

## Board Meeting Agenda Item Executive Summary

**Supt.'s Office Use Only**

**Board Meeting** 7-15-08

**Agenda** Consent

**Item No.** F. 8.

<b>Board Meeting Date:</b>	July 15, 2008
<b>Submitted By:</b>	Everett Caudle
<b>Item Description:</b>	Continuation Grant for Education for Homeless Children and Youth (Title X)

**Purpose and Explanation:**

A proposal has been prepared for submission to the Florida Department of Education to request funds to continue the district's Education for Homeless Children and Youth (Title X) program. Funds will be used to provide services for homeless children in all schools at all grade levels throughout the district. A half-time liaison will be employed to coordinate service delivery. Materials and supplies will be purchased for use by Alachua County homeless children to enable them to participate in a full range of elementary, middle, and high school educational opportunities. A total of \$60,500 is requested.

### BUDGETARY IMPACT

**Funding Source (Description):** Federal Projects **Amount: \$60,500**

<b>Staff Attorney Review &amp; Approval</b> <i>(For Contracts Only)</i>	Date: _____ Initial: _____	ADDITIONAL INFORMATION Yes: _____ No: _____
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# **Florida Department of Education**



## **Title X, Part C - Education for Homeless Children and Youth Program Project Application**

**2008-2009 Project Application Plan and**

**2007-2008 Self-assessment Progress Report**

**FLORIDA DEPARTMENT OF EDUCATION**

*Project Application*



School board of alachua county  
 Name of Eligible Recipient:

**TAPS Number**  
 # 09A095

**B)** \_\_\_\_\_  
 Project Number: **(DOE USE ONLY)**

**FLORIDA DEPARTMENT OF EDUCATION  
 BUDGET NARRATIVE FORM**

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
5100	120	Teacher Salaries & Stipends - A total of \$13,000 is requested for stipends to employ teachers to provide tutoring services and attend training at times beyond their regular contract hours.	0.000	13,000.00
5100	210	Retirement is calculated @ 9.85%	0.000	1,281.00
5100	220	Social Security is calculated @ 7.65%	0.000	995.00
5100	290	Early Retirement is calculated @ 0.40%	0.000	52.00
5100	291	Terminal Pay is calculated @ 1.25%	0.000	163.00
5100	370	Postage - A total of \$168 is requested for postage for approximately 2 mailings per year x 400 student (families) x 0.42.	0.000	168.00
5100	390	Other Purchased Services – A total of \$1,600 is requested to provide \$4/student x 400 students with entry fees to activities that require payment of nominal fees.	0.00	1,600.00
5100	510	Supplies - A total of \$5/participant x 400 students is requested for supplies (school supplies and hygiene).	0.000	2,000.00
5100	520	Flexible Textbooks - A total of \$345 is requested for flexible textbooks for below grade level readers and English language learners.	0.000	345.00
6110	130	Homeless Liaison (Half-time position: .50 from Title X	0.50	25,000.00
6110	210	Retirement is calculated @ 9.85%	0.000	2463.00
6110	220	Social Security is calculated @ 7.65%	0.000	1913.00
6110	230	Group Insurance is calculated @ \$4,423 per full-time employee.	0.000	2,963.00
6110	290	Early Retirement is calculated @ 0.40%	0.000	100.00
6110	291	Terminal Pay is calculated @ 1.25%	0.000	313.00

