

**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

**CLAY COUNTY SCHOOL BOARD ~ GRANT REVIEW**

Grant Originator: Norma Martin w/ Barbara Castelli & Suzanne Church, School Social Workers  
School/Dept.: Student Services

Grant Title: Title X, Education for Homeless Children & Youth Programs

Grant Source: FDOE

Grant Proposal Amount: \$82,000 Required Matching Funds: None

Goal(s):

Goals are related to:  School Improvement Plan  Sunshine State Standards  
 Technology Plan  Other

Major Objective(s): Remove barriers for homeless students to achieve education.

Target Population: Homeless Students attending Clay County Schools.

If project will differ from current Board approved curriculum, state how it will differ: n/a

Specify staff development activities requiring expenditures outside of School Board guidelines:

Consultants (Object 310, exceeding \$300/day):

Staff participants (Object 100, other than \$10/hour for teachers):

Per diem/travel (Object 330, other than \$.29/mile; \$50/day):

Will there be any:

\*Additional personnel  No  Yes, please list \*Maintenance required  No  Yes, please list

\*Contract service  No  Yes, please list \*Additional equipment/furniture  No  Yes, please list

\*Plant modifications  No  Yes, please list \*Additional technology needs  No  Yes, please list

If yes to any of the above, please explain resources, cost, and any other district impact (attach additional pages if necessary): Salary for contracted employee is included within grant budget. Position is based on grant funds ONLY.

SECURE SIGNATURES REQUIRED ON THE BACK OF THIS FORM. THEN SUBMIT FIVE (5) COPIES TO DEPUTY SUPERINTENDENT AT LEAST TEN (10) BUSINESS DAYS IN ADVANCE OF APPLICATION SUBMISSION DEADLINE.

Signatures indicate that:

- ! all aspects of the proposal have been reviewed.
- ! the proposal is within current state and board rules and regulations.
- ! the proposal directly relates to the school's identified needs and goals.

Person(s) applying for grant:

Signature(s) *Barbara Costa*  
*Suzanne Chun*  
Date: *6/12/08*

Principal/Director of affected cost center:

Signature

Date

\*\*\*\*\*

<b>DIVISION SECTION:</b>		
Division: HR SS INST BA (Circle one)	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Signature of Assistant Superintendent:		
Date:		
<b>DISTRICT APPROVAL TO PROCEED</b>		
Superintendent of Schools	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<hr/> David L. Owens		Date:

For District Use Only

# **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

<b>TAPS Number</b> # 09A095
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## Project Application

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) Suncom:	<b>A) Program Name:</b>  <b>Title X, Education for Homeless Children and Youth Program Project Applications.</b>	<b><u>DOE USE ONLY</u></b>  Date Received						
<b>B) Name and Address of Eligible Applicant:</b>  <p style="text-align: center;"> <b>School District of Clay County</b>  <b>Project REACH Kids</b>  <b>900 Walnut Street</b>  <b>Green Cove Springs, Fl. 32043</b> </p>		<b>Project Number (DOE Assigned)</b>						
<b>C) Total Funds Requested:</b>  \$ 82,000  <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;"><b>DOE USE ONLY</b></p> <b>Total Approved Project:</b>  \$	<b>D)</b>  <b>Applicant Contact Information</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 2px;"> <b>Contact Name:</b>                      Norma Martin                 </td> <td style="width: 50%; padding: 2px;"> <b>Mailing Address:</b>                      800 Walnut Street                      Green Cove Springs, Fl. 32043                 </td> </tr> <tr> <td style="padding: 2px;"> <b>Telephone Number:</b>                      904-284-6511                 </td> <td style="padding: 2px;"> <b>SunCom Number:</b>                      835-1577                 </td> </tr> <tr> <td style="padding: 2px;"> <b>Fax Number:</b>                      904-529-2170                 </td> <td style="padding: 2px;"> <b>E-mail Address:</b>                      nmartin@mail.clay.k12.fl.us                 </td> </tr> </table>		<b>Contact Name:</b> Norma Martin	<b>Mailing Address:</b> 800 Walnut Street Green Cove Springs, Fl. 32043	<b>Telephone Number:</b> 904-284-6511	<b>SunCom Number:</b> 835-1577	<b>Fax Number:</b> 904-529-2170	<b>E-mail Address:</b> nmartin@mail.clay.k12.fl.us
<b>Contact Name:</b> Norma Martin	<b>Mailing Address:</b> 800 Walnut Street Green Cove Springs, Fl. 32043							
<b>Telephone Number:</b> 904-284-6511	<b>SunCom Number:</b> 835-1577							
<b>Fax Number:</b> 904-529-2170	<b>E-mail Address:</b> nmartin@mail.clay.k12.fl.us							

### CERTIFICATION

I, \_\_\_\_\_, *(Please Type Name)* do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) \_\_\_\_\_  
 Signature of Agency Head



## Instructions for Completion of DOE 100A

- A. If not pre-printed, enter name of the program for which funds are requested.
  - B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
  - C. Enter the total amount of funds requested for this project.
  - D. Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
  - E. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.



