

APPLICATION FOR FUNDING
UNDER THE
HOMELESS EDUCATION DISASTER ASSISTANCE PROGRAM



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Zollie Stevenson, Jr., Ph.D., Director
Student Achievement and School Accountability Programs
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-6132

GENERAL INSTRUCTIONS

Application Information

Each local educational agency (LEA) or LEA consortium seeking funding under the Homeless Education Disaster Assistance (HEDA) program must submit an electronic application to the U.S. Department of Education that includes the following information:

1. The completed HEDA application cover page;
2. The following assurances or certifications:
 - Assurances for Non-Construction Programs (SF 424B Form)
 - Certification Regarding Lobbying (ED 80-0013 Form);
3. A description of the LEA's (or lead LEA in an LEA consortium) compliance with the equitable access and participation requirements in section 427 of the General Education Provisions Act; and
4. A completed HEDA Form A providing the number of enrolled students in kindergarten through grade twelve in your LEA or LEA consortium who became homeless as a result of a federally-declared natural disaster¹ that occurred in calendar year 2008 (2008) and the applicable disaster identification numbers. In Form A provide:
 - the name of your LEA or, in the case of an LEA consortium, the designated lead LEA;
 - your LEA's (or, in the case of an LEA consortium, the designated lead LEA) Federal ID (NCES) number; and
 - the requested counts of students in Column (5).
5. In the case of an LEA consortium, a completed HEDA Form B providing the number of enrolled students in kindergarten through grade twelve in all the LEAs that make up the consortium who became homeless as a result of a federally-declared natural disaster¹ that occurred in calendar year 2008 (2008) and the applicable disaster identification numbers. In Form B provide:
 - the name of each LEA in the LEA consortium;
 - the Federal ID (NCES) number of each LEA in the LEA consortium; and
 - the counts of homeless students enrolled.

NOTE: Only an LEA or a consortium of LEAs that had a total of at least fifty enrolled students in kindergarten through grade twelve who became homeless as a result of a federally-declared major disaster that occurred during 2008 is eligible for a grant under

¹ For purposes of the HEDA program, a natural disaster is one for which the President declared a major disaster under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974.

the HEDA program. (For consortia of LEAs, each LEA in the consortium does not need to have 50 or more students; the combined total reported by the consortium must be at least 50.)

Application Due Date:

HOMELESS EDUCATION DISASTER ASSISTANCE PROGRAM

APPLICATION COVER PAGE

1. Legal Name of Applicant Local Educational Agency (LEA)	2. DUNS Identification Number: 3. Taxpayer Identification Number: 4. Applicant LEA NCES ID Number:
5. Applicant LEA Address (including zip code)	6. Contact Person Name: Position: Telephone: Fax:
7. Is the applicant delinquent of any Federal debt? <input type="checkbox"/> No <input type="checkbox"/> Yes, explanation attached	
8. Is the application for a consortium of LEAs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. If you answered "Yes" to Question 8, please list the legal names and NCES numbers for all participating LEAs in the consortium:	
10. To the best of my knowledge and belief, all data are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the assurances provided in this package if the assistance is awarded.	
a. Typed Name and Title of Authorized Representative	b. Telephone Number
c. Signature of Authorized Representative:	d. Date

INSTRUCTIONS FOR APPLICATION COVER PAGE

- 1. Legal Name of LEA.** Enter the legal name of the applicant local educational agency (LEA). (For a consortium enter the legal name of the lead applicant LEA.)
- 2. D-U-N-S Number.** Enter the applicant's D-U-N-S Number. If your organization does not have a D-U-N-S Number, you can obtain the number by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:
<http://www.dnb.com>
- 3. Taxpayer Identification Number.** Enter the taxpayer's identification number as assigned by the Internal Revenue Service. For a consortium enter only the lead LEA's number.
- 4. LEA NCES ID Number:** Enter the applicant's NCES number. The NCES number can be obtained via the Internet at the following URL: <http://nces.ed.gov/globallocator/>
- 5. Address.** Address of the applicant LEA, or in the case of a consortium the address of the lead LEA.
- 6. Program Contact.** Name, address, telephone and fax numbers, and email address of the person to be contacted on matters involving this application.
- 7. Federal Debt Delinquency.** Check "Yes" if the LEA is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check "No."
- 8. Consortium:** Two or more LEAs who agree to apply for the grant and distribute the funds together while managing their individual responsibilities for maintaining auditable records for homeless student identification and allowable expenditures.
- 9. LEAs participating in a consortium:** List the name and information for the lead LEA in #1-6 and then the legal name and NCES number for each of the other participating LEAs in this text box.
- 10. Certification.** To be signed by the authorized LEA representative of the applicant LEA.