6110	330	<p>Travel - Travel funds of \$506 are requested for the homeless liaison to attend the statewide orientation: two nights lodging @ \$150/night (\$300), plus two days per diem @ \$40/day (\$80), and round trip travel @ 250 miles x \$0.505/mile (\$126).</p> <p>Funds of \$506 are requested to enable the homeless liaison to attend the statewide homeless coalition meeting: two nights lodging @ \$150/night (\$300), plus two days per diem @ \$40/day (\$80), and round trip travel @ 250 miles x \$0.505/mile (\$126).</p> <p>Funds of \$1,410 are requested for the social worker to attend the annual National Association for the Education of Homeless Children and Youth Conference: four nights lodging @ \$150/night (\$600), plus four days per diem @ \$40/day (\$160) and round trip airfare (\$600) plus local transportation costs (\$50).</p> <p>Local travel: \$1,136 – Homeless Liaison local travel calculated @ 0.505/mile x 25 miles x 90 days</p>	0.000	3,558.00
6110	370	Communication - A total of \$130 is requested for cell phone service for 12 months through the district.	0.000	130.00
6110	390	Printing - A total of \$408 is requested for printing and duplication of program materials for staff/district training and general mailings and brochures, for printer toner/cartridges, and for paper costs.	0.000	407.00
7200	790	Indirect costs are calculated at the district rate of 2.28%	0.000	1,349.00
7800	390	Other Purchased Services – A total of \$600 is requested to purchase 20 adult (\$1.00) and 20 student (\$0.50) fare bus passes for schools to use for emergency transportation purposes x 20 school sites.	0.000	600.00
7800	390	Field Trips - total of \$5.25 x 400 program participants is requested for field trips.	0.000	2,100.00
<b>C) TOTAL</b>				<b>\$60,500</b>





**Title X, Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan  
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The purpose of the review will be to ensure that the subgrantee:

1. has implemented its project as described in the original or amended proposal submitted for funding;
2. has implemented a program that is meeting its goals;
3. has addressed any changes or adjustments needed to meet these goals; and
4. has used funds in a manner consistent with activities outlined in the application and according to applicable laws and regulations.

The Progress Report asks the subgrantee to review the following:

1. program elements, such as the highlights of the year's successes and challenges and budget reporting;
2. project objectives;
3. progress towards outcomes; and
4. changes that might be needed in policy, procedures, measurable criteria, activities, and/or objectives in order to achieve the project's stated goals.

The report is divided into two parts:

**Part 1: Project Implementation and Self-assessment Summary – Review of Progress**

This section asks the subgrantee to assess progress made toward measuring the project's effectiveness, carrying out activities, achieving benchmarks, and meeting timelines. Information gathered in this section is critical to the evaluation process. The questions in this section will help project staff and administrators describe the most successful aspects of the project and plan how the project could more effectively achieve the outcomes stated in the grant application. This section addresses any changes needed in activities, objectives, and outcomes, and whether these changes must be addressed by an amendment.

**Part 2: Fiscal Compliance**

This section asks the subgrantee to report whether the project is spending funds according to the budget presented in the application or most recent amendment and within legal parameters.

**Important Points to Note**

A subgrantee may **only** conduct activities using McKinney-Vento funds that were approved in the application or in subsequent amendments. If activities that were not approved in the proposal have been conducted using McKinney-Vento funds, some method of corrective action will be required. However, a subgrantee may conduct activities that benefit students in homeless situations that were not approved in the application using funds from sources other than McKinney-Vento Act funds.

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<b>DISTRICT NAME: Alachua</b>
<b>NEEDS ASSESSMENT:</b>
Please describe how your district assessed the educational and related needs of homeless students (which may be undertaken as part of needs assessments for other disadvantaged groups) served by your district for the 2008-2009 school year.
<b>The needs of homeless children and youth were assessed with the Residency Questionnaire and via an assessment that is completed by school-based contacts. Additional academic needs are determined by reviewing FCAT scores and other academic assessments for individual students identified as homeless.</b>
<b>DESCRIPTION OF GOALS, OBJECTIVES, SERVICES, PROGRAMS, AND ACTIVITIES</b>
Please describe below each goal and its corresponding objective(s), activities, timelines, indicators, and deliverables.
<b>GOAL 1: All identified homeless students will be eligible to participate in the district's EHCY program</b>
<b>Objective: 1.0: <i>To improve processes for identifying Alachua County homeless children &amp; youth in order to assess social &amp; emotional needs of 100% of identified children and youth.</i></b>
<b>Activity 1: Interview students and parents and network with homeless shelters and other service providers.</b>
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of interviews conducted with students and/or parents Number of contacts made with homeless shelters, school staff and other service providers
<b>Deliverables:</b> Documentation with students and/or parents, shelter and social service providers List of homeless shelter/other service providers contacts made
<b>Activity 2: Complete homeless identification form and needs assessment for each identified student.</b>
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of homeless students identified Number of homeless students assessed
<b>Deliverables:</b> Needs assessment or residency questionnaire
<b>Activity 3: Establish and maintain student tracking form for each identified student.</b>
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of homeless students tracked
<b>Deliverables:</b> Residency questionnaire Web-based report manager