A) CLAY COUNTY

Name of Eligible Recipient:

B) \_\_\_\_\_

Project Number: (DOE USE ONLY)

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM**

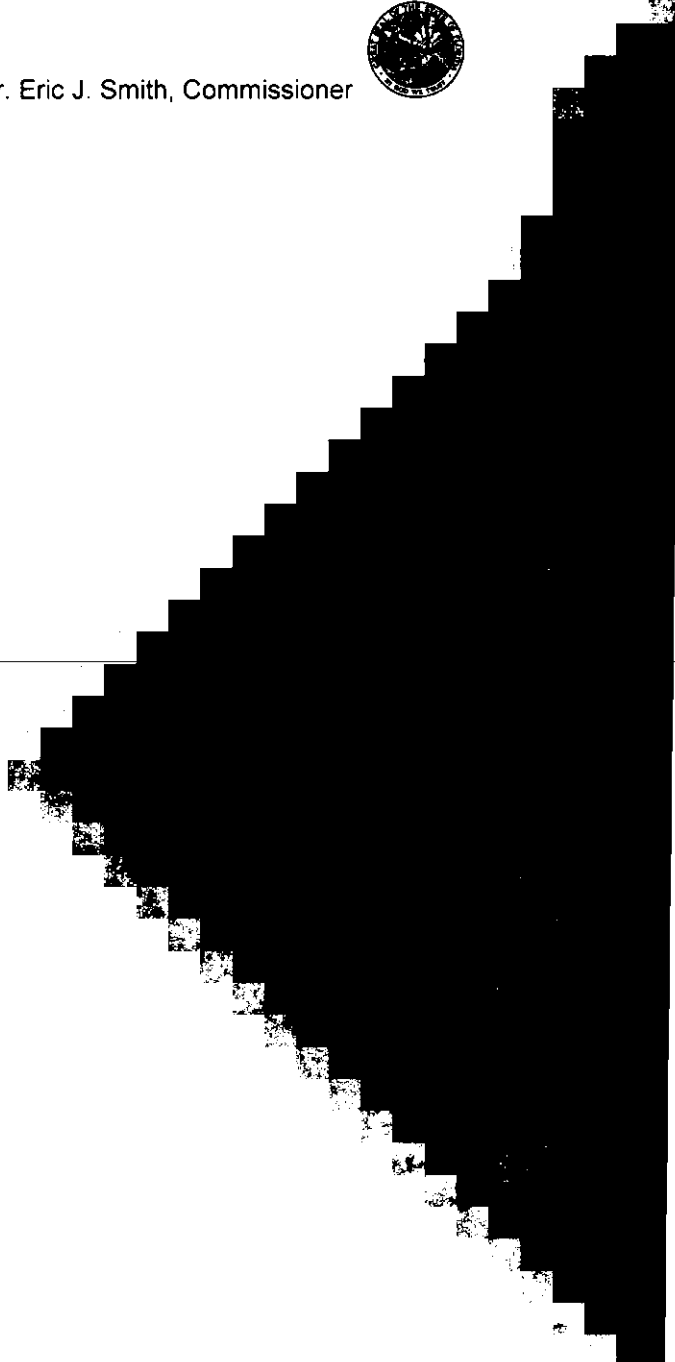
(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
5100	120	Certified Teacher/Tutor- tutors will provide individual tutoring to referred Project REACH students. Tutoring will be a minimum of 2 hours per week per student. Tutors in transitional group home and domestic violence shelter will be paid from Title 1 Set Aside funds. Funds will also provide additional hours of coordinators for the month of June.	.500	30,000
5100	210	Retirement- 9.85%	.000	2,955
5100	220	Social Security-7.65%	.000	2,295
5100	330	Travel for Tutors- reimbursement for mileage to and from home of student or school where student is receiving tutoring	.000	1,500
5100	390	Fees for Extra-Curricular Activities- Direct Services to Student to include field trips, yearbooks, misc. school fees, library fees	.000	1,500
5100	510	Supplies- to provide school supplies and personal hygiene kits for Community Outreach Day, School Supply give-away, Community Awareness, and school supplies as needed for qualified students	.000	3,100
5100	692	Software less than \$500- software for tutor related computer programs	.000	1,000
6100	160	Paraprofessional Outreach Liaison- part time contracted employee (approximately 25-30 hours per week) hired to help manage the homeless program, maintain database, and act as liaison between Project REACH and individual schools	1.00	28,000
6100	370	Communications- cellular telephones for coordinators and paraprofessional liaison	.000	2,500
6130	310	Health Services for Student- provide emergent medical and dental services to qualified students to help minimize absences. This could include prescriptions needed to help student function in school or needed eyeglasses/repair	.000	2,500

