

**GRANT APPLICATION FOR MULTI-YEAR  
PERIOD OF JULY 1, 2002 THROUGH  
JUNE 30, 2004**

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



**GRANT APPLICATION FORM  
for  
CONTINUATION FUNDING**

**MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT  
ADULT EDUCATION OFFICE**

**June 4, 2002**

**CHECKLIST AND INSTRUCTION FOR  
CONTINUATION FUNDING APPLICANTS**

All Continuation Funding applications must complete all checked (√) items. Items indicating “Not Applicable” (NA) are not required. Items indicating “Update” (UD) should be reviewed and succinctly updated where appropriate.

**Part 1: Authorization Forms**

A. Application Cover Page (complete **all** requested information with ORIGINAL signature of Superintendent for School District applicants or the Authorized Official of a Community Based/Non-profit agency.)

**Part 2:**  A. & B. **Assurances and Certifications** (complete with ORIGINAL signatures)

**Part 3:**  **Certification for Participation in a Consortium, Partnership, or Contract Agreement** (Indicate the agreement between the grant applicant serving as the federal fiscal agent and the partner institution. Include ORIGINAL signatures)

**Part 4: Participation in Statewide Professional Development Activities**

Funding Amount Requested

**Part 5: Project Narrative**

UD A. Program Planning

UD B. Curriculum and Instruction

C. Staff Development

UD D. Recruitment and Retention

E. Projected Performance Goals – (Due into the AE Office in mid-October using 2001-2002 MAERS data.)

**Part 6: Projected Performance Goals**

Charts 6A, 6B, and 6C will be **due in mid-October** using 2001-2002 MAERS data

**Part 7:**  **Budget-General Instruction**

A. General Instruction Budget Summary (include Regular and Professional Development)

B. Regular Instruction Budget Detail (Explicit budget details are to be completed.)

C. Professional Development Detail (Explicit budget details are to be completed.)

**Part 8:**  *As Applicable* **Budget-Institutional** (Explicit budget details are to be completed for the appropriate funds requested. )

A. Institutional Budget Summary

B. Institutional Budget Detail

**Part 9:**  **Program Overview** – (This Overview must be current and accurate. All data tables, addresses and direct program contacts, as well as funding verification will be taken from this sheet. Keep this sheet current with the Adult Education Office.)

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

**Multi-Year Grant Application for July 1, 2002 through June 30, 2003 Funding Period  
 Adult Education and Family Literacy Act Federal WIA Title II Funding**

**Type or Print:**

<b>Applicant Organization</b>	Legal Name of Applicant Organization	District Code or Recipient Code	Telephone Number ( )
	Address	City	Zip Code
<b>Contact Person</b> (All MDCD correspondence will go to this person only)	Name of Contact Person	Title	Telephone Number ( )
	Address	City	Zip Code
	E-Mail Address	Fax Number	
<b>WDB Region</b>	Name of Region		

**FUNDING HISTORY** – The applicant currently receives the following funding: (Check all that apply)

- A. Sec. 107 State Aid funding     B. Federal WIA Title II funding     C. PAL Sec. 108 State Aid funding

FUNDING CATEGORIES	ESTIMATED # OF Pre-Tested STUDENTS	PER-STUDENT ALLOCATION	TOTAL \$ AMOUNT
1. Federal Instructional \$ Requested (Based on ALL students except PAL)-Detail Budget Part 7B	_____ X _____		= \$ _____
2. Federal Professional Development Set-Aside (for State sponsored initiatives only) (Up to <b>5% Maximum of #1 requested \$, but not exceed \$10,000</b> – Detail Budget: Part 7C) If applying for an exception for additional PD funding do not include it in #2 total			= \$ _____
<b>TOTAL</b> Federal Instructional & Professional Development (Add 1 + 2)			= \$ _____
3. <b>Institutional Set-Aside Funding:</b> (Budget - Part 8A & 8B)	_____ X _____		= \$ _____

**Provide total program information for Federal WIA Title II and Sec. 107 (Show Total Budget in Part 7A):**

**a. Total # of expected pre-tested students for federal & 107 \_\_\_\_\_ b. Total Funding expected for 2002-2003 \$ \_\_\_\_\_**

**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 \_\_\_\_\_  
 Original Signature

Typed/Printed Name and Title \_\_\_\_\_

**MAILING INSTRUCTIONS: An ORIGINAL and THREE (3) copies of this grant application must be RECEIVED by June 28 for obligating funds by July 1, 2002 or by July 29 for obligating funds by August 1, 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 Federal 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;
- (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; and
- (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 Form

**Complete One Form for each Consortium Member, Partner Institution, or Contracted Agency  
(Photocopy as needed)**

(July 1, 2002 through June 30, 2003)

On this page provide information on the agreement between the grant applicant serving as the federal fiscal agent and the partner institution involved in the fulfillment of the grant application. The Fiscal Agent of an application may be the sole program provider or have sub-recipients that provide adult education programming to students through a consortium, partnership, or sub-contractor arrangement with the fiscal agency. Describe *the roles and responsibilities* of each partner institution for implementing the proposed program in this application.

