

MULTI-YEAR COMPETITIVE GRANT
APPLICATION FOR INTEGRATING ENGLISH
LITERACY
AND CIVICS EDUCATION
for
DECEMBER 1, 2001 THROUGH
JUNE 30, 2004

ADULT EDUCATION AND FAMILY LITERACY ACT
FEDERAL FUNDING
JULY 1, 2002 THROUGH JUNE 30, 2003 PROGRAM YEAR



GRANT APPLICATION FORM
CONTINUATION FUNDING

MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT
ADULT EDUCATION OFFICE

MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT
 ADULT EDUCATION OFFICE
 201 North Washington Square
 P.O. Box 30714
 Lansing, Michigan 48909

Multi-Year Competitive Grant Application
Initiatives for Integrating English Literacy and Civics Education
July 1, 2002 through June 30, 2003 Funding Period
Adult Education and Family Literacy Act Federal Funding

Type or Print:

Applicant Organization	Legal Name of Applicant Organization	District Code or Recipient Code	Telephone Number ()
	Address	City	Zip Code
EL-Civics Contact Person	Name of Contact Person		Telephone Number ()
	Address	City	Zip Code
	E-Mail Address	Fax Number	
Workforce Development Board Region	Name of Region		

FUNDING HISTORY – Check all that apply

- A. The applicant currently receives Federal WIA Title II funding.
- B. The applicant currently receives Section 107 State Aid funding.
- C. The applicant currently receives PAL Section 108 State Aid funding.

PILOT(S) TO BE FUNDED	ESTIMATED # OF STUDENTS	PER-STUDENT COST	\$ AMOUNT REQUESTED
1. _____	_____	X _____	= \$ _____
2. _____	_____	X _____	= \$ _____
3. _____	_____	X _____	= \$ _____
TOTAL # PILOT STUDENTS & FUNDING REQUESTED _____			\$ _____
Provide the total number of students in the applicant's current ESL program: _____			

CERTIFICATION: The applicant certifies to the best of his/her knowledge and belief that the data in this application is true and correct, that the filing of the application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the required certifications and assurances if the application is approved.

Superintendent or
 Authorized Agency Official _____ Date _____
 Signature

Typed/Printed Name and Title _____

MAILING INSTRUCTIONS: An ORIGINAL and THREE (3) copies of this grant application must be RECEIVED by June 14, 2002 at the STATE address indicated above.

IN ADDITION, a copy of this grant application must be sent to the applicant's local WORKFORCE DEVELOPMENT BOARD.

ASSURANCES AND CERTIFICATIONS

-- **FEDERAL PROGRAMS** --

- INSTRUCTIONS: Please sign and attach ALL assurances to the application.

Certification Regarding Lobbying for Grants and Cooperative Agreements

No federal, appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the awards documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Assurance with Section 511 of the U.S. Department of Education Appropriation Act of 1990

When issuing statements, press releases, requests for proposals, solicitations, and other documents describing this project, the recipient shall state clearly: 1) the dollar amount of federal funds for the project, 2) the percentage of the total cost of the project that will be financed with federal funds, and 3) the percentage and dollar amount of the total cost of the project that will be financed by nongovernmental sources.

Assurance Concerning Materials Developed with Funds Awarded Under this Grant

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Career Development."

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Career Development.

Participation of Non-Public Schools

The applicant assures that private non-profit schools have been invited to participate in the grant program and participating schools have been consulted in assessing needs, planning, and implementing the activities of this application. The applicant shall maintain continuing administrative control and direction over funds and property that benefits students enrolled in private schools.

ASSURANCES AND CERTIFICATIONS (continued)

-- FEDERAL PROGRAMS --**AUDIT REQUIREMENTS**

All grant recipients who receive \$300,000 or more in federal funds from all sources are required to have an audit performed in compliance with the Single Audit Act. *(Effective November 1996.)*

Certification Regarding Title II of the Americans with Disabilities Act (ADA), P.L. 101.336, State and Local Government Services (for Title II applicants only)

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities and services of public entities. Title II requires that "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

Certification Regarding Title III of the Americans with Disabilities Act (ADA)- P.L. 101-336, Public Accommodations and Commercial Facilities (for Title III applicants only)

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Career Development, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title II of the ADA for the program or service for which they receive a grant.

