

McKinney-Vento Grant

Questions and Answers

Revised 2/19/13. Answers to #1 and #5 have been revised in "red"

Italicized questions were received via email (homelessrfp@mail.nysed.gov). All other questions originated from the webinar held on January 18, 2013. A recording of the webinar can be found here: <http://www.nysteachs.org/info-topic/mvgrant.html>.

- Q:** Can there be some consideration for changing the application due date? Many school districts are on winter break February 18-22. Thanks

A: SED believes that adequate time has been provided to prepare applications for this RFP. The February 22, 2013 due date will remain unchanged.

A: The State Education Department (SED) has revised the homeless enrollment data for school year 2011-12. Due to this recent data update, SED has extended the due date for submitting a McKinney-Vento grant application from February 22nd to March 8th.

Consortiums/BOCES

- Q:** Just to clarify, can BOCES [apply] on their own or do they need to be part of a consortium?

Q: Although BOCES does not enroll students, can BOCES function as the "lead LEA"?

Q: Can a BOCES be the lead fiscal agent of a Consortium grant proposal?

Q: Can a BOCES be the lead for a consortium of component districts given that the students are all accounted for as living in the component districts, as long as the BOCES is providing services to the homeless students?

Q: Are BOCES eligible to apply for the next grant cycle? I am reviewing the description of eligible recipients, and the documents emphasizes. "Consortium members must be eligible recipients and be a direct provider of services." BOCES do not directly enroll students and do not report to SIRS.

A: BOCES are eligible to apply for a McKinney-Vento grant. BOCES must apply as a part of a consortium; a BOCES cannot apply on its own. To be eligible for funding, the average number of students identified as homeless from 2009-2012 must be at least 100 for the component LEAs in the consortium. A BOCES can serve as the lead LEA of a Consortium.
- Q:** Does collaboration between the BOCES and consortium LEA's "count" as collaboration?

A: Yes.
- Q:** For consortiums, will each district's forms and policies be required for the application?

A: Yes.
- Q:** Regarding a consortium it says that we must provide more than "technical" assistance. What constitutes "technical"? Can you please define that word?

A: Consortium applicants must provide more than trainings, meetings, and other networking activities. It must provide some direct services, such as, but **not** limited to, tutoring, case management, counseling, school supplies, transportation, etc.

6. **Q:** Can a district with an average of 500 students [identified as homeless] be part of consortium?

A: Yes.

7. **Q:** Since the BOCES does NOT have its own Title I funds, can it request/require consortium members to use some piece/percentage of its "set aside" to support the McK-V program?

A: Yes.

8. **Q:** *What is meant by the last sentence at bottom of page 6 of the RFP? It reads: "NYSED has established a minimum level of twenty percent of the total annual budget to be provided by the fiscal agent." It sounds like a match is required, yet during the webinar, we were told, in response to a question, there is NO match. So, what is this 20%?*

A: Any LEA, including the lead LEA for a Consortium, awarded a McKinney-Vento grant must account for at least 20% of the award on direct expenses (on the FS-10 this would be everything except for Purchased Services and BOCES Services if the lead LEA is a school district, and everything except Purchased Services if the lead LEA is a BOCES). This is to ensure the fiscal agent is an active member of the program and not a flow-through for grant funds.

9. **Q:** Follow up on BOCES as lead and distribution of funds- I believe I read all consortium members must be providing direct services, but does that mean that some of the funds must be dispersed to member districts, or might they be providing services through their Title I funding or in-kind services while these grant funds go to BOCES for the services that BOCES provides?

Q: If a BOCES serves as the lead fiscal agent of the consortium, will the delivery of award winning consortium services and support be conducted through the BOCES, or does the BOCES have to redistribute the funds to members and maintain the 20% of the budget to oversee and manage the service delivery and data flow?

Q: So a base grant for a consortium is 30,000 and it would be divided between the members?

Q: If districts with large numbers apply in a consortium, will they get a larger part of the grant than the smaller districts.

Q: If you are part of a consortium, how is it decided what portion of grant money comes to the individual LEA ?

