

State of Michigan
Department of Career Development

King•Chavez•Parks Initiative
Select Student Support Services (4-S) Program
RFP# 02-RFP-007

Request for Proposal Application Package

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

May 6, 2002

Contract and Grant Administration
Michigan Department of Career Development
Victor Center, 7th Floor
201 N. Washington Square
Lansing, Michigan 48913

TABLE OF CONTENTS

Application Check-Off Reminder.....	4
-------------------------------------	---

SECTION I - TERMS AND CONDITIONS

I-A Purpose.....	5
I-B Contract and Grant Administration.....	5
I-C Term of Grant	6
I-D Grantee Responsibilities	6
I-E Disclosure	6
I-F Proposals.....	7
I-G Proposal Submittal and Receipt.....	7
I-H Proposal Review	7
I-I Selection Criteria	8
I-J Continuation Grant Prior Experience Points.....	11
I-K Acceptance of Proposal Content.....	12
I-L Grant Cycle Determination.....	13
I-M Grant Award and Payment.....	14

SECTION II – POLICIES AND PROCEDURES GOVERNING 4-S PROGRAMS

II-A Accounting and Budget.....	15
II-B General Provisions.....	18
II-C Continuation Grant Prior Experience Points.....	19
II-D Reporting Responsibilities of Grantee.....	19
II-E Grantee Report Responsibilities Calendar	20
II-F KCP Initiative 4-S Program and Oversight Timeline.....	21

SECTION III – 4-S PROGRAM BACKGROUND AND WORK STATEMENT

III-A Background/Problem Statement	22
III-B Objectives	23
III-C Institutionalization	23
III-D Tasks	24

**SECTION IV - INFORMATION REQUIRED FROM APPLICANTS:
APPLICATION GUIDELINES**

IV-A	Economy of Preparation	26
IV-B	Proposal Abstract	26
IV-C	Competitive Grant Application.....	26
IV-D	Contact Information	27
IV-E	Proposal Narrative	27
IV-F	Budget.....	30
IV-G	Staff Release Authorization	31

ATTACHMENTS

Attachment A	Proposal Abstract
Attachment B	Competitive Grant Application
Attachment C	Program Budget Summary
Attachment D	Contact Information
Attachment E	Draft Report Package
Attachment F	Draft Grant Agreement

APPLICATION CHECK-OFF REMINDER

Please check your proposal to make sure you have included all of the requirements listed in the RFP; these include, but are not limited to, the following:

1. Proposal should be signed in ink (“Competitive Grant Application Form,” Attachment B)
2. Proposal Package should include (submit in this order):
 - Proposal Abstract (Attachment A)
 - Competitive Grant Application Form (Attachment B)
 - Proposal Narrative (maximum of 23 pages). **The entire grant application (excluding the Staff Release Authorization) must not exceed 30 pages.**
 - Program Budget Summary (Attachment C)
 - Program Budget Detail and Narrative (maximum of 3 pages)
 - Staff Release Authorization (if applicable as an attachment)
 - Contact Information (Attachment D)
3. Important Due Dates:
 - **June 14, 2002:** Final date **written questions** may be submitted concerning application clarifications to MDCD by 4:00 p.m. to:
Carolyn Upshaw-Royal
Contract and Grant Administration
Michigan Department of Career Development
Victor Center, 7th Floor
201 N. Washington Square
Lansing, MI 48913
Fax: (517) 241-6683
 - **July 12, 2002: Proposals** must be RECEIVED BY 2:00 p.m.
4. Submit an Original as well as Ten (10) copies of the entire grant application. **Submitted proposals should be stapled only and not bound in any other manner.**

The address for proposals submitted by Contract Carrier, Courier Delivery, Personal Delivery, or U.S. Postal Service is:

Carolyn Upshaw-Royal Contract and Grant Administration Michigan Department of Career Development Victor Office, 7 th Floor 201 N. Washington Square Lansing, Michigan 48913 (517) 241-0088

**SECTION I
TERMS AND CONDITIONS**

I-A PURPOSE

The purpose of this Request For Proposal (RFP) is to obtain proposals for the Michigan Department of Career Development/Martin Luther King, Jr. • César Chávez • Rosa Parks Initiative to operate a Select Student Support Services (4-S) program. All grants awarded will be for a one-year period.

I-B CONTRACT AND GRANT ADMINISTRATION

This RFP is issued by the Michigan Department of Career Development (MDCD). The Michigan Department of Career Development is the sole point of contact with regard to all matters relating to the services described herein. The Michigan Department of Career Development is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of this Request For Proposals and any grant(s) awarded as a result of this Request. The Michigan Department of Career Development will remain the SOLE POINT OF CONTACT throughout the process.

All communication concerning this RFP MUST be submitted, in writing, no later than:

4:00 p.m. on June 14, 2002 to:

Carolyn Upshaw-Royal Contract and Grant Administration Michigan Department of Career Development Victor Center, 7 th Floor 201 N. Washington Square Lansing, Michigan 48913 Fax: (517) 241-6683

Questions received after this date and time will not be answered. The Michigan Department of Career Development will not respond to telephone inquiries or visitation by applicants or their representatives. Every attempt will be made to post responses to written questions within three days on the Department of Career Development's web site under "RFP Listings":

Web Site: www.michigan.gov/mdcd

Highlights and questions asked at the Pre-Application RFP Meeting held on Monday, May 6, 2002 at the Lansing Center will be included on the web site.

Changes to the RFP made as the result of responses to questions or concerns raised will be summarized and mailed to each institution of higher education and will also be posted on the web site. A complete copy of this RFP is also available as a "Word" document on the Department's web site under "RFP Listings."

The person authorized to administer the Select Student Support Services (4-S) Program upon completion of the "Grant Agreement":

Rudy Redmond, Manager and Grant Administrator
King•Chavez•Parks Initiative
Michigan Department of Career Development
Victor Center, 4th Floor
201 N. Washington Square
Lansing, MI 48909

I-C TERM OF GRANT

All grants awarded under this RFP will be for a one-year period, from October 1, 2002 through September 30, 2003. Since these grants are intended to serve as catalysts for institutional change, no program will be funded for more than a single five (5) year cycle. The award of a grant under this RFP does not imply continued funding at the conclusion of the grant period.

The Michigan Department of Career Development is not liable prior to signing of a grant by all parties for any costs incurred by any applicant. The prospective Grantee should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to the terms and conditions of this Request for Proposals and any resulting grant.

I-D GRANTEE'S RESPONSIBILITIES

The Grantee will be required to assume responsibility for all grant activities offered in this proposal whether or not that Grantee performs them. Further, the Michigan Department of Career Development will consider the Grantee to be the sole point of contact with regard to grant matters, including payment of any and all charges resulting from the anticipated grant.

I-E DISCLOSURE

All information in an applicant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act." This act also provides for the complete disclosure of grants and attachments thereto.

I-F PROPOSALS

To be considered, each applicant must submit a COMPLETE response to this RFP, using the format provided in Section IV. The proposal should be signed in ink by the institution grant official who is authorized to bind the applicant to the provisions of this RFP.

I-G PROPOSAL SUBMITTAL AND RECEIPT

Please submit the original and ten (10) copies of the Proposal Abstract, Competitive Grant Application Form, Proposal Narrative and Budget, including the Program Budget Summary and Budget Detail and Narrative. Submitted proposals should be stapled only and not bound in any other manner. PROPOSALS MUST BE **RECEIVED AT THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT, CONTRACT AND GRANT ADMINISTRATION, AND TIME-STAMPED BY THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT, CONTRACT AND GRANT ADMINISTRATION NOT LATER THAN 2 P.M. ON FRIDAY, JULY 12, 2002.** PROPOSALS RECEIVED AFTER THE SPECIFIED DUE DATE AND TIME WILL NOT BE CONSIDERED.

APPLICANTS ARE RESPONSIBLE FOR ENSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS ON THE OUTSIDE OF THE ENVELOPE: College or university name, date due, time due, RFP # 02-RFP-007, and program name. If a delivery service is used which prohibits such markings on their envelope or package, this information must be placed on the outside of an interior envelope or package.

The address for proposals submitted by CONTRACT CARRIER, COURIER DELIVERY, PERSONAL DELIVERY, or U.S. POSTAL SERVICE is:

Carolyn Upshaw-Royal Contract and Grant Administration Michigan Department of Career Development Victor Center, 7 th Floor 201 N. Washington Square Lansing, Michigan 48913 (517) 241-0088

I-H PROPOSAL REVIEW

Proposals are reviewed by three-member peer review teams. Committee members are appointed by the KCP Initiative Manager/Grant Administrator, and the teams include representatives from the President’s Council of State Universities and the Association of Independent Colleges/Universities. Each review committee member individually rates the proposals assigned to their respective team. The committee meets to review the proposals and recommends both the institutions and the award amounts. There is no

obligation to fund the proposal at the requested amount. The member's ratings are standardized and the ratings ranked in descending order. After the ratings have been standardized and totaled, Prior Experience Points (for Continuation Grants only), if applicable, will be added. The total pool of applications in ranked order is then recommended for funding until the total allocation has been expended. There is no expectation that all proposals will be funded. The KCP Manager/Grant Administrator forwards the recommendation for funding to the Director of the Department of Career Development. Upon receipt of approval, awards are announced and all Grantee contracts are completed, facilitating funding for program start-up October 1, 2002.