Each of the undersigned certifies to the best of his/her knowledge, the information contained in this application regarding the partner institution's role is correct and complete. The applicant named below has been designated as the administrative fiscal agent for this project and is responsible for the success of the project and the fiscal management of the federal funds.

**Designated Fiscal Agent (Name):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name and Title of Superintendent/Agency Administrator: \_\_\_\_\_

Authorized Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

Project: Briefly describe the general roles and responsibilities of the fiscal agency for this project. Provide an explanation as to how the fiscal agency will provide unduplicated head-count and performance data to the Office of Adult Education for payment and performance goals achievement from partners/sub-recipients who may be entering their Section 107 student data into MAERS under their own school district.

**Participating Agency (Name):** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name and Title of Superintendent/Agency Administrator: \_\_\_\_\_

Authorized Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

Check appropriate box - This agency will:

- Will receive funding from this fiscal agent to conduct Adult Education instruction and will enter their own students into MAERS (these students can be designated as both Sec. 107 and federal funded, if applicable).**
- Will receive funding from this fiscal agent to conduct Adult Education instruction and the fiscal agent will enter the students into MAERS (these students cannot be entered for any other funding source).**
- Will NOT receive any funding from the fiscal agent to conduct Adult Education instruction. This is a partnership.**

Project: Briefly describe the general roles and responsibilities of the Partner or sub-recipient. Indicate if this partner is providing adult education programs or sharing in the services of the fiscal agent. Indicate if this provider directly receives adult education funds from Sec. 107 or 108 PAL and enters student data under their own school district code. Has the fiscal agent provided a plan for gathering program data and reporting it to the Office of Adult Education for payment and performance requirements?

**Federal WIA Title II Continuation Grant Recipients****PLAN FOR PARTICIPATION IN STATEWIDE PROFESSIONAL DEVELOPMENT ACTIVITIES AND JUSTIFICATION FOR EXCEPTION TO EXCEED PROFESSIONAL DEVELOPMENT MAXIMUM FUNDING AMOUNT**

**(To complete, see Professional Development Activity Table in the Appendix section of the Guidance)**

The purpose of the Professional Development Set-Aside funds is to support and encourage the participation of new and experienced adult education teachers, administrators and other relevant staff members in a series of sustained and intensive high quality statewide professional development initiatives. These activities are designed to provide participants with the professional skills and tools to help all adult students meet challenging standards of performance as measured by the Michigan Adult Education Reporting System (MAERS) performance indicators, as well as enhance the overall program quality of Adult Education programs. As representatives of a system of believers in continuous learning adult educators must model that belief and be prepared to meet the high educational expectations of their learners, their community, their state and their nation. As a means of assisting programs in meeting these educational challenges the Adult Education Office of the Michigan Department of Career Development has sought experts in the field of Adult Education to train and guide Michigan's adult educators in new and innovative educational practices that have been shown through best practice and research to accelerate learning and meet the educational needs of adult learners.

Professional Development Grant funding is being allocated out of the federal State Leadership funds to make these opportunities available to all State Aid Sections 107 and 108 PAL, and federal WIA Title II funded programs. Additional funding has been set-aside for current federal grantees to assist in meeting the expenses of participation in these activities. **Up to a 5% maximum of the federal instructional funds being requested in this application but not to exceed \$10,000 may be applied for to meet these additional expenses. Funds may be used only for the new statewide Professional Development grantees training, MAERS training, ESL training or for tutor training for those teaching students in the three lowest Educational Functioning Levels (EFL).** To be eligible for tutor training assistance the trainers must attend statewide training opportunities provided to assist low level literacy students. A detailed Budget: Part 7C must identify the training sessions, the number attending and total detailed expenses being for attendees. Expenses for local program professional development activities or others not specified above should come out of the regular instructional funding as in previous years.

Exceptions for funding above the maximums must have a written justification request. Large programs with the need for above average staff participation or very small programs where 5% of their instructional funding cannot meet their training needs may request an exception to this maximum funding requirement. A narrative description of the need and a detailed expenditure account should be included in the request. All or part of the request may be granted or denied.

**Complete the form on the next page with information to request these funds. Complete Part 7C Budget Detail for itemized expenses.**

**PROFESSIONAL DEVELOPMENT FUNDING APPLICATION**  
**JULY 1, 2002 – JUNE 30, 2003**

(See MDCD Professional Development Activity Table in the Appendix Section of the Guidance.)