Q: *If you plan for a consortium grant and one member of the consortia (4 altogether) have a significantly larger number of homeless students in their district, can you allocate a greater dollar share of the total funded amount to this member? For example, if the grant is for \$100,000 to go to a consortium of 4 districts, is it allowable that one district receive 30% of the dollars, while the remaining three split the 70%?*

A: The lead LEA in a consortium--which may be a BOCES, school district, or charter school-- may use all of the funding and not disperse any to other consortium LEAs, or it may allocate up to 80% of the award to the consortium LEAs. It is up to the LEAs that are a part of the consortium to agree upon a method of apportionment of funding and articulate that in the consortium's application. As stated on page 6 of the RFP, consortium partners are required to sign an agreement with the fiscal agent that specifically outlines all services each partner agrees to provide and includes a dollar amount for the value of the services provided. This agreement needs to be included in the RFP application as part of Attachment F.

10. **Q:** Just want to be clear - a BOCES can be the LEA for a Consortium but cannot create more than one consortium, i.e. create four two-school consortiums.

Q: If BOCES replicates their proposal and separates their district in various proposals, is this a loop[hole] to increase their \$30,000 base grant?

A: A school district may be part of only one consortium, but a single BOCES may be part of more than one consortium. Because funding is based on the average number of students identified as homeless, it would be unfair for one district's average to count twice. However, because BOCES do not directly enroll any students and therefore do not directly identify any students experiencing homelessness, there is not a double-counting issue. Each consortium application will be reviewed separately.

Budget and Funding

11. **Q:** Budget: do we write a budget based on the base award since we have no idea what will remain?

A: Budgets should be written based on the base award and the \$50 per pupil allocation. If there are remaining funds after all applicants scoring at least 70 points are awarded base awards and initial per pupil allocations, then the remaining funds will be allocated pursuant to the method outlined in the RFP and an FS-10A will be required.

12. **Q:** If a BOCES is granted a base award then what number would determine additional funding?

A: A BOCES is only eligible for an award if it applies as a part of a consortium. Additional funding is based on the average number of students identified as homeless for the component school districts in the consortium.

13. **Q:** Is the cap of 1.5million per year?

Q: To be clear, if a district qualifies for the maximum award, would the funding be for \$500,000 per year? Is the 1.5 million the total for the 3 years?

A: The cap is 1.5 million dollars per year plus an additional award if there are remaining funds after all applicants scoring at least 70 have been allocated funds.

14. **Q:** The total pool is \$4,000,000. If, as in your example, there were 80,000 students in the applications that scored over 70 points, wouldn't that exhaust the entire \$4,000,000 (\$50 per student) and leave \$0 remaining?

A: The amount of remaining funds, if any, depend on how many LEAs score at least 70 on the application. Please note that any award is initially capped at \$1.5 million dollars. This award could be increased if there were remaining funds as described in the RFP.

15. **Q:** Can funding per student be reduced if several districts reach the 70 point threshold?

A: Theoretically, yes.

16. **Q:** How much of the funding can be used toward salary? Is there a specific percentage?

Q: Can salaries for liaison be included in use of grant money?

A: There is no specific percentage for how much funding may be used for salaries (including the salary of the liaison). The LEA has discretion as to how much funding will be allocated toward salary. Budgets will be scored based on a clear relationship between requested funds and proposed activities and the efficiency of the use of funds.

17. **Q:** Why were funds so largely reduced for services?

Q: The award amount appears to be significantly lower than in past years. In order to maintain the standards of the current subgrant funded programs, is it expected that the LEA will come up with matching funds to meet budget needs?

Q: Is this formula different that it was in years past? It appears that our District will be getting less money using this funding formula.

Q: What other funding sources can you suggest to offset this dramatic reduction in funding

A: **The funding allocation used in the McKinney-Vento grant RFP is different than in previous years and is meant to better allocate funding based on need. McKinney-Vento grant awards are dependent on how much funding the State Education Department receives from the federal government. LEAs are strongly encouraged to maximize other resources (funding or otherwise) from within the LEA (Title I, 21st Century, etc.) and outside the LEA.**

18. **Q:** Would award be larger if let's say you have over 400 homeless students?

A: **The award is based on the number of students identified as homeless on average over the past three years. An LEA that has an average of 100 students will get a smaller award than one that had an average of 400.**

19. **Q:** *In order to continue our HSP Program I will be applying as a consortium. Two schools that I partner with are applying for their own grant and would rather write SWBOCES in for Purchased Services. The schools that apply on their own will not be counted in are numbers. What are the criteria for applying and receiving purchased services?*

A: **Purchased Services are identified in the FS-10. Purchase Services, Code 40; include consultants, rentals, tuition and other contractual services. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.**

Homeless Student Average/Data

20. **Q:** What if the number of temporarily housed students increases in the consortium (as will happen when the displaced students from super storm sandy hit)?