I-I SELECTION CRITERIA (100 total points possible for entire proposal)

Responses to this RFP will be evaluated based upon the review criteria listed below. Proposals must first meet the threshold requirements noted below. No points are awarded for meeting the threshold requirements. Any proposal that fails to meet all the threshold requirements will not be considered.

A. Threshold Requirements:

1. Proposal must be submitted by the deadline indicated;
2. Proposal must be signed in ink;
3. Proposal must be in the format outlined in Section IV Application Guidelines;
4. Proposal must satisfy the font and margin standards specified in Section IV; and,
5. Proposal may be stapled but must not be bound in any other way.

Proposals that remain after the review of the threshold requirements will be evaluated as to the technical merits of the narrative proposal of the applicant and an analysis of the budget proposal as indicated below:

B. Review of the Narrative Proposal (80 total possible points for Narrative Section)

1. Statement of Need - (10 points possible per evaluation)

The Grant Reviewers will assess the Applicant's "Statement of Need" based on the following criteria:

- Description of the target group to be served.
- Rationale for choosing this target group.
- Description of the problem adversely affecting retention for the target group.

2. Lessons Learned (10 points possible per evaluation)

The Grant Reviewers will assess the Applicant's "Lessons Learned" based upon the following criteria:

- A description of the past efforts of the institution to address the problem of retention of the target group.
- An assessment of what needs to be done differently to permanently increase retention rates of target students.
- **Continuation grants** should also include an analysis of lessons learned.
- **Continuation grants** should also include a description of the steps that have been taken by the university to institutionalize the program strategies from the previously funded grant.

3. Plan of Operation Capability and Qualifications - (20 points possible per evaluation)

The Grant Reviewers will assess the Applicant's "Plan of Operation" based on the following criteria:

- A general description of the plan or strategy to be adopted to improve graduation rates of target students.
- **Continuation Grants:** Describe methods for implementing the lessons learned into the proposed grant program.
- Program goals and objectives: Objectives are to be quantifiable and measurable. Program goals and objectives must contribute to achieving the 4-S Core Outcome #1 ("Increase retention of participating academically and economically disadvantaged students on to graduation.").
- Clear and concise descriptions of key program staff to be responsible for carrying out this plan of operation. If key staff are not yet identifiable, include a job description for each position that specifies responsibilities, duties, qualifications, and amount of time to be spent.
- Identification of who carries final responsibility for the program, how program governance fits into their overall job responsibilities and their role in instituting systemic change within the institution.
- A time frame for accomplishing the Plan of Operation.
- Describe methods for implementing the lessons learned into the proposed project.

4. Institutionalization Strategies (20 points possible per evaluation)

Grant Reviewers will assess the Applicant's "Institutionalization Strategies" based upon the following criteria:

- Description of the methods that will be used to assess how the project is impacting the target population within the institution and how this impact is/could influence the institution.
- Describe the strategies that will be used to assess how the project can fit into the overall mission/goals of the institution for the target population.
- Describe how key institution decision makers will be identified and involved in the process of institutionalizing the project.
- Describe the strategies that will be used to work toward the programmatic and budgetary commitments to institutionalize the project or components of the project that will remain after state funding ends.
- Provide a detailed annual and projected five-year timeline for accomplishing institutionalization.

5. Evaluation Plan - (20 points possible per evaluation)

The Grant Reviewers will assess the Applicant's "Evaluation Plan" based on the following criteria:

- An overall description of the evaluation design to be implemented.
- An overall description of how progress toward institutionalization will be assessed (Core Indicator #2).
- A detailed description of the data to be gathered for each objective.
- A detailed description of the methods to be used for gathering the data.
- An overall description of the methods to be used for gathering 4-S Core Indicator #1 data.
- A timetable for the collection and analysis of data.
- A description of the role the program evaluator and program director will play in ensuring ongoing program assessment and improvement.
- A description of the experience and qualifications of the program evaluator and any other persons responsible for evaluation activities.

C. Review of Budget Proposal (20 points possible per evaluation)

The Grant Reviewers will assess the Applicant's "Budget Proposal" based on the following criteria:

- The adequacy and cost effectiveness of the project budget.
- All project costs are reasonable and justifiable.
- Only expenditures directly related to implementation of project goals, objectives and activities are included.
- The overall budget represents a minimum 30% institutional match.
- The institutional match includes hard dollars.
- The State award request is within the \$150,000 per institution limit for KCP 4-S awards.
- "Dedicated Percentage Time Staff" roles are reasonable and explicitly link to project activities. See page 16, Section II-A (K) and (L).
- "Staff Release Authorization" is included for each "Dedicated Percentage Time Staff" identified in the application and budget.
- Program Budget Summary (Attachment C) is included.
- "Program Detail and Narrative" (maximum 3 pages) is included.
- Continuation Application "Program Detail and Narrative" includes: Demonstrated financial commitment to the project through the movement of line items from state funds to institution funds.

D. The Michigan Department of Career Development reserves the right to award by item, part or portion of an item, group of items or total proposal, to reject any and all proposals in whole or in part, if the best interest of the State will be so served.

I-J CONTINUATION GRANT PRIOR EXPERIENCE POINTS

Prior experience points are points that will be distributed to continuing grant programs that have applied for and received awards from the State of Michigan, King•Ch•Jvez• Parks Initiative. The goal is to provide continuity of services for programs that have consistently demonstrated exceptional performance in meeting program requirements and specific policies and procedures. These policies and procedures are detailed in the King•Ch•Jvez• Parks Initiative 4-S Administrative Handbook.

No institution submitting an application for a **new** cycle (up to 5 years) of funding is eligible to receive prior experience points. Each new cycle begins a new process of activities and the development of strategies that work toward institutionalization of that new program.

Criteria for Awarding Prior Experience Points

(Maximum 11 points total per program)

- Points are awarded for individual reports submitted by the due date:
 - Mid-year Report – **1 point**
 - Summer Unexpended/Unencumbered Funds Report – **1 point**
 - Final Report – **1 point**
- Programs that have submitted **all** required reports by the due date will earn **2 extra bonus points**
- Points are awarded for each report submitted that is ready for review:
 - Mid-year Report – **1 point**
 - Summer Unexpended/Unencumbered Funds Report – **1 point**
 - Final Report – **2 points**
- The King•Chavez•Parks Initiative awards **2 extra bonus points** if **all** reports submitted are ready for review.

I-K ACCEPTANCE OF PROPOSAL CONTENT

If a Grant award ensues, the following components will constitute a complete “Contract Agreement Package” between the Michigan Department of Career Development and the Grantee:

- A. This Michigan Department of Career Development RFP (including any modifications made to this document provided by subsequent written clarification) and any Addenda thereto;
- B. Grantee’s Response(s) to this RFP and Addenda including Application Clarifications requested as a result of the grant review process;
- C. Final approved budget; and,
- D. “Administrative Handbook for Select Student Support Services (4-S) Programs for PA 144 of 2002.”
- E. Grant Agreement signed by MDCD Director and Institution designee (Attachment F).

Failure of the successful Grantee to accept these obligations as detailed in the documents listed above may result in cancellation of the award.

The failure of a party to insist upon strict adherence to any term of a Grant resulting from this RFP shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the Grant.

Any Grant resulting from this RFP may not be modified, amended, extended, or augmented, except by a written agreement executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

Each provision of this Grant shall be deemed to be severable from all other provisions of the Grant and, if one or more of the provisions of the Grant shall be declared invalid, the remaining provisions of the Grant shall remain in full force and effect.

This Grant shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

I-L GRANT CYCLE DETERMINATION

The signing of the Michigan Higher Education Appropriations legislation facilitates the annual grant award cycle. This legislation establishes the one-year grant period that corresponds with the state fiscal year (October 1 through September 30).

According to the legislature, all awards given to 4-S programs are to serve as catalysts for institutional change. Programs may apply annually for continuation funding for a cycle that is not to exceed a total of five (5) years. 4-S grants remain competitive, therefore it is not guaranteed that programs applying for continuation funding will receive an award. During the application/proposal review process, applicants are eligible to receive a maximum of 100 points. Programs applying for continuation funding are eligible to receive additional points for Prior Experience (see Section I-J). The 5-year grant cycle and Prior Experience points allow opportunities for programs to provide continuity of services to students while progressively working toward institutionalization.

Once an institution has submitted an initial application proposal to the State of Michigan, King•Ch•Jvez•Parks Initiative, any award granted for that proposal is considered the first year in the 5-year 4-S grant cycle. After a grant cycle has begun, a program cannot enter into a new cycle unless one of the following has occurred:

- the program has been denied funding for a grant year and has reapplied for new grant funding;
- the program has completed the 5-year grant cycle;
- or the program has been institutionalized.