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<b>GOAL 2: Provide timely enrollment, assessments, and evaluations to determine social, medical, and educational needs; and appropriate guidance and support to meet both immediate and long-term needs.</b>
<b>Objective: 1.0: <i>To provide direct educational services to 100% of eligible homeless children and youth and their families. Deliver appropriate services to all identified students, including non school-age children, those who attend any Alachua county district school, those living in temporary housing (including residences for victims of domestic abuse), and those being served by the Interface Youth Shelter.</i></b>
<b>Activity 1: Expedite identification for and placement of homeless children and youth for exceptional education programs</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Date students identified compared to date students are enrolled Training to school district staff and community service providers</b>
<b>Deliverables: Residency questionnaire Form letters and sign-in sheets for trainings</b>
<b>Activity 2: Provide in- and after-school intensive instructional assistance (tutoring/mentoring) for identified homeless students</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Student assessments Number of students tutored</b>
<b>Deliverables: Assessment documentation from tutors Homeless Tutor Log Tutor year-end report</b>
<b>Activity 3: Provide opportunities for homeless students to attend activities such as field trips that are available to district students for nominal fees, such as the district's 5th-grade three-day Camp Crystal Lake hands-on science education program</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Number of referrals submitted by counselors and/or school staff for field trips</b>
<b>Deliverables: Log of Education referrals</b>
<b>Activity 4: Monitor academic progress of identified homeless students</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Number of students on or above grade level on FCAT Number of students below grade level on FCAT Number of students meeting adequate NRT levels Number of students performing below NRT levels</b>
<b>Deliverables: FCAT scores for identified homeless students NRT levels for identified homeless students</b>
<b>Activity 5: As necessary, provide school supplies for homeless students</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Number of requests for school supplies</b>

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<b>GOAL 2: Provide timely enrollment, assessments, and evaluations to determine social, medical, and educational needs; and appropriate guidance and support to meet both immediate and long-term needs.</b>
<b>Objective: 1.0: <i>To provide direct educational services to 100% of eligible homeless children and youth and their families. Deliver appropriate services to all identified students, including non school-age children, those who attend any Alachua county district school, those living in temporary housing (including residences for victims of domestic abuse), and those being served by the Interface Youth Shelter.</i></b>
<b>Number of residency questionnaires indicating need for supplies</b>
<b>Deliverables: Educational Referral form Residency questionnaire</b>
<b>Activity 6:</b> Develop and implement district procedures to enable non school-age homeless children to enroll in educational services for which they are eligible, including Head Start, and the VPK programs
<b>Timeline:</b> Ongoing
<b>Indicators: Number of needs assessments or educational referral forms indicating non-school-age children eligible for educational services</b> <b>Number of residency questionnaires or educational services referral forms parents take to enroll non-school age children in other educational services.</b> <b>Number of referral forms returned by educational provider to indicate whether non-school age children enrolled</b>
<b>Deliverables: Needs assessment Education services referral form Residency Questionnaire</b>
<b>Activity 7:</b> Work with district Transportation Department to accommodate transportation needs of homeless students, such as remaining in their schools of origin
<b>Timeline:</b> Ongoing
<b>Indicators: Number of request for transportation forms</b>
<b>Deliverables: Transportation forms or Educational Referral forms</b>

<b>GOAL 2: Provide timely enrollment, assessments, and evaluations to determine social, medical, and educational needs; and appropriate guidance and support to meet both immediate and long-term needs.</b>
<b>Objective: 2.0: <i>To provide information, guidance, and support to 100% of parents of identified homeless children and youth to enable them to better serve as advocates for their children and to help their children succeed in school.</i></b>
<b>Activity 1:</b> Assist parents in understanding district procedures, including exceptional student testing and placement, Individualized Educational Plans, Academic Improvement Plans, retention, and other issues that affect educational outcomes
<b>Timeline:</b> Ongoing
<b>Indicators: Number of request of educational referral forms or assessments</b>
<b>Deliverables: Needs assessments</b>