6150	510	Supplies/Parent Involvement- correspondence utilized to help parent involvement with the academic success of student. Quarterly mailings to all Project REACH parents will include educational material, and study guides	.000	2,000
6400	330	Travel-travel for coordinators to attend required meetings and state homeless conferences	.000	2,000
7200	790	Indirect Cost- 3.34%	.000	2,650
<b>C) TOTAL</b>				<b>\$ 82,000</b>

DOE 101  
Revised 12/07

Page 1 of 2

Dr. Eric J. Smith, Commissioner





# Instructions Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient.

B. (DOE USE ONLY)

COLUMN 1

**FUNCTION:** SCHOOL DISTRICTS ONLY:  
Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COLUMN 2

**OBJECT:** SCHOOL DISTRICTS:  
Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

**COMMUNITY COLLEGES:**  
Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

**UNIVERSITIES AND STATE AGENCIES:**  
Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

**OTHER AGENCIES:**  
Use the object codes as required in the agency's expenditure chart of accounts.

COLUMN 3 - ALL APPLICANTS:

**ACCOUNT TITLE:** Use the account title that applies to the object code listed in accordance with the agency's accounting system.

**NARRATIVE:** Provide a detailed narrative for each object code listed. For example:

- **SALARIES** - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES** - describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES** - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS** - provide the agency name and description of the service(s) to be rendered.
- **TRAVEL** - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY** - provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST** - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

COLUMN 4 - MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

**FTE** - Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

COLUMN 5

**AMOUNT** - Provide the budget amount requested for each object code.

C. **TOTAL** - Provide the total for Column (5) on the last page. Must be the same amount as requested on the DOE-100A or B.



**Title X, Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan  
2007-2008 Self-assessment Progress Report**

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- 1. Name of District:** Clay County
- 2. Name of Title X Subgrant Project Director:** Norma Martin – Student Services Director  
Barbara Castelli – Project Co-Coordinator  
Suzanne Church – Project Co-Coordinator
- 3. E-mail of Title X Subgrant Project Director:** [nmartin@mail.clay.k12.fl.us](mailto:nmartin@mail.clay.k12.fl.us)  
[bcastelli@mail.clay.k12.fl.us](mailto:bcastelli@mail.clay.k12.fl.us)  
[spchurch@mail.clay.k12.fl.us](mailto:spchurch@mail.clay.k12.fl.us)
- 4. Phone Number of Title X Subgrant Project Director:** 904-284-6511
- 5. Submission Timeline:** May 15, 2008 – June 30, 2008

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Title X Subgrant Project Director's Signature

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Date

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### Instructions

To apply for the third year of Title X, Part C funds for 2008-2009, there are two documents to complete, in addition to the DOE 100A and DOE 101 forms. The first is the *2008-2009 Project Application Plan* to describe the plan and budget for the upcoming school year. The second is the *2007-2008 Self-assessment Progress Report*. The purpose of the *Self-assessment Progress Report* (hereafter referred to as the *Progress Report*) is to assist the Florida Department of Education (FDOE) and subgrantees in examining the quality and determining the effectiveness of the Title X, Education for Homeless Children and Youth Program (EHCYP) projects. The overarching goal of the Progress Report is to provide project staff, grant administrators, and FDOE staff a clear understanding of the actions that have been successful in implementing the subgrant and what, if any, resources and assistance are still needed to improve the services available to students through the EHCYP.

#### **2008-2009 Project Application Plan**

To complete the 2009-2009 Project Application Plan, please refer to the information in your 2006-2007 and 2007-2008 Title X, Education for Homeless Children and Youth Program Project Applications. To complete goals, objectives, activities, timelines, indicators, and deliverables, please review last year's application (2007-2008) and update the information with 2008-2009 timelines. The Project Application and the Self-assessment Program Report should be submitted to the Department of Education Grants Management Office, along with the DOE 100A (which requires original superintendent's signature) and DOE 101 forms.