During the 5-year grant cycle, programs may make changes in program activities and objectives based upon lessons learned and influencing factors that occur during the grant year. Programs may address these changes in their Mid-Year and Final Reports. Any significant changes to the proposal must be submitted in writing to the State of Michigan King•Ch•Jvez•Parks Initiative for authorization prior to the due dates for these reports. (Modifications to the budget must also be submitted to the King•Ch•Jvez•Parks Initiative for authorization.) Program changes resulting from benefits afforded by lessons learned while implementing programmatic activities and working toward institutionalization should improve outcomes for the program. Changes to the original proposal design **do not** constitute the beginning of a new grant cycle.

I-M GRANT AWARD AND PAYMENT

The Michigan Department of Career Development reserves the right to award part of the grant or the total, or to reject any and all proposals in whole or in part if, in the Department Director's judgment, the best interest of the State will be served. In determination of awards, the qualification of the applicant, the conformity with the specifications of services to be supplied and the delivery terms will be considered.

The anticipated date of notification of awards is Friday, September 27, 2002.

Eighty-five percent (85%) of the approved state portion of the program budget will be forwarded to the Grantee by the Grant Administrator upon receipt of a completely signed "Grant Agreement" (Attachment F) and a request for advance from the Grantee. The payment of the final fifteen percent (15%) of the grant shall be made after completion of the project and after the Grant Administrator has received and approved the Final Report package, inclusive of the Final Expenditure Report.

**SECTION II
POLICIES AND PROCEDURES GOVERNING
SELECT STUDENT SUPPORT SERVICES (4-S) PROGRAMS**

II-A ACCOUNTING AND BUDGET

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records that will allow for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation. The expenditure of program funds, inclusive of both state and institution shares, shall be reported by line item category with line item specific detail.

Cost sharing is a program requirement and is subject to audit. Care must be taken when assigning and allocating cost to the award funds. The practice an institution uses in estimating cost must be consistent with accounting practices used by an institution in accumulating and reporting costs. Although no specific allocation method is mandated or precluded, the method used must result in an equitable distribution of cost to the programs that benefit from the shared costs. (See Section II-A (K) and (L) for reporting on personnel.)

- A. Eighty-five percent (85%) of the grant award will be distributed within the first quarter of the fiscal year, and the remaining fifteen percent (15%) will be distributed after completion of the program (see Section I-M).
- B. The information in the Final Expenditure Report should be submitted directly by the institution's Accounting Office or Grants and Contracts Office. All Final Expenditure Reports must include:
 - line item details for the state
 - minimum required 30% institution match

Documentation for the percentage of time of "Dedicated Percentage Time Staff" and any cost share commitments must be included with the Final Expenditure Report which is signed by the institution's authorized signatory for the appropriate finance office, ensuring compliance with the signed contract agreement of the 4-S Program.

The final page of the Final Expenditure Report, with modifications, should indicate the overall budget totals of 70% state funds and 30% Institution funds. Unexpended funds from the original program budget resulting after actual expenditures should be clearly identified in this Final Expenditure Report and those funds returned to the state KCP Initiative Office (check made payable to "State of Michigan" with a note/memo on the check "KCP 4-S PA 144").

All information reported in the Final Expenditure Report must be auditable.

Sample Expenditure Report format with required TOTALS:

Application Budget				Final Program Expenditures	
Line Item Categories	State 70% 4-S Dollars	Institution 30% Match Dollars	TOTAL Budget	Budget Revisions by Line Item	Line Item Expenditures
Unexpended Funds:	Total State (70%):	Total Institution (30%):	Combined Total (100%):		
\$ _____	\$ _____	\$ _____	\$ _____		

- C. The Grantee shall retain all financial records, supporting documents, program reports with documentation and all other pertinent records for a period of three (3) years after submission of the final report package.
- D. Significant changes within budget line categories and all changes across budget line item categories require prior review and written approval by the KCP Grant Administrator or his designee.
- E. Institutions that receive KCP Initiative funds for more than one program are reminded that funds cannot be transferred across KCP programs or to other programs of the institution.
- F. Funds cannot be encumbered for purposes other than completion of current fiscal year/grant period approved expenditures; therefore, annually granted programs may not encumber funds in anticipation of a continuation grant. Extensions to use unexpended funds beyond the grant period must be submitted in writing and approved by KCP prior to the end of the grant period.
- G. **All unexpended funds** identified in the 4-S Final Expenditure Report must be returned to the State of Michigan by December 5, 2002 (when 4-S Final Reports are due).
- I. At the discretion of the Grantor (Michigan Department of Career Development), the program may be subject to a final audit prior to or after the conclusion of the program grant period.
- J. Funding for the following elements are **EXCLUDED** from both state and matching funds:
 - Indirect Costs: Indirect costs are the real cost of institution operations officially known as facilities and administration costs. Overhead expenses such as rent and utilities are also considered indirect costs.
 - All Financial Aid: Financial Aid for 4-S participants, either directly (i.e. scholarships, payment of tuition, or stipends, etc.) or indirectly (i.e. transportation, textbook allowances, child care support, etc.).
 - Out-of-State Travel: For project staff, support staff, students or others directly

or indirectly associated with the 4-S Program.

- Research Projects.
- Course Development.
- Student Field Trips to museums, theaters, restaurants, sports events, etc.
- Purchase of Equipment: Equipment is not circumscribed by cost and is defined as any tool used to implement an operation or activity. Equipment includes, but is not limited to: pagers, telephones, VCR's, televisions, palm pilots, computers, copy machines, fax machines, etc.

Funding for the following elements must be based on “facts and circumstances” directly related to the support of 4-S Program goals, objectives and activities on behalf of academically and economically disadvantaged students. ALL budget items in these categories must be anticipated and explicitly shown in the program budget.

- Library and Instructional Materials: Are allowable only when these materials support the proposed 4-S Program objectives and support the 4-S Core Indicators.
- In-State Student Travel: Is allowable when related to the retention and graduation of students from Michigan higher education institutions and supports the objectives of the 4-S Program.
- In-State Program Staff Attendance at Conferences and Seminars: All travel in this area is allowable when related to the retention and graduation of targeted 4-S students and support the 4-S Core Indicators.
- Room and Board: Only allowable when a residential program outside the normal school year is included in the 4-S Program (proposal).

K. 4-S Program Personnel: Full-Time Program Staff and Dedicated Percentage Time Staff. There are the two categories of personnel involved with the implementation of most 4-S Programs. ALL staff involvement must be directly related to the 4-S Program goals, objectives and activities, and must be anticipated and explicitly shown in the program budget.

- Full-Time Program Staff: Known as Personnel (“FTE’s” on the budget summary), are individuals dedicated exclusively to the achievement of 4-S Program goals, objectives and activities.
- Graduate Assistants: Full- or Part-Time Graduate Assistants can be utilized by 4-S Programs in the same manner as other program staff when their role is defined and essential to the achievement of the Program goals, objectives and activities. Graduate Assistants’ compensation must follow the standards established by the institution and can include tuition, fee payment and benefits associated with the standard compensation package.
- Dedicated Percentage Time Staff: are individuals with limited and defined roles for the achievement of 4-S Program activities. Their roles must be integral and necessary for the achievement of Program activities. Institution Administration and Support Personnel whose roles in the institution are

permanently established to meet the administrative demands of institution functions and grant/program support are considered “Indirect Cost” and are excluded from state and matching funds.

- L. Documentation of Percentage of Time for Dedicated Percentage Time Staff: Charges to the 4-S Program are aligned with program activities and specifically identify the work performed. Charges, either as state funds or as institution match, must be based on the individual’s regular compensation for the continuous period that, under the policy of the institution concerned, constitutes the basis of his/her salary. Charges for work performed during the grant period are allowable at the base salary rate. In no event will charges to the 4-S Program, irrespective of the basis of computation, exceed the proportionate share of the base salary for the period. Staff Release Authorization is required for ALL Dedicated Percentage Time Staff (see Section I-I (C) and Section IV-G of this RFP).

II-B GENERAL PROVISIONS

- A. 4-S Programs will acknowledge support from the Michigan Department of Career Development’s King•Chavez•Parks Initiative in all program printed materials, programs/activities and/or marketing information.
- B. 4-S Programs must serve as catalysts for institutional change that ensures retention and completion of baccalaureate degrees for academically and economically disadvantaged students once 4-S funding through the King•Chavez•Parks Initiative has ended.
- C. The Grantee agrees to comply with all pertinent federal and state regulations and legislation involving civil rights, equal opportunity and affirmative action including (but not limited to) Title VI of the Civil Rights Act of 1964, and Act No. 453, Michigan Public Acts of 1976.
- D. The Grantee is responsible for providing and maintaining customary institutional liability protection and “hold harmless” provisions, at all times, for all 4-S Program persons and property (as provided to any and all regular programs of the institution).
- E. News releases that discuss the results of the 4-S Program require prior approval and specific written direction from the King•Chavez•Parks Initiative.
- F. The KCP Initiative office requests copies or notification of press coverage of 4-S Programs or activities so that the good news can be shared.