Q: Will hurricane sandy displaced students be counted as McK-V students for this current year?

Q: Is grant money same for all three years?

A: **McKinney-Vento grant funding is based on the average number of students identified during school years 2009-10, 2010-11, and 2011-12; this excludes students made homeless by Sandy. However, SED is looking for other ways to help districts affected by Sandy. The grant award will be the same in each of the three years contingent on funding from the federal government.**

21. **Q:** Can a district that falls below the minimal threshold (95 students) still apply independently?

Q: What do you do if you have less than 100 homeless students?

A: **A district that has fewer than 100 homeless students on average cannot apply independently. To be eligible for funding the district must have identified at least 100**

students as homeless on average from 2009-2012. If the district falls below the threshold, it may apply as part of a consortium.

22. **Q:** Do we need to do the math to see what we qualify for?

A: Yes.

23. **Q:** Do you need the documentation to show the average number of homeless students along with the budget?

A: The average number of homeless students should be provided in Attachment A. This figure should be referenced in the Budget Narrative Form. SED will verify that the average given by the LEA matches that in the SIRS/the data warehouse.

24. **Q:** Is having over 100 students [identified as homeless on] average the only requirement for a district to apply on its own? Does your district need to meet any other qualifications?

A: Eligible applicants must be an LEA or a consortium of LEAs. The LEA or consortium must have identified as least 100 students as homeless on average and score at least 70 points on its application to be eligible for funding.

25. **Q:** Are school districts able to go back into the warehouse and make updates to inaccurate data reported in previous years?

A: No.

26. **Q:** On the TEACHS website, does the 3 year data include BOCES numbers in the home school district counts?

A: BOCES are not included in the three-year homeless education data because BOCES do not enroll students and therefore do not collect data on the number of students identified as homeless.

27. **Q:** Do we know when the 2011-12 Data on homelessness will be posted on the NYSTEACHS website? If it will not be posted, where [are] the official data found in our SIRS Level 2 reports?

Q: *Where can we find the official data for 2011-12 (three year average)? The TEACHS website only contains data up to 2010-11.*

A: The data are posted here: <http://www.nysteachs.org/info-topic/statistics.html> and here: http://www.nysteachs.org/media/INF_SED_SIRS3YearAvg.xls

28. **Q:** Did the numbers [average number of homeless students] come from BEDS?

Q: Where are the statistics report generated from? Where do the numbers come from? For example, [in] NYC will you collaborate with the DOE and/or DHS to retrieve this data? What systems are used?

A: The underlying data that were used to calculate the average number of homeless students identified for each school district came from SIRS/the data warehouse. No data from BEDS were used; no outside agencies were consulted.

29. **Q:** Does it have to be an exact average of 100 students over the last 3 years?

A: An LEA or consortium is eligible for funding if it identified at least, not exactly, 100 students over the last three years.

30. Q: *I am the Coordinator for Southern Westchester BOCES Homeless Student Program. For over 20 years we have collaborated with DSS, Urban League, and several community based organizations who provide services to homeless families living in shelters or transitional housing, SWBOCES maintains a database for all homeless students that are housed by the Westchester County Department of Social Services. A profile referred to as the Educational Needs Assessment is entered into our data base and the information is used not only to track each student while they remain in transitional housing but as a stepping stone to refer students for various mental health services, educational services including tracking school attendance, after school tutoring, high risk case conferencing, etc. Is it appropriate to use a three year average of the number of students we provided services to, even though those students are registered with different school districts throughout Westchester County?*

A: **In this case, the average number of homeless students used to calculate the per pupil award would be based on the number of students identified as homeless by the school districts that are a part of SWBOCES' consortium in SIRS/data warehouse. The applicant must also include the number of students it proposes to serve in the proposal narrative and Attachment B. This latter figure may be based on sources outside of the data warehouse.**