Applicant Name: \_\_\_\_\_

**I. Amount of Professional Development funding being requested from the Set-Aside: (Do not request more than 5% (but not to exceed \$10,000) of the total Federal Instructional funding being requested in this grant application.)**

- A. Instructional Funding Requested in this application: \$ \_\_\_\_\_
- B. Professional Development Set-Aside Requested: \$ \_\_\_\_\_
- C. Indicate the designated training programs eligible for this set-aside funding (see description of each activity in the Guidance and Instructions) and area of study; the number of staff members that will attend; and the total amount of funds requested for each training:

	<u>Training Program</u>	<u># of Staff</u>	<u>Total Expenses</u>
1.			
2.			
3.			
4.			
5.			

**II. Justification for an exception to exceed the Professional Development maximum funding amount. (Large programs with a need for above average staff participation may determine a need for more than the \$10,000 maximum to sufficiently meet staff training needs for the approved activities or very small programs may find that 5% of their instructional funding cannot adequately meet their training needs.)**

- A. Written justification for additional funding exceeding the maximum requested amount in Part I. Respond only for the additional funding request. (Put on additional page.)
- B. Indicate for which training program(s) additional funding will be needed and the area of study; the number of staff members that will attend that program; and the total amount of additional funds to be paid for each program:

	<u>Training Program</u>	<u># of Additional Staff</u>	<u>Additional Funds Requested</u>
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
	Total <b>Additional</b> Funding Requested over the amount in item I:		\$ _____

## II. Project Narrative for Continuation Grant Applicants

The original “Narrative Proposal” submitted in the January through June 30, 2001 application and updated in the July 1, 2001 – June 30, 2002 application should be thoroughly reviewed and updated to indicate any changes planned for the July 1, 2002 through June 30, 2003 program year. If nothing new is being planned indicate “no change” after that component.

**The following are two Narrative categories that are required for the 2002-2003 grant application:**

- **Item “C. Staff Development” narrative** must be updated to include planned participation in the MDCD sponsored professional development activities. Describe which MDCD professional Development projects they will participate in during the 2002-2003 program year, how the program expects to implement the new information to enhance teaching and learning in a specific program area and how participants will be selected.
- **Item “E. Projected Performance Goals”** will be completed in mid-October. **The date will be determined when the 2001-2002 MAERS tables are available in the fall.**

*Example of a Continuation Grant Application Narrative update:*

*Narrative item A 1: Program Planning-Needs and Priorities:* The Workforce Development Board strategic plan has been updated and the 2002-2003 Adult Education plan will address the following identified needs in collaboration with ....

*Narrative item A 4: Information Management:* After 1 ½ years experience using the MAERS the following adaptations have been made to improve our data collection and processing. We found that many students’ data were not correctly recorded because .....

*Narrative item B 3. Curriculum and Instruction – Instructional Practices and Materials:* Our ESL program is taking part in the EL-Civics initiative and have successfully completed training for ..... This has greatly improved our program and in the coming year we plan to enhance this effort by .....

*Narrative item C. Staff Development: Professional Development Opportunities:* This program plans to participate in the following professional development opportunities being offered through the state sponsored professional development activities and the additional set-aside funding offered through this grant: 1) Numeracy Workshop: The teaching of math to adults requires continuous learning of educational staff because of ..... 3 staff members will apply to participate in the numeracy training.

## PROJECTED PERFORMANCE GOALS PROGRAM YEAR 2002-03

**As the 2001-2002 MAERS data for completing these tables will not be available until mid-September, the deadline for submitting the 2002-2003 Performance Targets to the Adult Education office will be announced in September. The State's federal projected goals will not be finalized with the US Department of Education until the end of June 2002. Any changes will be forwarded to the programs in September.**

Complete the three tables using as a guide the State's negotiated performance goal percentages and the program's PY 2001-02 performance data via the 2001-02 Michigan Adult Education Reporting System (MAERS) performance tables. Projected program goals for each table must reflect ALL students funded with State Aid Section 107 and Federal Adult Education Funding. Using 2001-2002 performance data estimate the program's student goal achievement for each of the three categories, Adult Basic Education (ABE), English as a Second Language (ESL), and Student Outcome Goals that apply to the applicant's total program. Projected accomplishments are expected to reflect continuous improvement of the applicant's previous year's goal attainment.

All GED students must be assessed by MDCD approved tests to be placed on the appropriate EFL. High School Completion students may be entered on the Low Adult Secondary Education or High Adult Secondary Education levels depending on the percent of credits earned or the program may choose to assess these students and place them on an EFL and advance them as an ABE students.