II-C CONTINUATION GRANT PRIOR EXPERIENCE POINTS

Prior Experience Points are given to continuation grant programs that have consistently demonstrated exceptional performance in meeting the requirements and specific program policies and procedures designated by the State of Michigan, Department of Career Development. The King•Chavez•Parks Initiative staff monitors and reviews all aspects of the grant's performance during the previous year of program funding, and will award these points. Programs providing continuous service to 4-S participants enhances the probability that institutionalization of the program and systemic institutional change can occur.

II-D REPORTING RESPONSIBILITIES OF GRANTEE

The Grantee shall monitor performance to ensure that the implementation follows the funded application (and/or approved modifications). Grantees are also responsible for the timely submission of reports per the timelines provided on the following pages. Sample "Report Packages" documents are included in this RFP as Attachment E. "Report Package" documents are provided to Grantees via the "Administrative Handbook for Select Student Support Services (4-S) Programs for PA 144 of 2002" included with the "Contract Package."

II – E Grantee Report Responsibilities Calendar

Select Student Support Services (4-S) Program

Grant Period: October 1, 2002 through September 30, 2003

PA 144 of 2002

Mid-Year Report Package: Due April 18, 2003

- Mid-Year Cover Sheet
- Preliminary Unexpended/Unencumbered Funds Report
- Mid-Year Progress Report
- Significant Change Narrative (if warranted)

Summer Report: Due July 11, 2003

- Unexpended/Unencumbered Funds Report

Final Report Package: Due December 5, 2003

- Final Report Cover Sheet
- 4-S Program Core Indicator Reports (Complete reports for Core Outcomes #1 & #2)
 - ▶ Core Outcome #1: (Complete only one of the following reports under Core Outcome #1)
 - Target College/School **or** Institutionwide 4-S Program Core Indicator Report
 - ▶ Core Outcome #2
- 4-S Final Program Summary Report
- Brief Narrative Describing: Program Success and Lessons Learned (maximum of 3 pages)

Final Program Expenditure Report: Due December 5, 2003

- Information submitted by the institution's Accounting Office or Contracts and Grants Office

II- F **KCP Initiative 4-S Program & Oversight Timeline**

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

October 1, 2002	New 4-S Program Start-up for Grant Period October 1, 2002 – September 30, 2003
Oct. 1, 2002 – Sept. 30, 2003	Best Practice On-Site Visits, Technical Assistance Visits
October 1 – 7, 2002	Selection of Grantee Pool On-Site Monitoring Visit Candidates: Random Group & Risk Factor Candidates
Oct. 8, 2002 – Jan. 24, 2003	Risk Factor Candidates On-Site Monitoring Visits/Year II & III Grantees
February 3 – April 18, 2003	Random Group On-Site Monitoring Visits
March 1 – May 9, 2003	Prepare RFPs for Grant Period: October 1, 2003 – September 30, 2004
April 18, 2003	Mid-Year Report Package Due
April 21 – May 2, 2003	Desk Audit Review Mid-Year Reports: Identify Any Risk Factors
May 6 – September 30, 2003	Risk Factor Visits
May 13, 2003	RFPs to Print
May 2003 TBA	Grant Application Meeting – Date to be announced
July 11, 2003	Summer Unexpended/Unencumbered Funds Report Due
July 14 – 21, 2003	Desk Audit Review Summer Unexpended/Unencumbered Funds rpts.
August 2003 TBA	Grant Review Committee Meetings for Grant Period October 1, 2003 – September 30, 2004 – Date to be announced
September 2 – 19, 2003	Department Grant Authorization Process
October 1, 2003	New 4-S Program Year Start-Up for Grant Period October 1, 2003 – September 30, 2004
December 5, 2003	Final Report Package Due for PA 144 Grant Period October 1, 2002 – September 30, 2003
December 5, 2003	Final Program Expenditure Report information from the institution's Accounting or Contracts and Grants Office
December 1 – 19, 2003	Desk Audit Review Final Reports for PA 144 (Grant Period October 1, 2002 – September 30, 2003): Identify Any Risk Factors

SECTION III
SELECT STUDENT SUPPORT SERVICES (4-S) PROGRAM BACKGROUND
AND
WORK STATEMENT

III-A BACKGROUND/PROBLEM STATEMENT

The Select Student Support Services (4-S) Program was created in 1987 as part of the larger King•Chavez•Parks Initiative. The legislative intent is to increase the graduation rate of academically and economically disadvantaged students currently enrolled in either a public or private four-year institution. This RFP seeks programs designed to increase target group persistence to baccalaureate degree completion. An institution may submit more than one (1) application. However, the maximum amount of 4-S grant funding per institution is \$150,000. Programs may be fully or partially funded.

Over the years, a number of lessons have been learned through this grant program regarding effectiveness in reaching disadvantaged students and implementing systemic institutional changes. Applicants are encouraged to consider these in developing their programs.

- A. Applicants who demonstrate the following are better able to design programs which increase the graduation rates of academically and economically disadvantaged students: (1) an understanding of the strengths and weaknesses of their own institution related to target group students; (2) an understanding of the assets and needs of the target group student population; and (3) familiarity with the faculty, staff and gateway courses within individual departments.
- B. Involvement of a program evaluator at the grant writing stage maximizes program outcome.
- C. Commitment to the program at the president's level increases the likelihood that institutional barriers facing target group students can be overcome.
- D. Programs that address changes in institutional systems have longer-lasting impact than programs that depend solely on the personal commitment of individual program coordinators.
- E. Many of the problems faced by target group students are non-academic in nature and, therefore, may be beyond the scope of the institution to resolve. Programs that build upon students' assets and improve students' ability to cope with and work around problems of a social, economic or family nature appear promising.
- F. Faculty involvement is critical to improving the students' persistence to baccalaureate completion.

- G. Early and regular monitoring of student progress when combined with other program components such as freshman seminars, time management and study skills improves student success.
- H. Programs that conduct a thorough statistical evaluation are better able to design effective future strategies than are programs that rely on anecdotal information or narrative.
- I. Comprehensive institutional changes in teaching methods, curriculum and campus climate provide educational benefits for both minority and majority students.

III-B OBJECTIVES

This RFP seeks programs designed to increase target group persistence to baccalaureate degree completion. The intent of this RFP is to provide seed money that will serve as catalysts for institutional change, stimulating more coordinated efforts within institutions, permanently ensuring both short- and long-term, measurable improvements in graduation rates. The program focus should be on academically and economically disadvantaged students who are already admitted to an institution, rather than on efforts to recruit or admit additional disadvantaged students. All proposals must impact the instructional processes in which disadvantaged students engage on a regular basis.

All program objectives must contribute to achieving the 4-S Program Core Outcomes:

- **Core Outcome #1:** Increase retention of participating academically and economically disadvantaged students on to graduation.
- **Core Outcome #2:** Programs started through 4-S funding will still be serving students without KCP state funding after five years.

III-C INSTITUTIONALIZATION

Select Student Support Services (4-S) Program grants are intended to serve as catalysts for institutional change, increasing the retention and graduation rates of academically and economically disadvantaged students (identified by the institutions as having the greatest need). Research has demonstrated that pilot projects, such as 4-S, continue to play an important role in developing long-term, systemic institutional change.

To successfully move toward institutionalization, KCP 4-S programs will:

- know how the project is impacting the target population within the institution and how this impact is influencing the institution.
- have strategies to assess how the project can fit into the overall mission/goals of the institution for the target population.
- have key institution decision makers involved in the goals of the project and in the process of institutionalizing the project.

- have strategies that work toward the programmatic and budgetary commitments to institutionalize the project or components of the project that will remain after state funding ends.
- have a detailed, projected five-year timeline for accomplishing institutionalization.
- assume larger percentages of the program cost during each successive program year.

KCP 4-S programs effect systemic institutional change when those changes are:

- central rather than marginal.
- connected to other core institution activities rather than isolated.
- organized and developed through some institutionwide mechanism rather than by an isolated committee.
- maintained by an institutional infrastructure rather than by temporary staff and project structure.

A 4-S Program becomes institutionalized when a college/university has:

- an institutional position on the retention of academically and economically disadvantaged students in its mission.
- a mission of the retention of academically and economically disadvantaged students as an integral part of the ongoing planning process of all institution departments and committees.
- budgetary commitments to efforts addressing the goal of retaining academically and economically disadvantaged students.
- created institutional environments that value and recognize the role of retaining academically and economically disadvantaged students in the educational environment of institutions and the world students are being prepared to enter.
- recognized that faculty are critical to improving students' persistence by creating expectations and support for curriculum and instructional strategies that provide opportunities for students from a broad range of cultural/racial backgrounds to succeed.
- integrated a successful 4-S program into common work practices.
- integrated 4-S Program goals into its infrastructure.

III-D TASKS

The following is a preliminary analysis of the major tasks involved in developing this project. The Grantee is not, however, constrained from supplementing this listing with additional steps, sub-tasks, or elements deemed necessary to permit the development of alternative approaches or the application of proprietary analytical techniques. The tasks outlined below are consistent with and must be integrated into the proposal narrative (see Section IV-E):

- A. Describe how the target group will be identified and how services will be administered to them.
- B. Describe how the institution will be affected systemically. Identify key staff to ensure the program's success. How can the institution maintain the program after state funding is terminated?
- C. Describe how the program will be evaluated and the expected outcomes. Define the data that will be collected and the timetable for collection.

