

**MAILING INSTRUCTIONS:** The ORIGINAL and ONE (1) copy of this application must be RECEIVED at the STATE address indicated by July 10, 2002.

## MICHIGAN DEPARTMENT OF EDUCATION

May 3, 2002

### GRANT ANNOUNCEMENT

#### **Continuation Application for 2002-2003 William F. Goodling Even Start Family Literacy Programs Grants**

**This application packet includes:**

Grant Announcement

- |          |  |
|----------|--|
| Part I   | General Information                      |
| Part II  | Additional Information                   |
| Part III | Review Process Information               |
| Part IV  | Definition and Program Characteristics   |
| Part V   | Application Information and Instructions |

Application Checklist

Application Form (IM-02-25-C)

#### **NATURE OF ACTION REQUESTED: Voluntary**

The Michigan Department of Education is pleased to announce the availability of funds for grants to develop demonstration projects that provide intensive family literacy services to improve the literacy skills of parents, help parents become full partners in the education of their children, and assist children in reaching their full potential as learners. These projects will be funded under the William F. Goodling Even Start Family Literacy Programs with grants to be awarded by the Superintendent of Public Instruction. A local or intermediate school district, or a public school academy, applying in partnership with a public, nonprofit, community-based agency, or institution of higher education; or nonprofit organization of demonstrated quality applying in partnership with a local education agency, is eligible to apply for a grant. At the October 18, 2001 meeting, the State Board of Education approved criteria allowing school districts serving more than 10,000 pupils the opportunity to compete for more than one grant program if the need exists. The grants will be awarded by competitive application process.

The Continuation Application for the 2002-2003 William F. Goodling Even Start Family Literacy Programs grants (Form IM-02-25-C), including the necessary forms and instructions for completing the application, is available on-line at <http://www.state.mi.us/mde/off/staa/earlychild/index.htm>. Applications must be received at the Department of Education by July 10, 2002. An **ORIGINAL AND ONE (1) COPY** of the completed application must be submitted at that time.

Questions regarding the 2002-2003 William F. Goodling Even Start Family Literacy Programs Grants may be directed to Reneé De Mars-Johnson, Coordinator; Cheryl Hall, Consultant; or Judy Levine, Consultant, Early Childhood and Parenting Programs, at (517) 373-8483.

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**Michigan Department of Education  
Office of School Excellence  
EARLY CHILDHOOD AND PARENTING PROGRAMS**

**CONTINUATION APPLICATION FOR 2002-2003 WILLIAM F. GOODLING  
EVEN START FAMILY LITERACY PROGRAMS (EVEN START) GRANTS**

**Part I. General Information**

**INTRODUCTION**

The Michigan Department of Education is pleased to announce the 2002-2003 William F. Goodling Even Start Family Literacy Programs (Even Start) Grants. Even Start is a federal initiative authorized by Title I, Part B, of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Leave No Child Behind Act of 2001 (P.L. 107-110). Funds totaling approximately \$8.7 million will be forwarded to Michigan from the U.S. Department of Education, \$8,182,000 of which must be awarded for new and continuation grants. Of this amount, approximately \$6,070,715 will be needed to continue grants initially awarded in 1999-2000, 2000-2001, and 2001-2002. While retaining 6 percent for administration of and technical assistance for the program, the Department will then have available approximately \$2,200,000 to award for new grants.

**GRANT PURPOSE**

The primary intent of Even Start is to break the intergenerational cycle of illiteracy and school failure by supporting families through:

- Interactive literacy activities between parents and their children,
- Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children,
- Parent literacy training that leads to economic self-sufficiency, and
- Age-appropriate education to prepare children for success in school and life experience, from birth through age seven.

**ELIGIBLE APPLICANTS**

An eligible applicant for an Even Start grant is a partnership between:

A local educational agency applying in collaboration with a non-profit community-based organization, public agency, institution of higher education, or other non-profit organization;  
or

A community-based organization or other non-profit organization of demonstrated quality applying in collaboration with a local educational agency.

In Michigan, a “local education agency” is defined as a school district, public school academy or intermediate school district.