#### **2007-2009 Title X Self-assessment Progress Report**

In the 2006-2007 Title X, Education for Homeless Children and Youth Program Project Application, subgrantees were required and agreed to provide the Department of Education with two reports—a progress report and a yearly report. As stated in the original *Request for Proposal (RFP)*, continued funding for each project is dependent upon the yearly success of the project. Projects that have successfully met their goals will be recommended for continued funding. Information contained in the *Progress Report* will be reviewed by FDOE Homeless Education Program staff.

**Title X, Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan  
2007-2008 Self-assessment Progress Report**

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.

**Florida Department of Education  
Title X, Part C - Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan**

<b>DISTRICT NAME:</b> Clay
<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. Project REACH began planning for the 2008/09 school year by reviewing the trends in the last few years as far as population, services provided and funding available. Project REACH conducted a needs assessment with district school staff and parents of tutored children to determine effectiveness and help identify unmet needs. FCAT and attendance trends reviewed. Data results will assist in goal setting and service delivery for the 2008-09 school year.
<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: Identify and Ensure Enrollment and Attendance of Homeless Students.</b>
<b>Objective: 1.0: To ensure 100% of identified students will have equal access to a public education.</b>
<b>Activity 1: Enroll identified students without obstacle.</b>
<b>Timeline:</b> Upon enrollment and on-going.
<b>Indicators:</b> *Number/Percent of Homeless Students Enrolled in School. *Bi-monthly visits to transitional group homes. *Weekly parent education visits to domestic violence shelter. *Parent to be given parent packet to include parental rights under the McKinney-Vento.
<b>Deliverables:</b> Parent Packet, Project REACH brochure, NCHE posters at each school, ACCESS program to cross reference with district data.
<b>Activity 2: Provide In-Service to District Staff</b>
<b>Timeline:</b> Conduct initial visits during first semester, on-going throughout school year.
<b>Indicators:</b> *Project REACH personnel will meet individually with each school's enrollment staff. *Homeless student referrals *Monthly comparisons of Project REACH Access program and district data to ensure enrollment and coding correlations.
<b>Deliverables:</b> School Checklists completed, Referrals sent to project office, and monthly comparisons complete.
<b>Activity 3: Personnel will visit shelters and group transitional homes.</b>
<b>Timeline:</b> Bi-monthly and weekly
<b>Indicators:</b> *Log of weekly visits. *New residents registered immediately.
<b>Deliverables:</b> Contact Logs
<b>Activity 4: Provide funds for birth certificates, immunizations, and physicals.</b>
<b>Timeline:</b> As Requested
<b>Indicators:</b> *Number and Amount of Fees provided by Item. *Schools knowledgeable about 30 day waiver.

**Florida Department of Education**  
**Title X, Part C - Education for Homeless Children and Youth Program**  
**2008-2009 Project Application Plan**

<b>DISTRICT NAME:</b> Clay
<b>Deliverables:</b> Fees distributed for birth certificates, immunizations, and physicals.
<b>Activity 5: Monitoring of attendance to ensure academic stability.</b>
<b>Timeline:</b> On-going
<b>Indicators:</b> *ACCESS Data Base Information *Monthly Review of Attendance Data *Attendance Team Referrals
<b>Deliverables:</b> TERMS/ACCESS data, Attendance Referral forms.

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

**Florida Department of Education  
Title X, Part C - Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan**

<b>DISTRICT NAME:</b> Clay
<b>GOAL 2: Facilitate Transportation Needs of Homeless Students.</b>
<b>Objective: 1.0: Identify, Explore, and Provide Transportation Options for Homeless Students.</b>
<b>Activity 1: Meet with Parents to Access Transportation Needs.</b>
<b>Timeline:</b> On-Going through June 30, 2009
<b>Indicators:</b> *Parents are provided with McKinney-Vento rights regarding school of origin *Forward Requests to Transportation Department as Requested *Number of Transportation Requests *Project Personnel to Meet with Parents at Shelter/s
<b>Deliverables:</b> Transportation requests on file, ACCESS data base to track transportation requests, log of shelter visits.
<b>Activity 2: Project Personnel to Meet with Parents to Explore Transportation Needs.</b>
<b>Timeline:</b> Upon Identification and On-Going through June 30, 2009
<b>Indicators:</b> *Project Personnel will attempt contact within 24 hours of identification *Request for transportation services
<b>Deliverables:</b> Daily log of Parental Consultation, Transportation Request on File
<b>Activity 3: Coordination of Services with District Transportation Department.</b>
<b>Timeline:</b> August 2008 and On-Going through June 30, 2009
<b>Indicators:</b> Number/Percent of Transportation Assistance
<b>Deliverables:</b> ACCESS data base tracking of transportation services, transportation requests on file, designation of contact person at Transportation Department.
<b>Activity 4:</b>
<b>Timeline:</b>
<b>Indicators:</b>
<b>Deliverables:</b>
<b>Activity 5:</b>
<b>Timeline:</b>
<b>Indicators:</b>
<b>Deliverables:</b>