The 4-S Program encourages:

- A. Innovative programs or replication of programs not currently found on campus resulting in systemic change. Systemic change is defined as activities that cause a permanent difference in classroom and/or campus environments, teaching practices, or institutional practices that lead to an increase in graduation rates;
- B. Programs and/or strategies which will become integrated into the ongoing retention operation of the institution and which will be continued after grant support under this RFP is ended. Examples of these include programs that address faculty teaching methods, implementation of innovative student support activities which are faculty driven, programs that involve whole departments, and pilot programs designed to become an integral part of systemic, institutional, day-to-day retention operations; and/or,
- C. Programs which recognize that students learn in different ways and infuse a variety of teaching techniques in academic gateway courses to accommodate for individual differences.

The 4-S Program will not fund:

- A. Programs whose sole purpose is remediation and/or which do not clearly demonstrate institutional commitment beyond state funding;
- B. Proposals expanding existing programs solely for the purpose of increasing the number of students served, unless they enhance the 4-S goal of creating systemic change in retention;
- C. Programs targeting high school students or students whose admission is contingent upon successful completion of the 4-S Program; and,
- D. Summer bridge programs.

**SECTION IV
INFORMATION REQUIRED FROM APPLICANTS:
APPLICATION GUIDELINES**

The Applicant's proposal is to be submitted in the format of the Grant Proposal Outline detailed below. Use the attached forms as noted. The final proposal should be submitted in the order of this outline. There should be no attachments, enclosures, or exhibits other than those considered by the institution of higher education to be essential to a complete understanding of the proposal submitted. Each section of the proposal should be clearly identified with appropriate headings. **The entire grant application (excluding the Staff Release Authorization) must not exceed 30 pages.** This includes all forms, program narrative, and budget pages. No more than 23 pages of Program Narrative will be submitted to the review committees for evaluation. It may also be helpful to review the "Selection Criteria" portion of the RFP found in Section I-I while writing your application.

All proposals must be typed using a serif font (Times Roman, Century School Book, etc.) size number 10 or larger. Margins must not be narrower than ½ inch on all pages. Points will be deducted from proposals if the font and margin standards are not followed. **Submitted proposals should be stapled only, and not bound in any other manner.**

IV-A ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional material, etc., will receive no evaluation credit. Emphasis should be on completeness and clarity of content.

IV-B PROPOSAL ABSTRACT (ONE PAGE - Use Attachment A)

Complete the Proposal Abstract by providing name of the applicant college or university, program name, the total program cost, and the amount of grant funds requested. Further, the applicant should state in succinct terms the need for the program, the plan of operation, and an overview of the evaluation plan.

IV-C COMPETITIVE GRANT APPLICATION (ONE PAGE - Use Attachment B)

Complete the Competitive Grant Application Form by providing the required identifying information, along with a summary of the target group to be served by the program compared with the total target group population served by the college or university, and a breakdown of the project cost.

IV-D CONTACT INFORMATION (ONE PAGE – Use Attachment D)

Provide complete contact information for each of the following:

- **Grantee Program Coordinator:** the individual identified in the application as the Program Coordinator for the specific institution 4-S Program;
- **Institution’s Authorized Grant Signatory:** the individual designated or authorized by the institution to enter into and/or commit to terms of a grant agreement. There may be more than one authorized individual at your institution, so please identify the individual who will most likely be available to sign grant documents from September 21 through late October; and,
- **Institution Financial Office Authorized to Receive State Grant Funds:** please provide the best (detailed and specific) mailing address and contact information for the office where your grant funds should be sent.

IV-E PROPOSAL NARRATIVE (MAXIMUM OF 23 PAGES)

Please include the following information in a clear and concise statement. Use the following headings in the order indicated.

A. Statement of Need

Include the following information:

- A description of the target group to be served;
- The rationale for choosing the target group; and
- A description of the problems adversely affecting the retention for the target group.

B. Lessons Learned

- A description of the past efforts to address the problem of retention of the target group.
- An assessment of what needs to be done differently to permanently increase retention rates of target students.
- **Continuation grants** should also include an analysis of lessons learned.
- **Continuation grants** should also include a description of the steps that have been taken by the university to institutionalize the program strategies from the previously funded grant.

C. Plan of Operation

The Plan of Operation should clearly focus on strategies that will create institutional change to ensure an enduring increase in retention rates of academically and economically disadvantaged¹ students leading on to graduation. The plan will be evaluated based on clarity; the capacity of the applicant to carry out the program with projected staffing and other resources; the potential of the program to be replicated or adapted to other settings; and the potential of the program to create institutional change which ensures an enduring increase in retention of disadvantaged students leading to graduation. Proposals must indicate how the institution will carry on successful program components once this grant funding is ended. Programs unable to do this will not be funded. Refer to Section II-A for accounting and budget policies for state and matching funds.

This section must include:

- A general description of the plan or strategy to be adopted to improve retention rates of academically and economically disadvantaged students;
- A description of which components of the plan will be institutionalized to survive after 4-S funding terminates;
- Quantifiable and measurable program goals and objectives. Each objective must include a specific attainment, the number and percentage of group members expected to achieve this attainment, and the date by which the group members will have accomplished this attainment. All program objectives must contribute to achieving the 4-S Program Core Outcomes (see Section III-B Objectives);
- Clear and concise descriptions of key program staff to be responsible for carrying out this Plan of Operation, including job duties related to the program and the qualifications of each staff person as they relate to this program. If key staff are not yet identifiable, include a job description for each position that specifies responsibilities, duties of the position, qualifications and amount of time to be spent. Applicants must provide authorization of release time, if applicable (see Sections II-A (K), II-A (L) and IV-G for clarification);
- Identification of who carries final responsibility for the program; how program governance fits into their overall job responsibilities; and their role in instituting systemic change within the institution;

¹ The definition of “academically and economically disadvantaged” is left to the applicant institution and should be included in the proposal. Because a disproportionate number of under-represented minorities (African Americans, Latinos, and Native Americans) come from disadvantaged school districts, programs should focus on these target populations. It is recognized that not all minorities are disadvantaged, and these students are not intended to be the focus of the program. However, if they are served incidentally by the program, they may be counted as served.

- An outline of the programmatic and financial steps to be taken to ensure the program continues once grant funding ends (Core Outcome #2); and,
- A time frame for accomplishing the Plan of Operation.

D. Institutionalization Strategies

Grant Reviewers will assess the Applicant’s “Institutionalization Strategies” based upon the following criteria:

- A description of the methods that will be used to assess how the project is impacting the target population within the institution and how this impact is/could influence the institution.
- A description of the strategies that will be used to assess how the project can fit into the overall mission/goals of the institution for the target population.
- A description of how key institution decision makers will be identified and involved in the process of institutionalizing the project.
- A description of the strategies that will be used to work toward the programmatic and budgetary commitments to institutionalize the project or components of the project that will remain after state funding ends.
- An annual and projected five-year timeline for accomplishing institutionalization.

E. Evaluation Plan

The evaluation should focus on objectively measuring whether the program resulted in an increase in retention and/or graduation of the target population. It should also document how the program affects systemic or institutional changes aimed at increasing retention and/or graduation rates. This section must include:

- An overall description of the evaluation design to be implemented.
- An overall description of how progress toward institutionalization will be assessed (Core Indicator #2).
- A detailed description of the data to be gathered for each objective.
- A detailed description of the methods to be used for gathering the data.
- An overall description of the methods to be used for gathering 4-S Core Indicator #1 data.
- A timetable for the collection and analysis of data.
- A description of the role the program evaluator and program director will play in ensuring ongoing program assessment and improvement.
- A description of the experience and qualifications of the program evaluator and any other persons responsible for evaluation activities.

IV-F BUDGET (MAXIMUM OF 4 PAGES)

An award made under this program to any one (1) institution shall not be greater than \$150,000, and the amount awarded shall be matched on a 70% state and 30% college or university basis (Section 503(2) of PA 144 of 2002). Carefully review Section II Accounting and Budget with special attention to cost share, records and report documentation, identification of items excluded and items that require specific clarification, project staff, and charges for Dedicated Percentage Time Staff.

Each applicant is required to provide a minimum of a thirty percent (30%) match of institutional funds demonstrating the institution's commitment to the program. Continuation grant application budgets must demonstrate the financial commitment of the college or university toward institutionalization. Institutions demonstrate their financial commitment through the movement of line items from state funds to institution funds over the course of the five-year funding cycle.

Only expenses directly related to the implementation of the program can be included in the program budget. State King•Chavez•Parks Initiative 4-S grant applications may not supplant funding for programs currently funded by other sources. All expenditures for the proposed 4-S Program should be anticipated and explicitly shown in the program budget.

