

## **Appendix B-8. Sample Scope of Work for North Carolina Homeless Education Program (NCHEP) July 1, 2009 - June 30, 2010**

### Task 1. Data Collection

- Coordinate with NC DPI (Department of Public Instruction) data and CSPR staff on annual federal data collection.

NCHEP staff will:

- Work with NC DPI data staff and keep them apprised of all communication and guidance from the US ED homeless education program related to annual data collection,
  - Review problems with past data collection and discuss ways to address the problems, and
  - Provide training and TA to LEAs specific to federal data collection.
- Collect data on educational barriers for homeless students by maintaining technical assistance and barrier tracking logs; these logs will be kept in a database and reviewed to identify common barriers and specific LEAs where barriers exist. This information will inform technical assistance to LEAs and state policy review and revision.
  - Provide training and information to LEAs to assist them with data collection for needs assessment.

### Task 2. Collaboration within the SEA

- Be part of the NC DPI Compensatory Education team by maintaining ongoing communication and attending regular meetings of the Committee of Practitioners.
- Identify areas of intersection between McKinney-Vento and other program areas; specifically, Title I, Part A, special education, charter schools, early childhood, migrant education, pupil transportation, food and nutrition; meet with coordinators to review and revise policies as needed and identify areas of coordination:
  - Title I, Part A is a **priority area** – NCHEP staff will meet with Title I, Part A staff to develop consistent policies and guidance between Title I and McKinney-Vento, develop articles for the Title I newsletter, present at Title I conferences, provide

guidance and technical assistance to help Title I staff (1) systematically identify appropriate Title I, Part A set aside amounts, (2) determine appropriate ways in which Title I, Part A funds are to be spent on homeless children and youth; and (3) show accountability for the amount set aside and spent on homeless children and youth.

- IDEA requires representation from homeless education on its state advisory council; NCHPEP staff will follow up with this requirement and attend scheduled meetings.

### Task 3. Collaboration with other agencies, not SEA

- Contact agencies, such as the Interagency Council on Homelessness, Head Start, Governor’s Advocacy Council on Children and Youth, HUD Continuum of Care, North Carolina Homeless Coalition, and set up meetings to inform them of the McKinney-Vento Act and request to serve on their committees; have links to NCHPEP on their website, submit articles to their newsletters, and present at their conferences

### Task 4. Training, TA, support for LEAs and local liaisons (priority area)

- Maintain an updated contact list for all local liaisons
- Develop and provide an orientation packet for all new liaisons; refer them to NCHPEP webinars on MV basics
- Provide regular communication to local liaisons via listserv
- Conduct five regional trainings during the school year for LEA liaisons and school personnel that includes MV overview and implementation strategies, coordination with Title I, updates from the U.S. Department of Education, and networking.
- Conduct quarterly conference calls and/or webinars for all liaisons; provide notes via listserv for those not in attendance
- Maintain and continually update a website for NCHPEP with state policies, contacts for local liaisons, links to national organizations
- Provide phone and email technical assistance to local liaisons

- Provide on-site technical assistance when necessary
- Resolve disputes
- Require LEAs to maintain TA and intervention logs and provide sample forms
- Provide materials (NCHE), such as posters, parent brochures, and school enrollment guides, for LLs to conduct training and share information with school personnel, including principals, school enrollment staff, teachers, school social workers, pupil transportation, and attendance officers and to create community awareness

**Task 5. Conduct, oversee, and monitor the MV subgrant program (priority area)**

- Review end-of-the-year reports and budgets; identify technical assistance needs
- Allocate funds when received in July
- Conduct on-site monitoring of each subgrant in the course of the two-year cycle (monitor half of subgrants in FY 2009)
  - Develop a monitoring protocol that includes a review of expenditures and project plans (Summer 2009)
  - Develop a schedule for monitoring (Summer 2009)

**Task 6. Monitoring of LEAs (priority area)**

- Conduct on-site or desk monitoring of approximately 20 percent of LEAs. Every LEA will be monitored over a five-year period. Monitoring will include a review of federal data, technical assistance/barrier log entries, and policies and procedures. Districts with indications that they are not in compliance will be prioritized for monitoring and scheduled for customized technical assistance.
- Develop desk and on-site monitoring protocols (Summer 2009)
  - Develop a schedule for desk and on-site monitoring (Summer 2009)

#### Task 7. Policy review and development (priority area)

- Review NC homeless education policies and procedures with regard to identification, enrollment, and retention of homeless students and in the areas of preschool and unaccompanied youth, Title IA, and charter schools
- Review federal data and technical assistance/barrier logs for areas where policy revision or clarification is needed
- Develop or revise policies and provide technical assistance on implementation

#### Task 8. Reporting and administration

- Provide monthly performance reports to NC DPI; have monthly meeting/call with NC DPI
- Provide annual report and annual projected scope of work to NC DPI
- Have weekly team meetings of NCHPEP staff
- Attend NAEHCY conference, both state coordinator and grant administrator
- Attend annual meeting in Washington D.C., state coordinator only

#### Task 9. Overseeing the implementation of ARRA-MV grant funds

- Provide technical assistance and guidance to LEAs on planning appropriate expenditures
- Oversee LEA reporting requirements
- Provide onsite technical assistance to LEAs as necessary
- Submit required reports to U.S. Department of Education