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

**Florida Department of Education  
Title X, Part C - Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan**

<b>DISTRICT NAME:</b> Clay
<b>GOAL 3: Enroll Eligible Homeless Students in Free-Meal Program</b>
<b>Objective: 1.0: 100% of Identified Students will Receive Free Meals within 24 hours of Identification.</b>
<b>Activity 1: Daily Submission of Eligible Students to food services.</b>
<b>Timeline:</b> On-Going through June 30, 2009
<b>Indicators:</b> *Number/Percent of Homeless Students who had access to free meals *Number/Percent of Homeless Students who actually were enrolled compared to those who were eligible
<b>Deliverables:</b> Free meals for eligible homeless students, log of daily food service request for free meals, ACCESS tracking of food services provided.
<b>Activity 2: Collaborate with each School Site to Provide Guidance to free meal delivery to Homeless Students.</b>
<b>Timeline:</b> Upon Identification and On-Going through June 30, 2009
<b>Indicators:</b> *100% of Identified Students receiving free meals. *Referrals for Free Meals
<b>Deliverables:</b> Daily logs of food service requests for free meals, Correspondence and log of school contacts re: Free Meals
<b>Activity 3:</b>
<b>Timeline:</b>
<b>Indicators:</b>
<b>Deliverables:</b>
<b>Activity 4:</b>
<b>Timeline:</b>
<b>Indicators:</b>
<b>Deliverables:</b>
<b>Activity 5:</b>
<b>Timeline:</b>
<b>Indicators:</b>
<b>Deliverables:</b>

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

**Florida Department of Education  
Title X, Part C - Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan**

<b>DISTRICT NAME:</b> Clay
<b>GOAL 4: Tutoring to Increase Academic Achievement.</b>
<b>Objective: 1.0: Homeless Students to be provided with Tutoring as Requested.</b>
<b>Activity 1: Project tutors to be provided with individual training.</b>
<b>Timeline:</b> Upon Hire and On-Going through June 30, 2009
<b>Indicators:</b> *Project REACH staff will meet with District Certified Teachers individually to review project guidelines. *Tutors will receive training on the special needs of homeless students.
<b>Deliverables:</b> Contact Logs and training manuals.
<b>Activity 2: Provide Tutoring for Referred Homeless Students</b>
<b>Timeline:</b> Upon Request and On-Going through June 30, 2009
<b>Indicators:</b> *Achievement level of Homeless Students Taking FCAT (Grades 3-12) versus Non-Homeless students. *Percent of Referred Students who Received Tutoring *Percent of Homeless achieving state proficiency in FCAT Reading & Math compared to Non-Homeless.
<b>Deliverables:</b> Report Cards & Project REACH Progress Notes, ACCESS data base tracking of Tutoring Services, comparison of standardized testing, Crystal Reports generated by county's MIS to collect FCAT data.
<b>Activity 3: Provide Parents with Educational Materials.</b>
<b>Timeline:</b> On-Going through June 30, 2009
<b>Indicators:</b> *Percent of Parents Receiving Parent Involvement Material *Percent of Families Requesting Additional Educational Information or Tutoring *Number of Student's Families receiving parent education packets.
<b>Deliverables:</b> Log of Daily Contacts with enrolled students and parent educator logs.
<b>Activity 4: Parent Education at Domestic Violence Shelter</b>
<b>Timeline:</b> On-Going through June 30, 2009
<b>Indicators:</b> *Number of Parents Receiving Parent Education at Shelter/Homes *Number of Staff Receiving Assistance and/or Education at Shelter/Homes
<b>Deliverables:</b> Parent Education Packet, McKinney-Vento informational posters/literature, Enrollment packet, Contact logs.