The Budget portion of the proposal must include:

- Demonstration of the adequacy and cost effectiveness of the program budget.
- Demonstration that all program costs are reasonable and justifiable.
- Only expenditures directly related to implementation of program goals, objectives and activities are included.
- The overall budget represents a minimum 30% institutional match.
- The institutional match includes hard dollars.
- The amount of the award requested from the state is within the \$150,000 per institution limit for KCP 4-S grant awards.
- Expenditures for "Dedicated Percentage Time Staff" are reasonable and explicitly linked to program activities.
- "Staff Release Authorization(s)" are included for each "Dedicated Percentage Time Staff" person identified in the application budget.
- Continuation grant application "Program Detail and Narrative" includes: Demonstrated financial commitment to the program through the movement of line items from state funds to institution funds.

A. Program Budget Summary (ONE PAGE - Use Attachment C)

The Personnel and "Dedicated Percentage Time Staff" categories must list every individual/position identified in the "Plan of Operation" with the amount of compensation and time to be spent.

Evaluation costs should be included under the “Contractual Services” category. Continuation grant applicants must also include, for each year of the five year funding cycle, an itemized list of each line item that has moved from state award funding to institutional support.

B. Program Budget Detail and Narrative (MAXIMUM OF 3 PAGES)

The “Program Budget Detail and Narrative” should include a detailed itemized list of expenses that show, within each category used in the “Program Budget Summary,” specific line item expenses. Each line item must include total funds, the amount of state award dollars and the amount of matching funds.

Continuation grant applicants: Indicate the change in institutional financial commitment from previous years (movement from state funds to institution funds showing movement toward institutionalization).

IV-G STAFF RELEASE AUTHORIZATION (Label as Attachment if Applicable)

One “Staff Release Authorization” letter is required for each “Dedicated Percentage Time Staff” person identified in the 4-S Program application. The “Staff Release Authorization” is a letter signed by the institutional representative authorized to allocate time responsibilities of existing staff for purposes of the 4-S Program. This individual may be a department dean, chair, the human resource director, or other institution representative determined by the college/university as appropriate.

The “Staff Release Authorization” must include: specific responsibilities/work-to-be-performed; identification of program activities with which their role is aligned; amount of time the staff member is authorized to spend on the 4-S Program; and the base rate of his/her salary that will be used for charges to the program, either as state funds or institutional match.

LIST OF ATTACHMENTS:

Attachment A	Proposal Abstract
Attachment B	Competitive Grant Application
Attachment C	Program Budget Summary
Attachment D	Contact Information
Attachment E.....	Draft Report Package
Attachment F.....	Draft Grant Agreement

STATE OF MICHIGAN
Department of Career Development • King•Chavez•Parks Initiative
SELECT STUDENT SUPPORT SERVICES (4-S) PROGRAM
REQUEST FOR PROPOSALS
Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

PROPOSAL ABSTRACT

APPLICANT INSTITUTION: _____

PROGRAM NAME: _____

TOTAL PROGRAM COSTS: _____ GRANT REQUEST AMOUNT: _____

STATEMENT OF NEED:

PLAN OF OPERATION:

EVALUATION PLAN:

STATE OF MICHIGAN **ATTACHMENT B**
Department of Career Development • King•Chavez•Parks Initiative
SELECT STUDENT SUPPORT SERVICES PROGRAM
REQUEST FOR PROPOSALS
Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002
COMPETITIVE GRANT PROGRAM APPLICATION

Institution Name:	Program Name:
Federal ID Number:	

Contact Person (Program Coordinator):	Title:
Address:	Telephone:
	Fax:
City/State/Zip:	E-Mail:

Project Cost:

Total	
70% State*	
30% University	

Cost Effectiveness:

Number of target students to be served by the Grant	
Total Project Cost Per Student (State plus University Match)	

*Not to exceed \$150,000 per institution.

Define your process for identifying academically and economically disadvantaged target 4-S program participants*: _____

*Do not include international students.

This 4-S Program application is designed as (select one):

- Institutionwide 4-S Programs identify and serve students from across the entire institution.
- Target College/School 4-S Programs identify and serve students in a specific college/school degree granting program (i.e. College of Nursing/School of Nursing).

RENEWAL FUNDING (Funding limited to a maximum of five (5) years for the same program)

How many years has your institution received 4-S funding for this program prior to this application? _____

Did your institution receive a 4-S award for this program in 2001-2002 (PA 118 of 2001)? Yes No

If NO, you do not need to complete this section.
If YES, please complete the following:
 The 4-S award amount in FY 2001-2002 (PA 118 of 2001) for this program was: \$ _____

 Signature of Chief Operating Officer of College/University

 Date

STATE OF MICHIGAN
 Department of Career Development • King•Chavez•Parks Initiative
SELECT STUDENT SUPPORT SERVICES (4-S) PROGRAM
REQUEST FOR PROPOSALS

ATTACHMENT C

Grant Period: October 1, 2002 through September 30, 2003
 PA 144 of 2002

PROGRAM BUDGET SUMMARY*

Institution: _____

This is year _____ of a 5 year grant cycle.	State 4-S Dollars 70%	Institution Match Dollars 30%	Total Budget
Personnel (FTE's)			
Dedicated Percentage Time Staff			
Benefits			
Contractual Services (consultants/ speakers)			
Services/ Equipment Rental/Lease			
Supplies			
Travel			
Lodging and Meals			
Other (specify)			
TOTALS			

*NOTE: Budget Detail and Narrative also required. See Section II-A of RFP Guidelines for **INELIGIBLE** activities.

Mail Code:

State of Michigan
Department of Career Development
King•Chavez•Parks Initiative

ATTACHMENT D

**4-S Competitive Grant Program Contract
Contact Information***

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Applicant Institution: _____

Program Name: _____

GRANTEE/Program Coordinator (same as contact person named on the application coversheet)

Grantee Program Coordinator Name: _____

Program Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

AUTHORIZED Institution Grant Contract SIGNATORY

Authorized Contract Signatory Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Institution Financial Office AUTHORIZED to receive STATE GRANT FUND PAYMENT

Authorized Institution Office: _____

Institution Federal ID #: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person if Questions Arise: _____

***See Section IV-D for contact information definitions.**

ATTACHMENT E

DRAFT Report Package for Select Student Support Services (4-S) Program

Mid-Year Cover Sheet
Preliminary Unexpended/Unencumbered Funds Report
Mid-Year Progress Report

Summer Unexpended/Unencumbered Funds Report

Final Report Cover Sheet

Final Program Expenditure Report and Cover Letter from the
institution Accounting Office or Contracts and Grants Office

4-S Program Core Indicator Reports
Core Outcome #1
Core Outcome #2

4-S Final Program Summary Report

State of Michigan
Department of Career Development - King•Chavez•Parks Initiative
Select Student Support Services (4-S) Program
Mid-Year Report
Cover Sheet
Due April 18, 2003

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Applicant Institution: _____
Program Name: _____
Program Person's Name: _____
Address: _____

Phone: _____
Fax: _____
E-mail: _____

The following documents comprise the entire 4-S Mid-Year Report package (submit in this order):

- Mid-Year Cover Sheet
- Preliminary Unexpended/Unencumbered Funds Report
- Mid-Year Progress Report
- Significant Change Narrative (if warranted), maximum of 3 pages

Circle One

Have there been any significant changes in program strategies or staffing?
If you answer YES, attach a 1- or 2-page narrative explanation.

YES NO

Multi-Year Funding Profile Information

Circle One

Did your institution receive a 4-S award for this program in 2001-2002 (PA 118 of 2001)?

YES NO

If NO, you do not need to complete this section.

If YES, please complete the following:

This program year is year _____ of a 5 year grant cycle.

This report is to be prepared and signed by both the Program Coordinator and Program Evaluator.

Program Coordinator: _____
Sign and Print Name Date

Program Evaluator: _____
Sign and Print Name Date

Attach this Cover Sheet to the top of your Final Report package and mail to:

Michigan Department of Career Development
Postsecondary Services
King•Chavez•Parks Initiative
Victor Center, 4th Floor
201 N. Washington Square
Lansing, MI 48913

Phone: (517) 373-9700
Fax: (517) 373-2759

State of Michigan ATTACHMENT E
Department of Career Development - King•Chávez•Parks Initiative
Select Student Support Services (4-S) Program
Preliminary Unexpended/Unencumbered Funds
Mid-Year Report
Due April 18, 2003

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Applicant Institution: _____

Program Name: _____

Guideline: Grants are to be expended during the fiscal year October 1, 2002 through September 30, 2003. Encumbered funds are those which are committed by purchase order, contract or award letter, where the purchase order, contract or award commence during the current state fiscal year. Institutions that receive KCP Initiative funds for more than one program are reminded that funds that are not used within each of the programs **cannot** be transferred across programs nor can they be encumbered for purposes other than completion of current fiscal year/funding period approved expenditures.

