in P. L. 107-110, Title IX, Section 9524;
- The LEA is in compliance with the requirement regarding equal access to public school facilities as specified in P. L. 107-110, Title IX, Section 9525;
- The LEA shall comply with Section 22.1-277.01, of the Code of Virginia that requires the expulsion for one year of any student determined to have brought a weapon to school. A description of each incident, the name of the school concerned, the number of students expelled from each school, and the type of weapon used in each instance of expulsion will be reported to the Virginia Department of Education in compliance with provisions under Section 4141 of Title IV. This agency has a policy that requires referral to the criminal justice or the juvenile delinquency system of any student who brings a firearm or weapon to school;
- The LEA will cooperate in carrying out any evaluation conducted by or for the state educational agency, the Secretary, or other federal officials;
- The LEA will submit such reports to the state educational agency (which shall make the reports available to the Governor) and the Secretary of Education as the state educational agency and Secretary may require to enable the state educational agency and the Secretary to perform their duties;
- The LEA will maintain such records for five years, provide such information, and afford such access to the records as the state educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the state educational agency's or the Secretary's duties;
- The LEA will ensure that funds are expended in accordance with the school division's approved application or amended application. In the event the local division needs to expend funds in any manner other than stipulated in the approved application, the plan must be amended using the amendment process provided by the Virginia Department of Education. The application must be amended before funds can be expended for activities not approved in the original application.

Signature Of Authorizing Agent:	Title of Authorizing Agent:
Printed Name:	Date:

APPENDIX C

POST CONFERENCE REPORT FORM

EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM

Conference Summary Report for McKinney-Vento Mini-grant Recipients

1. **School Division:** _____ **Report Date:** _____

Name and Title of Person Completing Report: _____

Phone: _____ **E-mail Address:** _____

Name and Title of Homeless Education Liaison: _____

2. **Conference Attendees from within school division** (List all names and titles.):

3. **Conference Attendees from partner agencies** (List all names and titles.):

4. **Attach completed summary form for each attendee claiming reimbursement under this grant. Submit this report to Project HOPE-Virginia by December 15, 2008.**

Project HOPE-Virginia
College of William and Mary
Post Office Box 8795
Williamsburg, VA 23187

Phone: 757-221-4002
Fax: 757-221-5300
Email: jaminc@wm.edu

School Division: _____ **Report Date:** _____

Name and Title of Person Completing Report: _____

Preconference Sessions Attended October 31, 2008:

Morning Session: _____

Afternoon Session: _____

Conference Sessions Attended November 1, 2008:

Concurrent Session 1: _____

Concurrent Session 2: _____

Other events (networking, general session, LeTendre): _____

Conference Sessions Attended November 2, 2008:

Concurrent Session 3: _____

Concurrent Session 4: _____

Concurrent Session 5: _____

Other events (general sessions): _____

Conference Sessions Attended November 3, 2008:

Concurrent Session 6: _____

Other events (general session): _____

Summary of knowledge/skills acquired (Attach another page as necessary.):

What will you do differently as a result of this conference to serve children and youth experiencing homelessness? (Attach another page as necessary.)