[INSERT SF 424B Form]

[INSERT ED 80-0013 Form]

[INSERT Instructions for GEPA 427 Description]

HEDA Form A - Number of Homeless Students and Natural Disaster Identifications¹

LEA (or, in the case of an LEA consortium, the lead LEA)

Name:

Federal ID (NCES) Number:

¹	<p><i>For purposes of the HEDA program, a natural disaster is one for which the President declared a major disaster under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974.</i></p> <p><i>For a list of specific counties in which there has been a Federally declared disaster in 2008 go to the Federal Emergency Management Agency's (FEMA) website at: http://www.fema.gov/news/disasters.fema?year=2008#sev1</i></p>			
Column (1)	Column (2)	Column (3)	Column (4)	Column (5)
Disaster Number	Natural Disaster	Date of Disaster Declaration	States with Counties in Which There Has Been a Natural Disaster	Number of K-12 Students Enrolled in Your LEA(s) Made Homeless by a 2008 Natural Disaster Listed in Column (2)
1789	Hurricane Gustav	9/10/08	Alabama	
1797	Severe Storms and Flooding associated with Hurricane Ike	9/26/08	Alabama	
1796	Severe Storms, Flooding, Landslides, and Mudslides	9/26/08	Alaska	
1744	Severe Storms, Tornadoes, and Flooding	2/7/08	Arkansas	
1751	Severe Storms, Tornadoes, and Flooding	3/26/08	Arkansas	
1758	Severe Storms, Flooding, and Tornadoes	5/20/08	Arkansas	
1793	Severe Storms and Flooding associated with Hurricane Gustav	9/18/08	Arkansas	
1762	Severe Storms and Tornadoes	5/26/08	Colorado	
1785	Tropical Storm Fay	8/24/08	Florida	
1750	Severe Storms and Tornadoes	3/20/08	Georgia	
1761	Severe Storms and Flooding	5/23/08	Georgia	
1743	Severe Storms, High Surf, Flooding, and Mudslides	2/6/08	Hawaii	
1781	Flooding	7/31/08	Idaho	
1747	Severe Storms and Flooding	3/7/08	Illinois	
1771	Severe Storms and Flooding	6/24/08	Illinois	
1800	Severe Storms and Flooding	10/3/08	Illinois	
1740	Severe Storms and Flooding	1/30/08	Indiana	
1766	Severe Storms and Flooding	6/8/08	Indiana	
1795	Severe Storms and Flooding	9/23/08	Indiana	
1737	Severe Winter Storm	1/4/08	Iowa	
1763	Severe Storms, Tornadoes, and Flooding	5/27/08	Iowa	
1741	Severe Winter Storms	2/1/08	Kansas	
1776	Severe Storms, Flooding, and Tornadoes	7/9/08	Kansas	
1746	Severe Storms, Tornadoes, Straight-line Winds, and Flooding	2/21/08	Kentucky	
1757	Severe Storms, Tornadoes, Flooding, Mudslides, and Landslides	5/19/08	Kentucky	
1802	Severe Wind Storm associated with Tropical Depression Ike	10/9/08	Kentucky	
1786	Hurricane Gustav	9/2/08	Louisiana	
Column (1)	Column (2)	Column (3)	Column (4)	Column (5)
Disaster	Natural Disaster	Date of	States with	Number of K-12