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



**Florida Department of Education  
Title X, Part C - Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan**

<b>DISTRICT NAME:</b> Clay
<b>GOAL 5: In-Service and Professional Development of Project Coordinators and School Staff.</b>
<b>Objective: 1.0: To Educate and Raise Awareness of Homelessness and Program Services.</b>
<b>Activity 1: Provide In-Service and Training Information to District Staff.</b>
<b>Timeline:</b> August 2008 and On-Going through June 30, 2009
<b>Indicators:</b> *Number of schools receiving program service information *100% of schools receiving individual on-site visits *Memos and correspondence to school enrollment staff
<b>Deliverables:</b> NCHE materials at each school, Policy/Procedure Manual, Program Brochure, Log of school visits, Sign in sheet, Correspondence Record
<b>Activity 2: Provide Project Updates to Student Service Department Through Departmental Meetings.</b>
<b>Timeline:</b> August 2008 and On-going through June 30, 2009
<b>Indicators:</b> Minutes and number of student service staff present.
<b>Deliverables:</b> Minutes of Meetings and Project REACH Policy/Procedure Manual.
<b>Activity 3: In-Service and State-Wide Updates for Coordinators.</b>
<b>Timeline:</b> Bi-Monthly Teleconferences, October 2008 State Conference, and Updates as Available through June 30, 2009
<b>Indicators:</b> *Attendance at FDOE sponsored workshops *Participation in bi-monthly conference calls *Number of Contacts with FDOE Homeless Coordinator
<b>Deliverables:</b> Registration forms, Minutes of conference calls, and Documented contacts on file.

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

**Florida Department of Education  
Title X, Part C - Education for Homeless Children and Youth Program  
2008-2009 Project Application Plan**

**DISTRICT NAME:**

**Title I, Part A – Homeless Education Set-aside Funds**

**Funding Amount: \$ 9,428 Provided as Set-Aside Funds for the 07/08 School Year  
\$82,000 – Grant Award**

**Description of Homeless Education Activities: Title 1 Homeless Education Set-Aside funds were utilized for tutoring and parent education in our transitional group homes and our local domestic violence shelter. A portion was also used to purchase supplies for identified students for use during the school year or during our annual summer supply give-away day.**

**PROGRAM EVALUATION:**

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. We are working collaboratively with our District Office to assess data to compare the average daily attendance for identified homeless students compared to their classmates and a review of FCAT comparisons of those students who have qualified for consecutive years. We also review grading pre and post Project REACH individual tutoring. Per our IS department, FCAT and attendance data will not be available until the completion of summer school, July, 2008.

**ASSURANCES—Please circle the appropriate response.**

<input checked="" type="radio"/> Yes	<input type="radio"/> No	We assure that the LEA complies with or will use requested funds to comply with Section 722(g), paragraphs (3) through (7).
<input checked="" type="radio"/> Yes	<input type="radio"/> No	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).

## HOMELESS EDUCATION

### Philosophical Basis:

Homeless students are entitled to the educational protections of the McKinney-Vento Act. The Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence."

<p><b><u>Student / Parent Responsibilities:</u></b></p> <p>To notify the school if you and/or your family meet one of the following criteria listed below:</p> <ul style="list-style-type: none"> <li>▪ Live with a friend, relative or someone else because your family has lost their home or cannot afford a home</li> <li>▪ Staying in a motel or hotel</li> <li>▪ Live in an emergency or transitional shelter, domestic violence shelter; or are awaiting foster care placement</li> <li>▪ Live in a car, park, or public place</li> <li>▪ Live in a campground or substandard housing</li> <li>▪ Live in a runaway or homeless youth shelter</li> </ul>	<p><b><u>Student Rights:</u></b></p> <ul style="list-style-type: none"> <li>▪ Your child is entitled to a "free and appropriate education." Your child does not need a permanent address in order to attend school. School enrollment can begin on a temporary basis while the Homeless Education Program School Social Workers assist in obtaining documentation such as birth certificates, immunization or school records.</li> <li>▪ Free school meals</li> <li>▪ Attendance and transportation to the school or origin when feasible</li> <li>▪ To have a standard procedure for the resolution of grievances</li> </ul>
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## PRIVACY AND PROPERTY RIGHTS

### Philosophical Basis:

Federal and State laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students (4<sup>th</sup> Amendment of the United States Constitution).

<p><b><u>Student Responsibilities</u></b></p> <p>To not carry or conceal any such material that is prohibited by law or would detract from the educational process</p> <p>To respect the property rights of the public at large as well as those of individuals, and to refrain from destruction of, or damage to, such property</p> <p>To accept the consequences for the content stored within their lockers</p>	<p><b><u>Student Rights</u></b></p> <p>To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or School Board Policy</p> <p>To attend school in an educational environment in which personal property is respected</p> <p>To have prior notification of any general search of lockers except in emergency situations (Clay County School Board Student Notice) F.S. 1006.09(9)</p>
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**NOTE:** School officials may conduct a warrantless search of a student's locker, vehicle, or any storage area on school property if such officials have reason to believe that illegal, prohibited, or harmful items may be concealed.