31. Q: *I work with districts on grant coordination. We are concerned that the three year average numbers for Geneva and Gorham-Middlesex have been transposed. Geneva has a housing authority, has a high rate of public housing, and TANF and is a much larger district. If this is the case can you let us know before February 1 so that Geneva will know they are eligible.*

A: **The data listed on nysteachs.org comes directly from SED's Information and Reporting Services Office. Information and Reporting Services extracted the data from the data warehouse. It is recommended that the Chief Information Officers from the two districts be contacted to verify the homeless education data. The CIOs can access the verification reports in Level 2 of the data warehouse and can view the student names associated with the homeless counts.**

Attachments

32. Q: *Does Part 3., "Program Activities," require a narrative as well as Attachments B and C?*

A: **Yes. The "Program Activities" section of the RFP includes a description of what should be included in the narrative.**

33. Q: *What []should be written in the "LEA" and "LEA code" sections of the Attachments for consortium applications? Where are LEA codes obtained?*

Q: *The abstract, proposal narrative, and attachment shall include the name of the LEA and LEA code in the header or footer" -> Is the LEA the consortium's name (if given one) or that of the lead LEA, or those of all consortium LEAs? Is the LEA the consortium's name (if given one) or that of the lead LEA, or those of all consortium LEAs?*

A: **"LEA" refers to the local educational agency, which can be a school district, BOCES, or charter school. "LEA code" refers to the LEA's BEDS code. Applicants should include the name and code for the LEA submitting the application. In the case of consortium applicants,**

the name and code for the lead LEA should be included in the Attachments, except for Attachments D and E where the name and code for each LEA that is a part of the consortium should be inserted. To find your code: go to Grants Finance, Reports page <http://www.oms.nysed.gov/cafe/reports/>, click on the appropriate county in the chart and then scroll to your LEA name, your code is to the left.

34. **Q:** Is what we attach for Attachment B only the 2nd chart based on the 1st chart of suggestions?
Q: Attachment B- We make a chart with what we choose to address?
A: Attachment B includes an example of what an applicant could include. This is only meant as guidance and should not be included with the completed application. Applicants need only include one chart, with a separate row for each activity. Applicants have discretion in choosing which activities to undertake with the funding.
35. **Q:** On Attachment C Staffing Chart it says "activity number" does this meaning we should assign a number to each activity on Attachment B in the first "Activity" column?
A: Yes.
36. **Q:** In Attachment C, is the FTE the total of the employee or what they will be doing devoted to McKinney time?
Q: Do we list FTE with funding or prior to funding?
Q: *In Attachment C, a Staffing Chart is Required. If our consortium intends on creating a position to coordinate activities of the Proposal but has not hired anyone yet, can this section be left blank?*
A: The FTE referred to in Attachment C is the percentage of the employee's time that will be spent on McKinney-Vento grant activities. For example, if the McKinney-Vento liaison is also the registrar and will spend 20% of her time on grant-funded activities and 80% on registrar-related activities, indicate 20% under FTE on Attachment C for that employee. Identification of the employee may not yet be known but the FTE is needed.
37. **Q:** Should we include collaborative activities in Attachment B and D?
A: Any collaborative activities listed in Attachment B can be cross-referenced in Attachment D. For example, an applicant may fully describe the activity in Attachment B and then in Attachment D state "see Activity #3 in Attachment B for a more detailed description of the collaborative activity."
38. **Q:** For Attachment D, is Collaboration w/in the LEA mean ALL the LEAs in a BOCES consortium or just the BOCES and then putting LEA members in the community section?
A: Each LEA in a Consortium must complete Attachment D and provide all existing and planned collaborations. Collaborations among consortium members should be included in the "Collaborations in the Community" section of Attachment D for each LEA.
39. **Q:** *Attachment D, "Collaborations in the Community": What is the difference between 'Activities in Place' and 'Service or Resources Provided'? Can someone give me an example?*
A: This section of the Attachment D refers to partners that you collaborate with outside of the school district/LEA. Activities in Place refers to on-going collaborative activities that already exist, such as shelter staff participation in networking meetings, your liaison

participation in Continuum of Care meetings. “Services or Resources Provided” refers to those services or resources already provided or those that will be provided to the LEA to assist students in temporary housing. This could include, for example, donation of space in a local shelter to house an after-school tutoring program or donation of school supplies.

40. **Q:** Attachment E: since a BOCES doesn't have the Title I funds, do we only do this for consortium districts?