Number		Disaster Declaration	Counties in Which There Has Been a Natural Disaster	Students Enrolled in Your LEA(s) Made Homeless by a 2008 Natural Disaster Listed in Column (2)
1792	Hurricane Ike	9/13/08	Louisiana	
1755	Severe Storms and Flooding	5/9/08	Maine	
1788	Severe Storms, Flooding, and Tornadoes	9/9/08	Maine	
1777	Severe Storms, Tornadoes, and Flooding	7/14/08	Michigan	
1772	Severe Storms and Flooding	6/25/08	Minnesota	
1753	Severe Storms and Flooding	5/8/08	Mississippi	
1764	Severe Storms and Tornadoes	5/28/08	Mississippi	
1794	Hurricane Gustav	9/22/08	Mississippi	
1742	Severe Storms, Tornadoes, and Flooding	2/5/08	Missouri	
1748	Severe Winter Storms and Flooding	3/12/08	Missouri	
1749	Severe Storms and Flooding	3/19/08	Missouri	
1760	Severe Storms and Tornadoes	5/23/08	Missouri	
1773	Severe Storms and Flooding	6/25/08	Missouri	
1767	Severe Winter Storm	6/13/08	Montana	
1739	Severe Winter Storm	1/11/08	Nebraska	
1765	Severe Storms, Tornadoes, and Flooding	5/30/08	Nebraska	
1770	Severe Storms, Tornadoes, and Flooding	6/20/08	Nebraska	
1779	Severe Storms, Straight-line winds, and Flooding	7/18/08	Nebraska	
1738	Severe Winter Storms and Flooding	1/8/08	Nevada	
1782	Severe Storms, Tornado, and Flooding	8/11/08	New Hampshire	
1787	Severe Storms and Flooding	9/5/08	New Hampshire	
1799	Severe Storms and Flooding	10/3/08	New Hampshire	
1783	Severe Storms and Flooding	8/14/08	New Mexico	
1801	Tropical Storm Hanna	10/8/08	North Carolina	
1752	Severe Storms, Tornadoes, and Flooding	5/5/08	Oklahoma	
1754	Severe Storms, Tornadoes, and Flooding	5/9/08	Oklahoma	
1756	Severe Storms, Tornadoes, and Flooding	5/14/08	Oklahoma	
1775	Severe Storms and Flooding	7/9/08	Oklahoma	
1803	Severe Storms, Tornadoes, and Flooding	10/9/08	Oklahoma	
1798	Severe Storms and Flooding	10/1/08	Puerto Rico	
1759	Severe Winter Storm and Record and Near Record Snow	5/22/08	South Dakota	
1774	Severe Storms and Flooding	7/9/08	South Dakota	
1745	Severe Storms, Tornadoes, Straight-line Winds, and Flooding	2/7/08	Tennessee	
1780	Hurricane Dolly	7/24/08	Texas	
1791	Hurricane Ike	9/13/08	Texas	
1778	Severe Storms and Flooding	7/15/08	Vermont	
1784	Severe Storms, a Tornado, and Flooding	8/15/08	Vermont	
1790	Severe Storms and Flooding	9/12/08	Vermont	
1769	Severe Storms, Tornadoes, Flooding, Mudslides, and Landslides	6/19/08	West Virginia	
Column (1)	Column (2)	Column (3)	Column (4)	Column (5)
Disaster Number	Natural Disaster	Date of Disaster Declaration	States with Counties in Which There Has Been a	Number of K-12 Students Enrolled in Your LEA(s) Made Homeless by a 2008

			Natural Disaster	Natural Disaster Listed in Column (2)
1768	Severe Storms, Tornadoes, and Flooding	6/14/08	Wisconsin	
	List of disasters is current as of November 20, 2008. Additional disasters for 2008 will be listed as they are declared.			
LEA/Consortium Total				ED system will auto-calculate the total

INSTRUCTIONS FOR HEDA FORM A
Number of Homeless Students and Natural Disaster Identifications

1. Enter in Column 5 the number of enrolled K-12 students made homeless by any of the federally-declared natural disasters in 2008 listed by the Federal Emergency Management Agency (FEMA). For additional information and for the most up-to-date list of federally-declared natural disasters in 2008 listed by FEMA, see <http://www.fema.gov/news/disasters.fema#sev1>.
2. An LEA should not count a student made homeless by a natural disaster in 2008 more than once. If a student was made homeless by more than one natural disaster, count the student for any one for which you have a verifiable and auditable record.
3. Only Students who were enrolled by the LEA should be counted.
4. You do not need to enter “0” next to the natural disasters for which no homeless student identification or enrollment resulted.
5. Consortia should enter in Column (5) aggregate numbers for all participating LEAs.
6. The total is auto-calculated. Check that the total number of students whose homelessness is tied to one of these natural disasters is 50 or higher to be eligible for a grant award.

HEDA FORM B
Number of Homeless Students and Natural Disaster Identifications

(Required for Consortia Applicants Only)

Column (1)	Column (2)	Column (3)
Legal Name of each LEA in consortium	NCES Identification Number of each LEA in consortium	Number of K-12 Students in each LEA who were homeless as a result of a natural disaster that occurred in 2008

Will the lead LEA distribute funds under the HEDA program based on each LEA's proportionate share of the total number of students made homeless by natural disasters?

YES

NO

If no, describe the alternate needs-based method for distributing funds among participating LEAs agreed upon in writing by all members of the LEA consortium

INSTRUCTIONS FOR HEDA FORM B (REQUIRED FOR CONSORTIA ONLY)

1. Enter in Column (1) the LEA's full legal name of every LEA participating in the consortium.
2. Enter in Column (2) the NCES number for each participating LEA.
3. Enter in Column (3), for each participating LEA, the total number of enrolled K-12 students who were made homeless by a 2008 natural disaster. These students must be included in HEDA Form A in the aggregate count of students for the consortia who were made homeless by the specific natural disasters listed in that form.

NOTES:

- It is the responsibility of both the lead LEA for the consortium and each participating LEA to have accurate data and auditable records on the numbers of homeless students enrolled who were made homeless by a natural disaster.
- The total number of students made homeless by natural disaster who are enrolled in all the LEAs participating in the consortium must equal the total number reported on HEDA Form A, which aggregates the data for all participating LEAs.