### **Instructions for Completing Educational Functioning Level (EFL) Gain Tables for ABE and ESL Students:**

**2000-01 # of Learners at Each Level:** Enter the number of learners enrolled and assessed at each EFL.

**2000-01 % Advanced a Level:** Enter the percent of learners enrolled and assessed at each EFL who after post-testing completed and advanced one or more educational functioning levels.

**2001-02 Projected Performance Goals:** Enter the program's projected performance goals for 2001-02. This should reflect the expected percentage of adult learners assessed at each EFL who after post-testing will complete and advance one or more educational functioning levels.

**2001-02 # of Learners at Each Level:** Enter the number of learners **actually** enrolled and assessed at each EFL according to the programs MAERS data.

**2001-02 % Advanced a Level:** Enter the **actual** percent of learners enrolled and assessed at each EFL who after post-testing completed and advanced one or more educational functioning levels according to MAERS data.

**2002-03 Projected Performance Goals:** Enter projected performance goals for 2002-03. This should reflect the percentage of adult learners to be enrolled and assessed at each EFL who after post-testing will complete and advance one or more educational functioning levels.

**2002-2003 Percent of All Students Advancing One or More EFLs:** Add all students enrolled and assessed at each EFL and divide into the total number of students who after post-testing advanced one or more EFLs for the average percent of all students enrolled and assessed who met this goal.

## **Instructions for Completing Core Outcome Goal Attainment Table:**

All students must select at least one of the Core Educational and/or Economic Goals as a Primary Goal. For example: If a student's goal is to obtain a GED but must first complete ABE levels to prepare them for the GED tests their Primary Goal is to Improve Basic Literacy Skills. They may select GED as a Secondary Goal at this time or may choose to wait to select GED as a Primary Goal when they are closer to achieving that goal. It is recommended to select a goal that can be achieved in as short a period of time possible and advance their goals as they progress educationally.

Students reaching two EFLs for the Improved Basic Literacy Skills (ABE Goals) and Improved English Proficiency Skills (ESL) can only count those two specific advancements once. For example: If a student moves from ABE Beginning Literacy to ABE Low Intermediate Basic Education they have advanced two EFLs. This student will not advance two EFLs again until they have reached Low Adult Secondary Education.

All **GED students** must be assessed by an approved MDCD test to be placed on the correct EFL level and Goal selection and achievement may be to get a "GED" or to "Improve Basic Literacy Skills." A GED student may begin with an Improved Basic Literacy goal and switch to Obtain a GED goal when they get closer to that achievement. If a GED student is assessed and placed at the High Adult Secondary Education level they can advance from that level by passing all GED tests. A **High School Completion student** may be assessed and placed on an EFL as an ABE student OR placed according to credits received as an HSC student. This is up to the individual programs to decide. They may select the goal of "Improve Basic Literacy Skills" and achieve goals by assessments or select the goal of "Obtain a High School Diploma" and achieve their goal by credits.

**2000-01 # of Learners at Each Core Goal:** Enter the number of learners selecting each of the core goals.

**2000-01 % Reached Goal:** Enter the percent of learners for each core goal who actually attained their goal.

**2001-02 Projected Performance Goals:** Enter projected performance goals for 2001-02. This should reflect the percentage of adult learners selecting each of the core goals and who will actually attain their goal.

**2001-02 # of Learners at Each Core Goal:** Enter the number of learners selecting each of the core goals.

**2001-02 % Reached Goal:** Enter the percent of learners selecting each of the core goals and who actually attained their goal.

**2002-03 Projected Performance Goals:** Enter projected performance goals for 2001-02. This should reflect the projected percentage of adult learners selecting each of the core goals and actually attaining the goal.

**2002-2003 Percent of All Students Attaining a Core Goal:** Add all students selecting a Core Educational and/or Economic Goal and divide into the total number of students who actually attained a Core goal.



## CLOSING DATE AND DELIVERY ADDRESS

**The Adult Education Office must received the application on or before June 28, 2002 to begin obligating funds by July 1, 2002 OR by July 29, 2002 to begin obligating by August 1, 2002. The application must have ORIGINAL signatures and 3 additional copies.** 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:

Adult Education Office  
Federal Grant Application  
Michigan Department of Career Development  
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. One copy of the completed application for continuation funding applicants 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 being **no more than 12 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 used. Relevant supporting documents that are attached to the application must be kept to a maximum total of **five pages**. Such supporting documents are not counted in the 12-page limit. Supplementary materials such as commercial publications and videotapes will **not** be reviewed and will be returned. **Incomplete applications or applications exceeding the page limitation or specifications will not be reviewed or considered for funding.**