ADDITIONAL PROGRAM ASSURANCES

Assurances are hereby given that the applicant agency will:

- (1) Utilize the Federal ABE funds to supplement local program activities described; and
- (2) Provide adult programs that are coordinated with and not duplicative of programs, services or activities made available to adults under other Federal, State and local programs, including the Job Training Partnership Act, the Carl D. Perkins Vocational Education Act, the Rehabilitation Act of 1973, the Education of the Handicapped Act, the Indian Education Act, the Higher Education Act of 1965, and the Domestic Volunteer Service Act.
- (3) All eligible agencies receiving funds under this act shall assure direct and equitable access to all eligible clients.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

DATE

GENERAL PROVISIONS

INSTRUCTIONS: Please sign and attach ALL general provisions to the application.

1. Full participation in recording all students in the total Adult Education Program whether state or federally funded on the Michigan Adult Education Reporting System (MAERS).
2. Completion of all requested information from the Michigan Department of Career Development (MDCD) Adult Education Office and the year-end progress report requirements.
3. Participation in the training and technical assistance provided by the MDCD Adult Education Office staff and funded providers.
4. Cooperation with any MDCD or U.S. Department of Education surveys and evaluation activities.
5. If the Grantee is other than a school district and seeks reimbursement for indirect costs, justification for the rates must be submitted to the MDCD Adult Education Office in the application for funding.
6. Changes in the line item budget will be allowed only upon prior review and written approval by the Grant Administrator in the MDCD Adult Education Office.
7. The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of three (3) years after final payment is made to the Grantee.
8. To the extent that it can be determined that interest was earned on advances of Grantor funds, such interest shall be remitted to the Grantor agency. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the MDCD Grant Administrator.
9. The purchase of equipment with a unit cost of more than \$5,000 must have prior written approval of the MDCD Grant Administrator. Equipment is defined as non-expendable personal property having an acquisition cost of \$5,000 or more and a useful life of more than one year. Such equipment shall be retained by the Grantee.
10. The Grantee shall adhere to the School District Accounting Manual and/or Generally Accepted Accounting Principles and shall maintain records which 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 such as time sheets and invoices. The expenditure of state and federal funds shall be reported by line item and compared to the approved budget.
11. At the discretion of the Grantor, the project may be subject to a final audit prior to or after the final payment.
12. 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.
13. 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 agrees to obtain the written approval of the Grant Administrator before making 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.
14. The Grantee, all contractors, and subcontractors will provide and maintain during the term of this grant public liability, property damage, and workers' compensation insurance insuring the interests of all parties to this grant against any and all claims which may arise out of the Grantee's or subcontractor's operations under the terms of this grant. The name of the Grantee and the Grant number must be shown on the certificate of insurance to assure correct filing. It is agreed that in the event that any carrier of such insurance exercises cancellation, notice will be made immediately to the State of such cancellation.
15. The Grantee, all contractors, and subcontractors are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. The safety provision of all applicable laws and building and construction codes shall be observed. The Grantee, contractors, and every subcontractor are responsible for compliance with all federal and state laws and municipal ordinances and regulations in any manner affecting the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, all contractors, and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this grant.