Q: How should a BOCES as lead fiscal agent complete Attachment E since it [doesn't receive any] Title I funding? Are we supposed to use the Title I info from consortium districts?

A: BOCES, applying as a part of a consortium, should complete the bottom half of Attachment E (“Additional Outside Funding” and “External Cost and Resource Sharing”) and skip “Title I, Part A Set-Aside for Homeless Students.” Each of the school districts that are part of the consortium should complete the entire Attachment E.

41. **Q:** Would you please discuss Title I A set aside funds for districts where all of the schools are Title I.

A: Districts in which all of the schools receive Title I funds are not required to set aside funding for students experiencing homelessness, although they are encouraged to do so. Districts that are not required to do a set-aside and choose not to must address how the educational needs of students experiencing homelessness are being met as a part of the district's Title I Plan.

42. **Q:** Where is the formula used for Title I set aside recommendations?

A: A district should determine its Title I, Part A set-aside for students experiencing homelessness based on the identified needs of such students. With that in mind, there are four recommended methods for determining the set-aside:

1. Determining a percentage of Title I, Part A funds for the homeless set-aside
2. Multiplying the number of identified homeless students by the Title I, Part A per-pupil allocation.
3. Matching the amount of McKinney-Vento grant dollars received by the LEA, if applicable
4. Adjusting previous set-aside amounts based on past set-aside expenditures and trend data such as the number of homeless students identified, academic outcomes, and educationally related needs identified.

For more information please see: the National Center for Homeless Education's “Serving Students Experiencing Homelessness under Title I, Part A,” available here:

<http://center.serve.org/nche/downloads/briefs/titlei.pdf>

43. **Q:** When demonstrating leveraging funds in the attachments, do we include costs beyond what the McKinney Vento Grant will cover to implement the entire program or is this just informational and the grant program should describe and show budget just for what we plan to do with those funds?

A: Applicants should include funding apart from the McKinney-Vento grant that it has secured or will secure to support the McKinney-Vento program. This includes Title I funding, other LEA funding, and funds from outside of the LEA. Program activities that will be offered using this funding should be included in the grant application.

44. **Q:** Can you provide a description or instructions for Attachment E: External cost and resource sharing

A: Applicants should describe what resources they have secured or will secure from entities outside of the LEA. The following are examples of external resources that could be included here: donated school supplies from a local business or a grant from a foundation to serve students in temporary housing.

45. **Q:** Attachment F: do all signatures need to be on the same page or can we have perhaps one or two signatures on each of several pages?

A: Signatures can be on multiple pages.

Needs Assessment

46. **Q:** Does the needs assessment need to be included in the submission?

A: No. But the information learned from the assessment should be included in the application.

47. **Q:** Is there really enough time for a comprehensive Needs Assessment in a large LEA for the 2/22 due date for the grant application?

Q: Given the short time frame before applications are due, would you recommend a formal needs assessment to an LEA who already has a grant from the previous cycle?

A: Applicants are encouraged to review the data they already have collected, solicit feedback from key stakeholders, and reflect on the needs of students experiencing homelessness before completing the grant application. Given the due date, applicants are encouraged to begin this process with the understanding that they may not be able to complete a comprehensive needs assessment before the due date.

48. **Q:** Does the needs assessment need to have responses in a narrative form - can the needs assessment have responses for example on a scale of rate from 1 to 5.

A: There is no mandated form for the needs assessment. LEAs can use the needs assessment templates developed by the National Center for Homeless Education or develop their own templates.

49. **Q:** I can't find Appendix B in the RFP template.

Q: Where can these charts be downloaded? I did not see them in the RFP

A: The excerpts from the Needs Assessment are from the National Center for Homeless Education's "Educating Homeless Children and Youth: Conducting Needs Assessments and Evaluating Services A Guide for SEAs, LEAs, and Local Schools," Appendix B, entitled "Needs Assessment Worksheet and Summary: Local Education Agency." The entire document, including all appendices, are available here:

http://center.serve.org/nche/downloads/needs_assess_eval.doc.

Misc.

50. **Q:** What is the link for sample policies?

A: The model Residency Questionnaire is available here:

http://www.nysteachs.org/media/INF_SED_EnrollForm_ResQuest.doc. The sample

homeless education policy is available here:

http://www.nysteachs.org/media/INF_SED_SampleLEAPolicy-5-19-09.doc.