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<b>GOAL 2: Provide timely enrollment, assessments, and evaluations to determine social, medical, and educational needs; and appropriate guidance and support to meet both immediate and long-term needs.</b>
<b>Objective: 2.0: <i>To provide information, guidance, and support to 100% of parents of identified homeless children and youth to enable them to better serve as advocates for their children and to help their children succeed in school.</i></b>
<b>Educational referral forms</b>
<b>Activity 2:</b> Allocate funds, as necessary, for transportation to enable homeless parents to attend school-related meetings, such as meetings to develop an individualized education plan (IEP) and due process hearings under the Individuals with Disabilities Education Act (IDEA)
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of bus passes issued Number of educational referral forms indicating need
<b>Deliverables:</b> Sign-up sheet for bus passes Educational referral form
<b>Activity 3:</b> Provide written notification regarding school enrollment policies, district procedures for determining choice of school of “best interest,” and information about transportation services
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of pamphlets provided
<b>Deliverables:</b> Local program pamphlet or Florida Homeless Education pamphlet
<b>Activity 4:</b> When possible, schedule meetings during times and at locations to facilitate attendance by families of homeless children and youth
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of meetings with families at other locations from the Homeless office
<b>Deliverables:</b> Travel logs indicating dates and locations
<b>GOAL 2: Provide timely enrollment, assessments, and evaluations to determine social, medical, and educational needs; and provide appropriate guidance and support to meet both immediate and long-term needs.</b>
<b>Objective: 3.0: <i>To evaluate and address needs for social, medical, dental, and mental health services of 100% of identified homeless students, as well as students living at the St. Francis House, residences for victims of domestic abuse, other temporary residences, and students being served by the Interface Youth Shelter.</i></b>
<b>Activity 1:</b> Develop and maintain tracking forms for each homeless student
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of needs assessments or educational referral forms Number of residency questionnaires
<b>Deliverables:</b> Needs assessments, Educational referral form Residency questionnaire
<b>Activity 2:</b> Interview and assess students (in conjunction with parents)

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<b>GOAL 2: Provide timely enrollment, assessments, and evaluations to determine social, medical, and educational needs; and provide appropriate guidance and support to meet both immediate and long-term needs.</b>
<b>Objective: 3.0: <i>To evaluate and address needs for social, medical, dental, and mental health services of 100% of identified homeless students, as well as students living at the St. Francis House, residences for victims of domestic abuse, other temporary residences, and students being served by the Interface Youth Shelter.</i></b>
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of needs assessments Number of residency questionnaires
<b>Deliverables:</b> Needs assessments Residency questionnaire
<b>Activity 3: Review student health care history with parents</b>
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of needs assessments Number of residency questionnaires Number of contacts from shelter and or other social service agencies
<b>Deliverables:</b> Needs assessments, educational referral Residency questionnaire Phone log
<b>Activity 4: Make referrals to appropriate services</b>
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of health referrals Number of general referrals for services Number of educational services referrals
<b>Deliverables:</b> Health referrals General referrals Educational services referrals
<b>Activity 5: Provide mental health services, as appropriate</b>
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of health referrals
<b>Deliverables:</b> Health referrals Educational referral form
<b>Activity 6: Provide hygiene supplies/instruction</b>
<b>Timeline:</b> Ongoing