16. Inasmuch as each party to this contract is a governmental entity of the State of Michigan, each party to this contract must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from the performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.
17. The Grantee shall indemnify, defend, and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees, and agents, from and against all losses, liabilities, penalties, fines, damages, and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgment, interest, and penalty), arising from or in connection with any of the following:
 - A. any claim, demand, action, citation, or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions, or omissions of the Grantee or any of its subcontractors under this grant;
 - B. any claim, demand, action, citation, or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Grantee of any representation or warranty made by the Grantee in the grant;
 - C. any claim, demand, action, citation, or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Grantee is required to insure against as provided for in this grant;
 - D. any claim, demand, action, citation, or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss, or destruction of any real or tangible personal property, in connection with the performance of services by the Grantee, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury, or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;
 - E. any claim, demand, action, citation, or legal proceeding against the State, its employees and agents which results from an act or omission of the Grantee or any of its subcontractors in its or their capacity as an employer of a person;
 - F. any claim, demand, action, citation, or legal proceeding against the State, its employees and agents incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity, or service supplied by the Grantee or its subcontractors, or the operation of such equipment, software, commodity, or service, or the use or reproduction of any documentation provided with such equipment, software, commodity, or service infringes any United States or foreign patent, copyright, trade secret, or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Grantee's opinion be likely to become the subject of a claim of infringement, the Grantee shall at the Grantee's sole expense (i) procure for the State the right to continue using the equipment, software, commodity, or service or, if such option is not reasonably available to the Grantee, (ii) replace or modify the same with equipment, software, commodity, or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to the Grantee, (iii) accept its return by the State with appropriate credits to the State against the Grantee's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it. In any and all claims against the State of Michigan, or any of its agents or employees, by any employee of the Grantee or any of its subcontractors, the indemnification obligation under the grant shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the Grantee or any of its subcontractors under workers' disability compensation acts, disability benefits acts, or other employee benefits acts. The indemnification provisions of this document are intended to be comprehensive. Any overlap in subclauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other subclause.
18. 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. Lack of Further Need for the Service or Commodity: In the event that the State no longer needs the service or commodity specified in the grant or purchase order due to program changes, changes in law, rules or regulations, relocation of offices, or insufficient funding, the State may cancel the grant or purchase order, without further liability to the State, its department, agencies, and employees by giving the Grantee written notice of such cancellation 30 days prior to the date of cancellation.

- C. Failure of the Legislature or the Federal Government to Provide the Necessary Funding: In the event that the Legislature or the federal government 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 or federal government 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.
 - D. Upon Order of a Court or Direction by the Federal Government: In the event of a court order halting or suspending activities under the grant or, in the case of a grant involving federal funds or otherwise subject to federal oversight, issuance of an order or directive by the federal government 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.
 - E. Criminal Conviction: The State may immediately cancel the grant or purchase order without further liability to the State, its departments, agencies, and 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.
- 19. The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.
 - 20. 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.
 - 21. Use of WIA funds for religious activities is prohibited.
 - A. No state, grantee, contractor or subcontractor may use its grant or subgrant to pay for any of the following:
 - 1) Religious workshop, instruction or proselytization
 - 2) Equipment or supplies to be used for any of the activities specified in paragraph (A)(1) of this section.
 - 3) Construction, remodeling, repair, operation or maintenance of any facility or part of a facility to be used for any of the activities specified in paragraph (A)(1) of this section.
 - 4) An activity of a school or department of divinity.
 - B. As used in this section, *school or department of divinity* means an institution or a component of an institution whose program is specifically for the education of students to:
 - 1) Prepare them to enter into a religious vocation; or
 - 2) Prepare them to teach theological subjects.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

DATE

Certification for Participation in a Multi-Year EL-Civics Grant Consortium

(July 1, 2002 through June 30, 2003)

Consortium Agreements may be submitted by two or more eligible local adult education providers. An authorized representative must be designated as the Fiscal Agent. The Fiscal Agent accepts administrative and fiscal responsibility for the consortium.

The Fiscal Agent **must complete the information below and obtain appropriate signatures** from each participating agency. The Fiscal Agent must then submit this information to the Michigan Department of Career Development, Adult Education Office.

Each of the undersigned certifies that to the best of his or her knowledge, the information contained in this application is correct and complete; that the local agency which he or she represents has authorized him or her to file this application. The administrative agency named below has been designated as the administrative and fiscal agent for this project and is authorized to receive and expend funds to conduct this program.

CERTIFICATION OF DESIGNATED ADMINISTRATIVE AND FISCAL AGENT FOR THIS PROGRAM

Legal Name of Fiscal Agency	District Code	Contact Person Name and Title
Mailing Address (Street)		Contact Person Mailing Address (Street)
City	Zip Code	Contact Person City, State, Zip Code
Name and Title of Superintendent or Authorized Agent		Contact Person Telephone
<p>I certify that the information submitted for this consortium is true and correct.</p> <p>Superintendent or Authorized Agent: _____ DATE: _____ (Signature)</p> <p>TYPED NAME/TITLE:</p>		