The Superintendent may grant special permission to individual non-resident students on a case-by-case basis when there are not other agreements in force and when the interests of the Clay County School Board are not adversely affected.

Using form STD-1-2495, Non-Resident Student Application for Admission, a non-Clay County parent/guardian may apply for student admission into a Clay County school. Parent/Guardian must obtain a RELEASE from their county of residence and attach the release to their request form at time of application. Both form and county release should be forwarded to Student Services who will process and disseminate copies.

F. CHANGE OF ADDRESS DURING SCHOOL YEAR

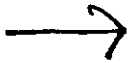
When a family moves from one attendance zone to another during the school year, the parent/guardian may elect to transfer the child to the school for the zone of the new address or keep the child enrolled for the remainder of the school year. If the parents/guardians choose the latter option, they must complete a Special Pupil Request form (STD-1-2414), which should be processed by the school as usual. If approved, the child may be permitted to ride the school bus under the "space available" conditions identified in "A" above.

If the family anticipates a move and wishes to enroll in the new home address school zone, parent(s)/guardian(s) should present a NOTARIZED statement/contract from the realtor for processing with the Special Student Assignment. When parent(s)/guardian(s) presents an architect's or contractor's NOTARIZED statement that their home is under construction, with an anticipated completion date within four (4) months, the children may be enrolled in the school for the zone of the new home. This statement should be attached to the Special Pupil Request for processing.

**SPECIAL PUPIL REQUESTS MAY BE RECOMMENDED FOR CANCELLATION BY THE PRINCIPAL OF THE RECEIVING SCHOOL IF THE REASON FOR THE ASSIGNMENT IS NO LONGER VALID OR IF THE STUDENT FAILS TO FOLLOW RULES OR REQUIREMENTS OF THE SCHOOL DURING THE SCHOOL YEAR.**

G. RELEASE FROM ATTENDING SCHOOL IN CLAY COUNTY

Clay County students may be released by the Superintendent to attend school in an adjoining county in order to participate in certain program(s), which are currently not available in Clay County. Financial, transportation, or other responsibilities of the Clay County School Board shall be determined on the basis of letters of agreement negotiated between the Clay County School Board and the School Board of the other county.



H. HOMELESS

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence; and includes children and youths 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 the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a

primary nighttime resident that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

Children and youth experiencing homelessness are ensured educational rights and protections by the McKinney-Vento Homeless Assistance Act.

According to the child/youth's best interest, schools must either continue the child/youth's education in the school of origin, or enroll the child/youth in any public school that non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend. A homeless child or youth's right to attend his/her school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

Any known homeless student should be referred to a school social worker to assess need for school placement and available community services.

(F.S. 1003.21)

(Adopted: 01/08/81)(Amended: 02/17/94, 09/21/06)

#### **4.07 STUDENT ADMISSION AND ENROLLMENT**

##### **A. Kindergarten and First Grade**

##### **1. Age Requirements, Kindergarten**

- a. Children who will have attained the age of five years on or before September 1 of the school year shall be eligible for admission to public kindergarten during that school year.
- b. Evidence of Age – **NOTE:** See 4.06 H, for Homeless Students

Before admitting a child to kindergarten or first grade, the principal shall require evidence that the child has attained the age required in Section A. 1. a. or Section C.

If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted: (Ref. F.S. 1003.21(1-7))

- 1) A duly attested transcript of the child's birth record, or

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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: A needs assessment was distributed at the close of 2006-07 school year. Data was evaluated and Project Goals were defined. In compliance with McKinney-Vento Law, goals were established for enrollment, transportation and food service.		
2.	Please describe the progress you have made in achieving your objectives (for example, benchmarks achieved).	Benchmarks Achieved: Each school personally received an on-site training visit to ensure McKinney-Vento compliance. Each school received NCHE informational posters and literature, in addition to receiving a checklist for appropriate enrollment procedures and free lunch guidelines. Transportation meeting was conducted in the beginning of the school year to establish guidelines to ensure compliance. 67 % of students referred for tutoring received individual tutoring with a certified teacher. Of those who did not receive tutoring 30% of those are due to lack of parental interest. Parent education and tutoring was provided in shelters.		
3.	As you worked to achieve your objectives, did anything happen that was unusual or not anticipated?	Yes	No	If “Yes,” please explain:
			X	