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<b>GOAL 2: Provide timely enrollment, assessments, and evaluations to determine social, medical, and educational needs; and provide appropriate guidance and support to meet both immediate and long-term needs.</b>
<b>Objective: 3.0: <i>To evaluate and address needs for social, medical, dental, and mental health services of 100% of identified homeless students, as well as students living at the St. Francis House, residences for victims of domestic abuse, other temporary residences, and students being served by the Interface Youth Shelter.</i></b>
<b>Indicators: Number of requests for hygiene supplies/instruction</b>
<b>Deliverables: Educational referral form</b>
<b>GOAL 3: Avoid duplication of effort and maximize options available to homeless students and their families by “dovetailing” with existing district services.</b>
<b>Objective: 1.0: <i>To improve intra- and interagency coordination by coordinating EHCY activities with other district programs.</i></b>
<b>Activity 1: Provide Title I services to eligible homeless students</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Number of days/hours tutors provided to identified homeless students Number/percent of identified homeless students tutored by Title I</b>
<b>Deliverables: Title I Homeless Tutor Log</b>
<b>Activity 2: Enroll eligible homeless students in reduced- and free-meal program</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Number/percent of residency questionnaires, educational referral forms Number/percent of students who were enrolled and received free meals</b>
<b>Deliverables: Residency questionnaire, Educational referral form Records of free meals to eligible homeless students</b>
<b>Activity 3: Screen homeless students for Exceptional Student Education programs and refer when appropriate</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Number/percent of educational referral forms indicating ESE concern Number/percent of homeless students referred for services</b>
<b>Deliverables: Educational referral form</b>
<b>Activity 4: Make vocational, compensatory education, and dropout prevention programs available to homeless students</b>
<b>Timeline: Ongoing</b>
<b>Indicators: Number of needs assessments indicating interest in specialized programs available to homeless students Number of educational services referrals</b>
<b>Deliverables: Need assessments Educational services referral</b>
<b>Activity 5: EHCY social worker will serve as representative of public schools on local homeless children to other local agencies serving the same</b>

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**GOAL 3: Avoid duplication of effort and maximize options available to homeless students and their families by “dovetailing” with existing district services.**

**Objective: 1.0: *To improve intra- and interagency coordination by coordinating EHCY activities with other district programs.***

population

**Timeline:** Ongoing

**Indicators:** Number of meetings attended with other local agencies

**Deliverables:** Travel log with dates and locations  
Agendas, if provided

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<b>GOAL 4: District staff will receive professional development opportunities and written documentation designed to further “best practices” used to meet the needs of homeless youth in Alachua County.</b>
<b>Objective: 1.0:</b> <i>To provide professional development to appropriate district staff, disseminate information designed to assure that homeless children &amp; youth receive equitable educational services that meet their needs, &amp; ensure that district policies protect the rights of homeless children &amp; youth.</i>
<b>Activity 1:</b> Provide annual training for principals, office staff, teachers, nurses, guidance counselors, and bus drivers, and biannual training for each school’s homeless liaison
<b>Timeline:</b> August 2007, April 2008
<b>Indicators:</b> Number of staff provided annual training
<b>Deliverables:</b> Training materials and/or handouts Power point presentation Sign-in sheet, when appropriate Letters to principals and district staff
<b>Activity 2:</b> Develop and disseminate written guidance regarding treatment of homeless children and youth and post FAQs on district web site
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of pamphlets distributed
<b>Deliverables:</b> Florida Homeless Education pamphlet/District Homeless pamphlet Links to other homeless resources on website
<b>Activity 3:</b> Disseminate relevant information through newsletters, e-mail, public service media announcements, the district’s web site, Section 8 housing centers, homeless shelters, and the county housing authority
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Number of posters distributed Number of pamphlets distributed
<b>Deliverables:</b> Homeless Education poster (NAECHY) Florida Homeless Education pamphlet and or District pamphlet Homeless Education Information page on district web-site
<b>Activity 4:</b> Plan presentations for the district’s annual Back-to-School conference and school Open House nights
<b>Timeline:</b> August 2007, September 2007
<b>Indicators:</b> Number of requests for presentations
<b>Deliverables:</b> Agenda or Sign in sheet from Conference and/or Open House
<b>Activity 5:</b> Disseminate information about best practices and program successes to district schools; Title I and curriculum supervisors; state Title I office and other state education offices; and local, state, and national agencies, as appropriate
<b>Timeline:</b> Ongoing
<b>Indicators:</b> Distribution of Homeless Education Handbook
<b>Deliverables:</b> Homeless Education Handbook Fall and Spring Homeless newsletter to highlight program accomplishments

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Please repeat Table for each goal area. Delete rows or insert rows for additional activities as needed.