Budget Update	
Please provide the following balances (as of April 1, 2003):	
<u>Approved Program Budget:</u>	
State Award (70%): \$	_____
Institution Contribution (30%): \$	_____
Total Budget: \$	_____
Expenses: \$	_____
Encumbered Funds: \$	_____
Anticipated Unexpended/Unencumbered Funds as of September 30, 2003:	
\$	_____
Program Coordinator Signature: _____	
Sign and Print Name	Date

Attach this Preliminary Unexpended/Unencumbered Funds form to the Mid-Year Report package and mail to:

Michigan Department of Career Development
Postsecondary Services
King•Chávez•Parks Initiative
Victor Center, 4th Floor
201 N. Washington Square
Lansing, MI 48913

Phone: (517) 373-9700
Fax: (517) 373-2759

4-S Mid-Year Progress Report

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

ATTACHMENT E

Applicant Institution: _____

Program Name: _____

Page 1 of _____

Note: List each objective for your program under the “**Program Objective**” category as identified in your proposal. Under the “**Activities to Achieve Objective**” provide a list of all activities completed and/or planned to accomplish each objective. “**Influencing Factors**” are characteristics of the program or participants that influence the extent to which outcome targets are exceeded or not achieved.

Program Objectives	Activities to Achieve Objectives	Influencing Factors

4-S Mid-Year Progress Report

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

ATTACHMENT E

Applicant Institution: _____

Program Name: _____

Page _____ of _____

Program Objectives	Activities to Achieve Objectives	Influencing Factors

State of Michigan
Department of Career Development - King•Chavez•Parks Initiative
Select Student Support Services (4-S) Program
Unexpended/Unencumbered Funds
Summer Report
Due July 11, 2003

ATTACHMENT E

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Applicant Institution: _____
Program Name: _____
Program Person's Name: _____
Address: _____

Phone: _____
Fax: _____
E-mail: _____

Guideline: Grants are to be expended during the fiscal year October 1, 2002 through September 30, 2003. Encumbered funds are those which are committed by purchase order, contract or award letter, where the purchase order, contract or award commence during the current state fiscal year. Institutions that receive KCP Initiative funds for more than one program are reminded that funds that are not used within each of the programs **cannot** be transferred across programs nor can they be encumbered for purposes other than completion of current fiscal year/funding period approved expenditures.

Budget Update

Please provide the following balances (as of April 1, 2003):

Approved Program Budget:

State Award (70%): \$ _____

Institution Contribution (30%): \$ _____

Total Budget: \$ _____

Expenses: \$ _____

Encumbered Funds: \$ _____

Anticipated Unexpended/Unencumbered Funds as of September 30, 2003:

\$ _____

Program Coordinator Signature: _____

Sign and Print Name

Date

Mail this Summer Unexpended/Unencumbered Funds Report to:

Michigan Department of Career Development
Postsecondary Services
King•Chavez•Parks Initiative
Victor Center, 4th Floor
201 N. Washington Square
Lansing, MI 48913

Phone: (517) 373-9700
Fax: (517) 373-2759

4-S FINAL EXPENDITURE REPORT AND COVER LETTER

INSTRUCTIONS TO INSTITUTION ACCOUNTING OFFICE OR CONTRACTS AND GRANTS

Print Cover Letter on Institution Letterhead

Mail the original to the KCP Initiative – No fax copies will be accepted.

**Refer to the PA 144 *Select Student Support Services (4-S) Administrative Handbook*
Policies and Procedures, Accounting and Budget Section**

Use the “Program Budget Summary Form” (which is the original approved budget attached to the signed contract) and “Program Budget Detail and Narrative” (see Section II of the PA 144 RFP, pages 15-18, Policies and Procedures Governing 4-S Programs; and also Section IV-F(B), page 31, for Program Budget Detail and Narrative instructions.). Report all subsequent approved modifications and revisions to the budget for Grant Period October 1, 2002 through September 30, 2003 in line items in this form and include the supporting documentation as **attachments**. Also **attach** documentation supporting all cost-share items and percentage time charges to the grant for each program staff person identified as “Dedicated Percentage Time Staff.” The **“Application Budget”** portion of the table below should be used to report back the same information from the budget forms just identified. The **“Final Program Expenditure”** portion of the table below should be used to report actual expenditures for each area of the budget. Indicate (+) or (-) if changes occurred for each and every line in the first column. This will result in the new final **line item expenditure**. Attach written documentation of approval for any modification(s) to the original budget. The final page of the Final Expenditure Report, with modifications, should indicate the overall budget totals of 70% state funds and 30% Institution funds. Unexpended funds from the original program budget resulting after actual expenditures should be clearly identified in this Final Expenditure Report and those funds returned to the state KCP Initiative Office (check made out to the State of Michigan, note/memo on check “KCP 4-S PA144”).

Sample Expenditure Report format with required TOTALS:

Application Budget			Final Program Expenditures		
Line Item Categories	State 70% 4-S Dollars	Institution 30% Match Dollars	TOTAL Budget	Budget Revisions by Line Item	Line Item Expenditures

Unexpended Funds: \$ _____	Total State (70%): \$ _____	Total Institution (30%): \$ _____	Combined Total (100%): \$ _____
-------------------------------	--------------------------------	--------------------------------------	------------------------------------

EXAMPLE 4-S FINAL EXPENDITURE REPORT COVER LETTER

PRINT ON INSTITUTION LETTERHEAD

[Date]

Rudy Redmond, KCP Grant Administrator
King•Chavez•Parks Initiative
Office of Postsecondary Services
Michigan Department of Career Development
Victor Center, 4th Floor
201 N. Washington Square
Lansing, MI 48913

Re: [Program Name], [Institution], 4-S Final Expenditure Report, PA 144

Attached is a copy of the approved 4-S Program Summary and Budget Detail with approved budget modifications for PA 144 (October 1, 2002 – September 30, 2003). The Final Expenditure Report has been prepared by the [Accounting Office or Contracts and Grants Office] of [Institution Name] and reports the actual expenditures for each line item of the approved detailed budget. Documentation supporting all cost-share items and percentage time charges to the grant for each program staff person identified as “Dedicated Percentage Time Staff” is attached.

If you have any questions, contact [include appropriate contact information for your institution].

(Check if Applicable)

“ Unexpended funds check in the amount of \$ _____ is enclosed.

Sincerely,

[Accounting or Contracts and Grants representative]

[Title]

c: Institution 4-S Program Coordinator
Attachments

TARGET COLLEGE/SCHOOL 4-S PROGRAM CORE INDICATOR REPORT*

Core Outcome #1

ATTACHMENT E

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Core Outcome #1: Increase retention of participating academically and economically disadvantaged students on to graduation.

Core Indicator: Smaller gap between the percent of 4-S participants who are retained at the college compared with the overall retention rate for the college/school.

***NOTE: Complete only ONE of the following: Target College/School OR Institutionwide Core Indicator Report. Complete ALL information requested below. New programs complete only Year 1 table, and continuing programs complete tables for all appropriate years of 4-S funding.**

Define your process for identifying academically and economically disadvantaged target 4-S program participants: _____

Formula for calculating 4-S Retention Rate:

- Total number of 4-S students served during current year (X) minus the number of students who left the 4-S Program during current year (Y), equals remaining number (N).
- Divide the remaining number (N) by the total number of 4-S students served during the current year (X).

$$(X - Y) = N, (N / X) = 4-S \text{ Retention Rate.}$$

Definitions:

Institutionwide Retention Rate.....the actual institution retention rate (percentage) reported by your institution for this current year.

College/School Retention Rate.....the actual college/school retention rate (percentage) reported by your institution for this college/school for this current year. (The 4-S retention rate should be computed as indicated in the formula listed above).

Retention.....Students who continue to work toward completion of a degree.

College/School.....A degree granting program, i.e. College of Nursing/School of Nursing.

ATTACHMENT E

Year 1 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in college/school														
Total # of students graduating from college/school														
Total # of students retained in target college/school														
Retention rate of college/school students														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 2 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in college/school														
Total # of students graduating from college/school														
Total # of students retained in target college/school														
Retention rate of college/school students														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 3 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in college/school														
Total # of students graduating from college/school														
Total # of students retained in target college/school														
Retention rate of college/school students														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 4 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in college/school														
Total # of students graduating from college/school														
Total # of students retained in target college/school														
Retention rate of college/school students														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 5 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in college/school														
Total # of students graduating from college/school														
Total # of students retained in target college/school														
Retention rate of college/school students														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

INSTITUTIONWIDE 4-S PROGRAM CORE INDICATOR REPORT*

Core Outcome #1

ATTACHMENT E

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Core Outcome #1: Increase retention of participating academically and economically disadvantaged students on to graduation.

Core Indicator: Smaller gap between the percent of 4-S participants who are retained at the college compared with the overall retention rate for the entire institution.

*NOTE: Complete only ONE of the following: Target College/School OR Institutionwide Core Indicator Report. Complete ALL information requested below. New programs complete only Year 1 table, and continuing programs complete tables for all appropriate years of 4-S funding.

Define your process for identifying academically and economically disadvantaged target 4-S program participants: _____

Formula for calculating 4-S Retention Rate:

- Total number of 4-S students served during current year (X) minus the number of students who left the 4-S Program during current year (Y), equals remaining number (N).
- Divide the remaining number (N) by the total number of 4-S students served during the current year (X).

$$(X - Y) = N, (N / X) = 4-S \text{ Retention Rate.}$$

Definitions:

Institutionwide Retention Rate.....the actual institution retention rate (percentage) reported by your institution for this current year.