Certification of a Participating Agency

Legal Name of Agency	District Code	Contact Person Name and Title
Mailing Address (Street)		Contact Person Mailing Address (Street)
City	Zip Code	Contact Person City, State, Zip Code
Name and Title of Superintendent or Authorized Agent		Contact Person Telephone
<p>I certify that the information submitted on this form is true and correct.</p> <p>Superintendent or Authorized Agent: _____ DATE: _____ (Signature)</p>		

Certification of a Participating Agency

Legal Name of Agency	District Code	Contact Person Name and Title
Mailing Address (Street)		Contact Person Mailing Address (Street)
City	Zip Code	Contact Person City, State, Zip Code
Name and Title of Superintendent or Authorized Agent		Contact Person Telephone
<p>I certify that the information submitted on this form is true and correct.</p> <p>Superintendent or Authorized Agent: _____ DATE: _____ (Signature)</p>		

Project Narrative for EL-Civics Grant Applicants

All applicants for EL-Civics funding will complete the narrative portion of the application as described in the Application Guidelines pages 10-14. Applications should be prepared simply and economically, with the narrative portion of the proposal being *no more than 8 pages in length, single-spaced, in Times Roman or similar type font and no smaller than 12 points.* All application pages must be securely stapled. Special bindings and binders should not be used. Relevant supporting documents such as confirmation of cooperative agreements mentioned in the application should be included. Such supporting documents are not counted in the 8-page limit. Supplementary materials such as commercial publications, newspaper articles, and videotapes will *not* be reviewed. *Incomplete applications or applications exceeding the page limitation or specifications will not be reviewed or considered for funding.*

The application narrative shall include the following information in the order given:

- A. Program Planning
 - 1. EL-Civics Needs and Priorities
 - 2. Cooperative Arrangements and Program Coordination for the Delivery of English Literacy Activities
 - 3. English Literacy Services for Students Most in Need
 - 4. Information Management System

- B. Curriculum and Instruction
 - 1. Phase I Summary Report
 - 2. Phase II Plan for Integrating English Literacy and Civics Education
 - 3. Workplace ESL Pilot (if applicable)
 - 4. Program Plan for a Comprehensive EL-Civics Education Program

- C. Staff Development
 - 1. Pilot Staffed by Well-Prepared Instructors, Counselors, and Administrators
 - 2. Professional Development Opportunities for Piloted Projects

- D. Recruitment and Retention
 - Recruitment and Retention Strategies for the Pilot's Target Population

- E. Program Effectiveness
 - Method for Determining Program Effectiveness

Part 4B. EL-Civics Phase I Pilot(s) Summary Chart

Applicants will complete one chart for each Phase I pilot.

Budget Narrative, Part 5A Budget Approval Form, & 5B Budget Detail Form

All applicants will break out their costs in a detailed budget in narrative form, as well as complete both the Budget Summary (5A) and Budget Detail (5B) pages. *Each pilot requires a separate Budget Detail page. Applicants may copy the Budget Detail page as necessary.*

2001-2002 Adult Education Program Overview

All Adult Education providers must complete the following information to summarize their entire adult education program activities. This information will be used to develop contact information and to provide requested information to legislators and others requesting regional adult education program data. **ALL districts and agencies in a consortium or who provide a contracted instructional service for a program (i.e. literacy council) must also complete this form.**

Name of Agency _____

Address of Agency _____

City _____ State _____ Zip _____

Agency District/Recipient Code _____ MWA Region _____

AE Contact Person _____ Title _____

Phone Number (_____) _____ Fax Number (_____) _____

Email Address _____

____ Program receives direct Federal Adult Education funding from MDCD

____ Program receives its Federal Adult Education funding through a consortium or contract.

Consortium and Contracted Instruction: Fiscal agents should list all Adult Education federal funding consortium members and contracted agencies receiving funding from this grantee.

a. Name of Fiscal Agent _____

b. Fiscal Agent District/Recipient Code _____

c. Name of consortium member(s) and contracted agencies: _____

Estimated number of Adult Education students that will be served in your adult education program as a result of State or Federal funding _____

Indicate programs components provided in the agency's total Adult Education program and the source of funding (check all that apply):

Total Adult Education Program Components	Provided (yes or no)	Federal	State Section 107	State Section 108
Adult Basic Education (ABE)				
English as a Second Language (ESL)				
GED				
High School Completion				
Institutional/Corrections				
Family Literacy				
Workplace Literacy				
Other: Specify				