<b>DISTRICT NAME: Alachua</b>		
<b>Title I, Part A – Homeless Education Set-aside Funds</b>		
<b>Funding Amount:</b> Alachua County identified 400 students as homeless. Title I, Part A has set-aside \$40,000, (\$100.00 per homeless student) to provide services listed below.		
<b>Description of Homeless Education Activities:</b>		
<ol style="list-style-type: none"> <li>1. After school tutorial services are needed at two homeless shelters in the District. Funds are allocated to pay staff to provide after school tutoring at Interface and St. Francis Homeless Shelter.</li> <li>2. Funds have been set-aside to provide transportation, as needed, to enable homeless parents to attend parent meetings, and conferences.</li> <li>3. Funds have been set-aside to purchase technology and instructional software and materials to be used during tutorials at the homeless shelters.</li> <li>4. Funds have been set-aside to purchase school supplies and materials for homeless students.</li> </ol>		
<b>PROGRAM EVALUATION:</b>		
Please describe how your district will evaluate this program based on the description in your 2006-2007 application. Describe the scope of the evaluation; type of entity conducting the evaluation (i.e., in-house, third party, etc.); and the time period of the evaluation.		
<p>Program evaluation will be carried out by the supervisor of guidance and the homeless liaison, who will be assisted by each school liaison, and as appropriate, the office of Administrative Technology, and the director of Research and Evaluation for Alachua County Public Schools. Data such as enrollment, attendance rates and FCAT scores are already coupled with data on those children identified as homeless and this data will be collected during the school year. Formal data analysis will be carried out on a semi-annual basis. Any difficulties or problems that become apparent as a result of data analysis will be investigated further, and then appropriate steps will be taken to address any programmatic deficiencies. The homeless liaison will regularly collect information from parents, school staff members, and community to identify effective practices that can facilitate project implementation as well as to address any difficulties that occur in carrying out program activities.</p>		
<b>ASSURANCES—Please circle the appropriate response.</b>		
<b>Yes</b> <b>X</b>	<b>No</b>	We assure that the LEA complies with or will use requested funds to comply with Section 722(g), paragraphs (3) through (7).
<b>Yes</b> <b>X</b>	<b>No</b>	We assure that the LEA ensures that activities carried out by the LEA will not isolate or stigmatize homeless children and youths (please provide a copy of your LEA’s policy and procedures relating to this).

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**INSTRUCTIONS**

Please answer all the questions in the *Progress Report* as accurately as possible for the current fiscal year (July 1, 2007-June 30, 2008). To fill out each answer electronically, place your cursor in the appropriate box and complete your answer using as much space as needed. Please do not bold your entire answer, but do use boldface type on words you want to emphasize. On “Yes” and “No” questions, place an “X” under “Yes” or “No” answers. If additional sheets or attachments are needed, attach them and clearly label them to reference the question or information they pertain to on the report. **The total response of the Self-assessment Progress Report should be limited to ten (10 pages), excluding the DOE 399 Form.**

<b>DISTRICT NAME:</b>		
<b>PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS</b>		
	<b>ITEM</b>	<b>RESPONSE</b>
1.	Please describe how your district assessed the educational and related needs of homeless students served by your district for the 2007-2008 school year.	Needs Assessment:  <b>The needs of homeless children and youth were assessed with the Residency Questionnaire and via an assessment that is completed by school-based contacts. Additional academic needs are determined by reviewing FCAT scores and other academic assessments for individual students identified as homeless.</b>
2.	Please describe the progress you have made in achieving your objectives (for example, benchmarks achieved).  <b>GOAL1:</b> The objective is to improve processes for identifying Alachua County homeless children and youth, and assessing their social and educational needs.  <b>GOAL 2:</b> These identified students will be provided with: timely enrollment; assessments and evaluations to determine social, medical and educational needs; and appropriate guidance and	Benchmarks Achieved:  <b>G-1 A. The homeless liaison updated and distributed enrollment forms, residency questionnaires, and address verification forms. In addition, the homeless liaison developed a policy and procedural handbook to provide to school counselors and administrators. A copy of “My Own Four Walls” was distributed for staff development at each school site. Posters and pamphlets were distributed to schools, shelters, laundry, housing authorities and motels. The program also completed a needs assessment on those families who indicated an interest in completing the form. Liaison and guidance counselors worked closely via e-mail and with the educational referral forms to identify needed services for identified homeless students. Identified students were tracked on the Student Information Center Homeless Data Collection report.</b>  <b>G-2:A. All schools were provided with residency questionnaires. Guidance counselors and school-based administrators were given training on the form and the importance of immediate enrollment and identification. District and school-based staff were trained on the signs of homelessness in accordance with increasing the identification/ enrollment of homeless children and youth. Ninety-eight percent (98%) of homeless students identified were kept in their school of origin. The remaining 2% of homeless students had parents choose to enroll them at the new zoned school. Transportation was provided to all students requesting assistance.</b>  <b>Tutorial services were provided by both homeless grant funds and Title 1 part A funds. Title 1 funds were also used to update existing equipment at two tutorial sites (St. Francis House and Interface Youth Shelter). A new tutoring site was identified and services were implemented. The shelter tutor conducted baseline testing to</b>