College/School Retention Rate.....the actual college/school retention rate (percentage) reported by your institution for this college/school for this current year. (The 4-S retention rate should be computed as indicated in the formula listed above).

Retention.....Students who continue to work toward completion of a degree.

College/SchoolA degree granting program, i.e. College of Nursing/School of Nursing.

ATTACHMENT E

Year 1 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in institution														
Total # of students graduating from institution														
Total # of students retained institutionwide														
Retention rate of institution														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained in program														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 2 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in institution														
Total # of students graduating from institution														
Total # of students retained institutionwide														
Retention rate of institution														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained in program														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 3 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in institution														
Total # of students graduating from institution														
Total # of students retained institutionwide														
Retention rate of institution														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained in program														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 4 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in institution														
Total # of students graduating from institution														
Total # of students retained institutionwide														
Retention rate of institution														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained in program														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

ATTACHMENT E

Year 5 Program: PA _____ Academic Year _____ (numbers reported apply to current year only)

	Native American		African American		Latino		Multi-Racial		White		Not Classified Elsewhere		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total # of students in institution														
Total # of students graduating from institution														
Total # of students retained institutionwide														
Retention rate of institution														
Total # of 4-S students served														
Total # of 4-S graduates														
Total # of 4-S students retained in program														
Retention rate of 4-S students														
Total # of 4-S students retained but <u>NOT</u> continuing in 4-S program														

4-S PROGRAM CORE INDICATOR REPORT:

Core Outcome #2

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Institution: _____

Program Name: _____

Core Outcome #2: Program started through 4-S funding will still be serving students after termination of KCP/State funding (maximum KCP 4-S program funding is five years).

Write below concrete examples of the steps being taken to move away from KCP/State funding and replace with internal institution funding and/or other external funding sources. Include specific examples that include the following areas:

Strategic Planning Activities

Staff

Program Implementation Responsibilities

Budget

4-S Final Program Summary Report – Due December 5, 2003

ATTACHMENT E

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Applicant Institution: _____

Program Name: _____

Page 1 of _____

Note: List each objective for your program under the “Program Objective” category as identified in your proposal. Provide “Outcome” data for each objective. Outcomes: data is specific, demonstrates observable change or accomplishments toward identified (in proposal application) goals/outcomes. Outcome information demonstrates benefits participants have received through their participation assisting them with new knowledge, increased skills, changed attitudes or values, modified behavior, improved conditions, and/or altered status (i.e. graduation). Quantifiable data indicators include numbers, percentages, amounts, averages, medians, and ratings. Provide initial, intermediate, and long-term outcomes as appropriate. Influencing Factors: Characteristics of the program or participants that influence the extent to which outcome targets are exceeded or not achieved.

Program Objectives	Outcomes	Influencing Factors

4-S Final Program Summary Report – Due December 5, 2003

ATTACHMENT E

Grant Period: October 1, 2002 through September 30, 2003
PA 144 of 2002

Applicant Institution: _____

Program Name: _____

Page _____ of _____

Program Objectives	Outcomes	Influencing Factors

ATTACHMENT F

DRAFT Grant Agreement for Select Student Support Services (4-S) Program

DRAFT
5-14-01

GRANT NO. _____

SELECT STUDENT SUPPORT SERVICES (4-S) GRANT
RFP # 02-RFP-007
BETWEEN
THE STATE OF MICHIGAN
DEPARTMENT OF CAREER DEVELOPMENT
AND
[Institution Name]

GRANTEE
ADDRESS:

GRANT ADMINISTRATOR/
ADDRESS

Rudy Redmond, Manager
King•Chúvez•Parks Initiative
Department of Career Development
Victor Center, 4th Floor
201 N. Washington Square
Lansing, Michigan 48913
Phone: 517-335-5950
Fax: 517-373-2759
Email: redmondrc@michigan.gov

GRANT PERIOD:

October 1, 2002 through September 30, 2003

TOTAL AUTHORIZED
BUDGET:

State Contribution @ 70%	\$ _____
Institution Contribution at 30%	\$ _____
Total	\$ _____

ACCOUNTING DETAIL:

Index/PCA No.: _____
Fed I.D. No.: _____
Log No.: _____
Mail Code: _____

GRANT

A GRANT between the MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT (GRANTOR), and (GRANTEE), consisting of Part I - Special Provisions and Part II - General Provisions.

THE GRANTOR AND THE GRANTEE AGREE AS FOLLOWS:

PART I - SPECIAL PROVISIONS

Section 1. Statement of Purpose

The Legislature has provided public funding for the Martin Luther King, Jr.-Cesar Chavez-Rosa Parks Initiative for the Select Student Support Services (4-S) Program for developing academically and economically disadvantaged student retention programs at 4-year public and independent educational institutions in this state.

Section 2. Statement of Work

The Grantee agrees to undertake, perform, and complete the following services:

- Match the grant award on a 70% state, 30% college/university cash match (not a soft match) funding of total project cost; and
- Conduct program evaluation to maximize program outcomes.

These services are more specifically described in the Grantee's Proposal which is included as Attachment A, and if appropriate, an Application Clarification included as Attachment D; and are incorporated by reference in this grant document.

Section 3. Performance Period

The term of the grant will be from October 1, 2002 through September 30, 2003. Funds will be made available for the Grantee's eligible expenses during this period in accordance with the Special and General Provisions.

Section 4. Detailed Budget

The detailed Budget is included as either Attachment C or as a part of the proposal provided in Attachment A, and incorporated by reference in this grant document. The Grantee agrees that all funds shown in the Budget are to be spent as detailed in the Budget. Significant changes (10% above or below the stated amount) within the budget line categories of the "Program Budget Summary," as agreed upon for this grant, requires notification of the Grant Administrator, or his/her designee, prior to the expenditure of such funds as required in the Administrative Handbook, included as Attachment B and incorporated by reference in this grant document.

This grant does not commit the State of Michigan or the Department of Career Development to approve requests for additional funds during or beyond this grant period.

Section 5. Payment Schedule

The maximum amount of grant assistance offered is \$_____. An initial advance of \$_____ (85%) shall be made to the Grantee upon receipt by the Grant Administrator of a completely signed "Grant Agreement" and a request for advance from the Grantee. Backup documentation such as computer printouts of accounts, ledger sheets, check copies, etc. shall be maintained for audit purposes as specified in the "Administrative Handbook," included as Attachment B and incorporated by reference in this grant document. The payment of the final fifteen percent (15%) of the grant shall be made after completion of the project and after the Grant Administrator has received and approved the Final Report package, inclusive of the Final Expenditure Report.

Section 6. Monitoring and Reporting Program Performance

These responsibilities are specifically described in the Administrative Handbook which is included as Attachment B and incorporated by reference in this grant document.

PART II - GENERAL PROVISIONS

Section 1. - The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition consistent with the following provisions. When competitive selection is not feasible or practical, the Grantee may make a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

Competitive procurement with funds provided for by this grant shall be made in accordance with P.A. 431 of 1984 (the "Management and Budget Act") and other pertinent state purchasing procedures.

Section 2. - Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs, including judgments, in any litigation which may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

Section 3. - The State may cancel this grant for any of the following reasons:

- A. Default of the Grantee: In case of default by the Grantee, the State may immediately cancel the grant or purchase order without further liability to the State, its departments, agencies, and employees. The State may procure the articles or services from other sources, and may hold the Grantee responsible for any excess costs incurred. Default is defined as the failure of the Grantee to fulfill the obligations of the quotation, grant, or purchase order.
- B. Failure of the Legislature to Provide the Necessary Funding: In the event that the Legislature fails to provide or terminates the funding necessary for this grant, the State may cancel the grant by providing written notice to the Grantee 30 days prior to the date of cancellation *provided*, however, that in the event the action of the Legislature results in an immediate absence or termination of funding, cancellation may be made effective immediately upon delivery of written notification to the Grantee. In the event of a termination under this sub-paragraph, the Grantee shall, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the grant.
- C. Upon Order of a Court: In the event of a court order halting or suspending activities under the grant, the State shall promptly notify the Grantee in writing of the entry or receipt of such order and shall direct the Grantee to take immediate action in conformity with such order or directive. In the event of a termination or suspension of the grant under this sub-paragraph, the Grantee shall, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the grant.

D. Criminal Conviction: The State may immediately cancel the grant or purchase order without further liability to the State, its departments, agencies, and/or employees if the Grantee, an officer of the Grantee, or an owner of a 25% or greater share of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public or private grant or subcontract; or convicted of a criminal offense incident to the application for or performance of a State, public or private grant or subcontract; or convicted of a criminal offense including, but not limited to, any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the State, reflects on the Grantee's business integrity.

Section 4. - No member of the Legislature of the State of Michigan or any individual employed by the State shall be permitted to share in this grant, or any benefit that arises there from.

Section 5. - The signatories warrant that they are empowered to enter into this Grant Agreement and that it is hereby accepted.

Barbara Bolin, Ph.D.
Director
Michigan Department of Career Development

Date

Authorized Institution Signatory
Title
Institution Name
Program Name
(Type of Program, e.g., MHED, MICUP or 4-S)

Date