Program Description: Succinctly summarize the total adult education program effort, the major activities for meeting identified needs, and the anticipated outcomes for students and the community. This should be written to reflect the best efforts of the project and what the applicant would like others to know about their program. **(200-word limit.) Attach Program Description. (Not included in 8-page narrative limit.)**

CLOSING DATE AND DELIVERY ADDRESS

The Adult Education Office on or before June 14, 2002 must receive the original proposal bearing ORIGINAL signatures and 3 additional copies of the complete application. The applications may be hand delivered to the Adult Education Office on the third floor of the Victor Building, 201 North Washington Square, Lansing or sent by mail to:

Michigan Department of Career Development
Adult Education Office
El-Civics Grant Application
201 North Washington Square
P.O. Box 30714
Lansing, Michigan 48909

Late applications, applications submitted by facsimile or email or applications submitted, but not in accordance with the application preparation instructions (below) will not be accepted and will not be reviewed. One copy of the completed application must be sent directly to the applicant's regional Michigan Works! Agency Workforce Development Board.

APPLICATION PREPARATION, PAGE LIMIT, FONT SIZE AND PACKAGING

Applications should be prepared simply and economically, with the narrative portion of the proposal for new applicants being **no more than 8 pages in length, single-spaced, in Times, Times Roman or similar type font and no smaller than 12 point.** All application pages must be securely stapled. Special bindings and binders should not be use. Supporting documents are not counted in the 8-page narrative limit. Supplementary materials such as commercial publications, newspaper articles, and videotapes will **not** be reviewed. **Incomplete applications or applications exceeding the page limitation or specifications will not be reviewed or considered for funding.**

Sample Employer Letter of Commitment

XYZ Corporation
1234 Industrial Drive
Anytown, Michigan 48956

Michigan Department of Career Development
Adult Education Office
201 N. Washington Square
Victor Office Center, 3rd Floor
Lansing, MI 48913

This letter is to demonstrate the commitment of XYZ Corporation to the ESL initiative proposed by the Lakeside School District Adult Education Department. We anticipate enrollment of 15 students. Class will begin on approximately October 1, 2002 and conclude by December 6. Class will run for 4 hours per week for 10 weeks.

Lakeside Schools and the XYZ Corporation have agreed that the following student performance goal is both reasonable and attainable: students will average a 10% point gain on the ESL standardized test instrument selected for this pilot. Provided that the XYZ Corporation is satisfied that the pilot program has achieved its goals, the company agrees to assume financial responsibility for the continuation of the on-site ESL instruction.

Sincerely,

Joe Smith,
HR Manager and ESL program contact.

EL/CIVICS CONTINUATION APPLICATION CHECKLIST

Read carefully Part A Program Guidance and Instructions to ensure that this application is complete and that it meets all of the proposal requirements. Complete the application checklist below for your Part B Grant Application. Please include the completed checklist with your proposal.

Part 1. Application Cover Page:

- Legal Name of Applicant
- EL/Civics Contact Person
- Addresses, phone numbers, fax number, e-mail address
- Number of students, per-student cost, and funding requested for each pilot
- Total Funding Amount Requested
- Original Signature of Superintendent or Authorized Agency Official

Part 2. Assurances and Certifications

- 2A Federal Program (Original Signature)
- 2B General Provisions (Original Signature)

Part 3. Consortium Certification Form(s) with Original Signatures

Part 4A. Project Narrative

- Program Planning
- Curriculum and Instruction
- 2-Page Phase I Summary Report (Included in narrative and also submitted as separate document. Separate document not included in 8-pge narrative limit.)
- Phase I Summary Chart (one for each Phase I pilot)
- Staff Development
- Recruitment and Retention
- Program Effectiveness

Part 4B Phase I Pilot(s) Summary Chart

- Budget Narrative (not included in 8-page narrative limit)
- 5A Budget Summary
- 5B Budget Detail (**one for each pilot**)

Part 6 Adult Education Program Overview (submitted as attachment—not included in 8-page narrative limit)

- Attachments (letters of support, employer letters of commitment for Workplace ESL pilots, and any other attachments)