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DISTRICT NAME:				
PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS				
	ITEM	RESPONSE		
	<b>GOAL 4:</b> District staff will receive professional development opportunities and written documentation designed to further “best practices” used to meet the needs of homeless youth in Alachua County.	Start Advisory committee and on the Girl Scouts Nominating Committee.  A-F. Training was provided to District and school-based administrators, counselors, food service, health services, behavior resource teachers (BRTs) and deans, and school-based staff. School-based administrators were provided with a training tool for professional development (“My Own Four Walls” DVD) to share with school-based staff. Administrators and counselors were provided with a Homeless Handbook to assist in the identification and enrollment of homeless children and youth. Email was the most efficient mode of contact with school-based staff in communicating needs for homeless children and youth. District policy was established with modifications to include handbook as guidance (pending approval of Board).		
3.	As you worked to achieve your objectives, did anything happen that was unusual or not anticipated?	Yes	No  <b>X</b>	If “Yes,” please explain:
4.	Has your project made any exceptional progress?	Yes	No  <b>X</b>	If “Yes,” please explain:
5.	Is your project’s progress severely behind in any area(s)?	Yes	No  <b>X</b>	If “Yes,” please explain:
6.	Looking at the indicators you developed to measure your project’s effectiveness, which indicators stand out as your most effective and least effective?	List “Most Effective” Indicators  <b>Homeless Handbook and guidance</b>	List “Least Effective” Indicators  <b>Training at Back to School Bash during pre-planning</b>	Why are they effective indicators?  <b>They provided the user with homeless criteria and district guidance on implementation as well as served as a community resource guide.</b>

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PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS				
	ITEM	RESPONSE		
				<p>Why are they not effective indicators?</p> <p><b>The foundation used booths for vendors who supported foundation efforts therefore, space was limited.</b></p>
7.	Will you change the indicators you are using to measure your project’s effectiveness?	Yes	No  <b>X</b>	If “Yes,” please describe changes:
8.	In reviewing your project’s collaborative efforts, which have been most effective and least effective?	<p>List “Most Effective”</p> <p><b>Partnerships with Altrusa International of Gainesville; Stuff the Bus, K-Country; School Tools for Cool Kids (supply drive)</b></p>	List “Least Effective”	<p>Why are they effective?</p> <p><b>These two organizations were committed to the homeless children and youth of our community. These projects have become annual drives with “Children at Promise” (McKinney-Vento as the recipient).</b></p>
9.	In reviewing your project’s timelines for activities, deliverables, training, technical assistance, dissemination, service delivery, and evaluation, which timelines have not been met and are not on schedule?	All timelines have been met to date or are scheduled to be met on time.	<p>List “Timelines Not Met”</p> <p style="text-align: center;"><b>Newsletter</b></p>	<p>What made it challenging to try to meet these timelines?</p> <p>What will you change, if necessary, to meet your timelines so that you can achieve your</p>