51. **Q:** How many districts currently get McKinney grant funds and what is your projected number of districts for this grant?

A: Currently there are 34 McKinney-Vento grant awards. They serve 175 school districts and BOCES. There is not a projected number of awards for the 2013-16 cycle of funding; this will depend on the number of applicants scoring at least 70 points.

52. **Q:** Can services be provided in a homeless shelter?

A: Yes.

53. **Q:** It can take multiple visits to make contact with homeless families especially in motels. Enrollment, engagement and assisting families through transportation and phone calls require time and multiple contacts with one family. How can we reflect this? Could it qualify for additional funds?

A: The identification of students experiencing homeless is an approved program activity that may be funded using McKinney-Vento grant dollars.

54. **Q:** Our students are transient, moving in and out of "homeless" situations. For the purpose of this grant, how can this be tracked?

A: All LEAs are required to identify students experiencing homelessness and collect data through their student management systems on which students have experienced homelessness. LEAs must implement a Residency Questionnaire for all students seeking enrollment in the district as well as for those students seeking a change of address. A STAC 202 Form should be completed for any students identified as homeless. LEAs may also develop their own tracking systems if they would like to collect more in depth data on students experiencing homelessness.

55. **Q:** Is there a site that provides information on the average number of homeless as compared to poverty rate?

A: According to the Urban Institute (see

http://www.urban.org/uploadedPDF/end_homelessness.pdf), approximately ten percent of children living in poverty will experience homelessness in a given year. Poverty rates for individual school districts are available on the Census website, here:

<http://www.census.gov/did/www/saipe/data/interactive/#view=SchoolDistricts>. Districts are encouraged to compare 10% of the poverty rate for children ages 5-17 to their identification of students experiencing homelessness. NYS-TEACHS compiles comparisons of homeless identification and poverty by district, here: <http://www.nysteachs.org/info-topic/statistics.html>.

56. **Q:** Is the number of students to be served included in the abstract need to reflect the average number used to determine funding or is this simply for calculating how much you are eligible for

A: The number of students the LEA proposes to serve using grant funds may be different from the average number of students identified as homeless.

57. **Q:** Can you please show the nysteachs link again?

A: www.nysteachs.org

58. Q: Who scores the grants?

A: SED staff.

59. Q: Is there a page number limit for the RFP?

Q: Is there a page limit on proposal narrative? Any guidelines re font size, spacing, margins etc.?

Q: I do not see page limits for the narrative section - are there any?

A: **No. There are no restrictions regarding the length, spacing, or font size for the applications.**

60. Q: Is the agency code the same as the previous one?

A: **The agency code refers to the LEA's BEDS code.**

61. Q: Is it ok to [c]ite "see original" regarding any signature pages for the email version (or do we need to try to scan those documents)?

A: **The documents that are emailed do not need the signature pages. However, the original and copy of the application that are mailed must have the signatures.**

62. Q: When and where will a copy of this webinar be available for review (and for anyone who could not make the webinar today)?

Q: Will we able to get a copy of [] power point [used in the webinar]?

A: **A recording of the webinar and a copy of the powerpoint are available here:**

<http://www.nysteachs.org/info-topic/mvgrant.html> and

<http://www.p12.nysed.gov/funding/currentapps.html>

63. Q: Do we include pages 17 and 18 in the submission?

Q: Do we include page 17 of the application in what is submitted: It says for NYSED USE.

A: **No. It was provided for informational purposes only.**

64. Q: Does a BOCES NEED to submit a Payee Information Form with applications?

A: **Yes, LEAs, including BOCES and charter schools, are required to submit Payee Information Forms. This information is located on page 8 of the Application. Please follow the specific instructions provided with the form. The Payee Information Form is used to establish the identity of the applicant organization and enables it to receive federal (and/or State) funds through the NYSED. An on-line version of the packet is available at:**

<http://www.oms.nysed.gov/cafe/forms/PIForm.pdf>.

65. Q: Do you mail an original plus one copy or just the original?

A: **Applicants should mail an original plus one copy. An electronic version of the complete application must be received in the RFP mailbox by February 22, 2013. A complete printed application with an original authorized signature and one copy must be postmarked by the same date, February 22, 2013.**