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<b>DISTRICT NAME:</b>					
<b>PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS</b>					
	<b>ITEM</b>		<b>RESPONSE</b>		
4.	Has your project made any exceptional progress?		Yes  X	No	If “Yes,” please explain: Completed state audit with minimal compliance items.  <b>Compliance item has been resolved.</b>
5.	Is your project’s progress severely behind in any area(s)?		Yes	No  X	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  ACCESS continues to be our most useful indicator to monitor our progress as it allows up to date data on all program variables.	List “Least Effective” Indicators  Weekly visits to transitional homes were the least effective indicators this grant period.		Why are they effective indicators? This system offers up to date data which is available to all school social workers. We are able to track services provided, progress in tutoring and interventions made.  Why are they not effective indicators? Weekly visits were not as effective as hoped due to shelters already being staffed and trained in our program and department staff visits were already in place resulting in a duplication of services.

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<b>DISTRICT NAME:</b>				
<b>PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS</b>				
	<b>ITEM</b>	<b>RESPONSE</b>		
		<b>Yes</b>	<b>No</b>	
7.	Will you change the indicators you are using to measure your project's effectiveness?	X		If "Yes," please describe changes:  Our focus will be to revise transitional group home visits scheduled.
8.	In reviewing your project's collaborative efforts, which have been most effective and least effective?	<p style="text-align: center;">List "Most Effective"</p> <p>Continued collaborative efforts with Title 1, Salvation Army, and other social service agencies in the community.</p>	<p style="text-align: center;">List "Least Effective"</p> <p>Clay Retired Educators have discontinued their local chapter.</p>	<p>Why are they effective?</p> <p>Through Title 1 we are able to offer tutoring services and parent education in all group homes and domestic violence shelters. Through local social services agencies, we are able to continue to heighten community awareness.</p> <p>Why are they not effective?</p> <p>Disbandment of Clay Retired Educators resulted in a loss of resources utilized by our program.</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?	<p style="text-align: center;">All timelines have been met to date or are scheduled to be met on time.</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">List "Timelines Not Met"</p>	<p>What made it challenging to try to meet these timelines? The hiring of a liaison has lessened the challenge of project timelines.</p> <p>What will you change, if necessary, to meet your timelines so that you can achieve your project's scope?</p>



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<b>DISTRICT NAME:</b>					
<b>PART 1: PROJECT IMPLEMENTATION AND ASSESSMENT SUMMARY – REVIEW OF PROGRESS</b>					
	<b>ITEM</b>		<b>RESPONSE</b>		
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.	No projections made.	Number/Percent Projected to Serve	Number/Percent Actually Served as of March 31, 2008	If actual number/percent is less than you projected, please explain:  n/a
11.	Does your district have a written dispute resolution process and procedures?	Yes  X	Yes	No	If "No," please describe why not:
12.	Has your district had any disputes to resolve to date?	Yes	Yes	No  X	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 or to comply with the No Child Left Behind Act?	Yes  X	Yes	No	If "Yes," please explain and describe your plan to ensure that such change(s) take(s) place: Following our audit, our county level dispute plan was revised, posted on website and added to our brochure.

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<b>DISTRICT NAME:</b>			
<b>PART 2: FISCAL COMPLIANCE</b>			
	<b>ITEM</b>	<b>RESPONSE</b>	
1.	Looking at each line item in your most current application or amendment, have funds been spent in the manner specified?	Yes  X	No          Please explain why each discrepancy has occurred:
2.	Concerning your overall expenditure of funds as of March 31, 2008, what percentage of your total funds has your project expended?	Percent Expended  36%	Percent Not Expended  53% (see note)       If less than 50%, please explain why you have spent less than 50% of your project funds: Our county records show an expenditure of 47% as of 3/31/08. This is due in part to encumbered items. Tutoring in shelters and parent education was funded under Title 1 until February 1, 2008.
3.	What percentage of total project funds do you expect to expend by the ending date (06/30/08) of this grant year?	Percent Expect to Expend  100%	Percent Not Expected to Expend       If less than 100%, please state below why all grant funds will not be expended by the end of the grant period:

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<b>DISTRICT NAME:</b>			
<b>PART 2: FISCAL COMPLIANCE</b>			
	<b>ITEM</b>	<b>RESPONSE</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  X	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  X	No  If "Yes," briefly describe changes below:
6.	Will an amendment be required as a result of reviewing your project's activities and budget?	Yes  X	No  If "Yes," please describe briefly what changes the amendment will include:
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-project-disbursement-report.xls">http://www.fldoe.org/comptroller/excel/399-project-disbursement-report.xls</a>	Yes  X	No  If "No," please provide date this form will be sent.  Submitted by our county as requested by DOE. Copy attached to hard copy sent to DOE.