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DISTRICT NAME:				
PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS				
	ITEM	RESPONSE		
				project's scope?
10.	Provide the number/percent of homeless children and youth you projected to serve in your application and the actual number/percent of homeless children you have served as of March 31, 2008.	Number/Percent Projected to Serve  <b>600</b>	Number/Percent Actually Served as of March 31, 2008  <b>400</b>	If actual number/percent is less than you projected, please explain:  <b>With recent home foreclosures and lack of affordable low-income housing, we have seen a more transient population that neither identifies nor considers themselves as homeless. Shelters have had families request shelter, the district liaison is notified and the families do not show up. There is also a belief that families are afraid to self identify for fear of involvement with state agency (DCF).</b>
11.	Does your district have a written dispute resolution process and procedures?	Yes  <b>X</b>	No	If "No," please describe why not:
12.	Has your district had any disputes to resolve to date?	Yes	No  <b>X</b>	If "Yes," please describe the outcome of the dispute:
13.	As you have implemented your project this year, have you found any district policy and/or procedure that needs to be changed to better meet the needs of students in homeless situations	Yes  <b>X</b>	No	If "Yes," please explain and describe your plan to ensure that such change(s) take(s) place:  <b>Magnet Transportation sites were used as Homeless pick-up</b>

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PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS				
	ITEM	RESPONSE		
	or to comply with the No Child Left Behind Act?			<p>sites.</p> <p><b>Need to meet with Transportation Dept. to discuss differences between magnet and homeless in order to provide continued transportation support to homeless children and youth.</b></p>

DISTRICT NAME:				
PART 2: FISCAL COMPLIANCE				
	ITEM	RESPONSE		
1.	Looking at each line item in your most current application or amendment, have funds been spent in the manner specified?	<p>Yes</p> <p style="text-align: center;"><b>X</b></p>	<p>No</p>	<p>If “No,” please describe the specific line items that have not been spent as outlined in the project budget:</p> <p>Please explain why each discrepancy has occurred:</p>
2.	Concerning your overall expenditure of funds as of March 31, 2008, what percentage of your total funds has your project expended?	<p>Percent Expended</p> <p style="text-align: center;"><b>50%</b></p>	<p>Percent Not Expended</p> <p style="text-align: center;"><b>50%</b></p>	<p>If less than 50%, please explain why you have spent less than 50% of your project funds:</p>
3.	What percentage of total project funds do you expect to expend by the ending date (06/30/08) of this grant year?	<p>Percent Expect to Expend</p> <p style="text-align: center;"><b>95%</b></p>	<p>Percent Not Expected to Expend</p> <p style="text-align: center;"><b>5%</b></p>	<p>If less than 100%, please state below why all grant funds will not be expended by the end of the grant period:</p> <p><b>District cut-off date for</b></p>

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DISTRICT NAME:				
PART 2: FISCAL COMPLIANCE				
	ITEM	RESPONSE		
				<b>orders and difficulty in obtaining tutors at district rate.</b>
4.	Has your district posted the expenditures for this grant to the Department of Education's on-line reporting system on a monthly basis?	Yes  <b>X</b>	No	If "No," please explain why not:
5.	Will any changes need to be made to the budget as a result of your review of your project?	Yes  <b>X</b>	No	If "Yes," briefly describe changes below:  <b>Changes that will allow FTE or EY hiring for tutoring. Also a line for hiring OPS (tutoring).</b>
6.	Will an amendment be required as a result of reviewing your project's activities and budget?	Yes  <b>X</b>	No	If "Yes," please describe briefly what changes the amendment will include: <b>To allow hiring teachers for the extended year for summer program.</b>
7.	Have you attached a copy of the DOE Project Disbursement Report (DOE 399 Form) for this project for expenditures through March 31, 2008? The "Interim Report" box should be checked. See link to form below.  <a href="http://www.fldoe.org/comptroller/excel/399-">http://www.fldoe.org/comptroller/excel/399-</a>	Yes  <b>X</b>	No	If "No," please provide date this form will be sent.

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<b>DISTRICT NAME:</b>			
<b>PART 2: FISCAL COMPLIANCE</b>			
	<b>ITEM</b>	<b>RESPONSE</b>	
	<a href="#">project-disbursement-report.xls</a>		

**Please return the original and three copies to:**

Florida Department of Education  
Office of Grants Management  
Room 332 Turlington Building  
325 West Gaines Street  
Tallahassee, Florida 32399-0400  
Telephone: (850) 245-0496