**A local educational agency or other organization may submit or be included as the primary partner in no more than one proposal, except for local education agencies or their partner(s) with a student population exceeding 10,000.**

### **ELIGIBILITY FOR APPLICATION OF CONTINUATION FUNDS**

The following grantee partnerships are invited to submit applications to continue grants utilizing this continuation application format. The funding will cover the period of October 1, 2002 through June 30, 2003. Funds may be requested to factor in cost of living increases, but may not exceed \$187,500.

| Grantee                                       | In 2002-03, year of funding | Current authorized amount for a 12-month period |
|---|-----------------------------|---|
| Allegan County ISD                            | 7 <sup>th</sup>             | \$250,000                                       |
| Beecher Public Schools                        | 8 <sup>th</sup>             | \$250,000                                       |
| Battle Creek School District                  | 6 <sup>th</sup>             | \$250,000                                       |
| Charlevoix Emmet ISD                          | 4 <sup>th</sup>             | \$250,000                                       |
| Child Abuse Prevention Services               | 2 <sup>nd</sup>             | \$250,000                                       |
| Cooper Country ISD                            | 2 <sup>nd</sup>             | \$250,000                                       |
| City of Flint Schools                         | 7 <sup>th</sup>             | \$250,000                                       |
| Fremont Area Foundation                       | 8 <sup>th</sup>             | \$247,100                                       |
| Genesee ISD                                   | 4 <sup>th</sup>             | \$250,000                                       |
| Gogebic-Ontonagon ISD                         | 4 <sup>th</sup>             | \$250,000                                       |
| Holland Public Schools                        | 4 <sup>th</sup>             | \$250,000                                       |
| Kalamazoo Public Schools                      | 11 <sup>th</sup>            | \$222,797                                       |
| Mt. Pleasant Community Education              | 5 <sup>th</sup>             | \$250,000                                       |
| Muskegon Heights Public Schools               | 1 <sup>st</sup>             | \$250,000                                       |
| Orchard View Schools                          | 4 <sup>th</sup>             | \$249,273                                       |
| Public Schools of Calument, Larium, Keweenaw  | 2 <sup>nd</sup>             | \$250,000                                       |
| Shelby Public Schools                         | 3 <sup>rd</sup>             | \$155,261                                       |
| Southwest Counseling and Development Services | 2 <sup>nd</sup>             | \$250,000                                       |
| St. Joseph County ISD                         | 10 <sup>th</sup>            | \$249,911                                       |
| Starfish Family Services                      | 8 <sup>th</sup>             | \$249,915                                       |
| The Guidance Center                           | 2 <sup>nd</sup>             | \$250,000                                       |
| Van Buren ISD                                 | 3 <sup>rd</sup>             | \$250,000                                       |
| Wayne Metropolitan Community Services Agency  | 2 <sup>nd</sup>             | \$250,000                                       |
| Whitehall District Schools                    | 10 <sup>th</sup>            | \$250,000                                       |

## GRANT RANGE AND FUNDING LIMIT

The Superintendent of Public Instruction will make funding awards, based on Department staff review and recommendation. Federal guidance regarding the award of grants allows one grant each cycle to be awarded below the standard minimum award of \$75,000. Recent legislative changes allow a grantee seeking funding in the ninth and succeeding years to request a minimum of \$52,500. The funding level maximum for this nine-month period is \$187,500. In subsequent 12-month continuation periods the maximum funding level will be \$250,000. Applicants must demonstrate their commitment by providing a local share contributed to the project of 10 percent in the first year, 20 percent the second year, 30 percent the third year, and 40 percent the fourth year. The share contributed locally in the second funding cycle of four years is increased to 50 percent; those applicants that wish to continue for a third four-year funding cycle must provide a 65 percent local share.

## REJECTION OF PROPOSALS

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement and will do so if the proposal does not adhere to funding specifications or application preparation instructions.

## CLOSING DATE AND DELIVERY ADDRESS

The **ORIGINAL** copy bearing **ORIGINAL** signatures and **ONE (1) COPY (for a total of two)** of the complete application must be received on or before 5:00 p.m., Wednesday, July 10, 2002. No facsimile transmissions will be accepted. Late applications, applications submitted by facsimile or applications submitted, but not in accordance with the application preparation instructions (below), will not be accepted and will be returned to the applicant without review.

Applications may be hand-delivered to Early Childhood and Parenting Programs, which is located in the John A. Hannah Building, 608 West Allegan Street, Fourth Floor, Lansing, Michigan no later than 5:00 p.m., Wednesday, July 10, 2002. If the proposal will be delivered to the office, sufficient time should be allowed to accommodate for the increased security in the Hannah Building. Individuals must enter the building on the fountain side (North) and stop at the guard's desk and telephone the Early Childhood and Parenting Programs office at 3-8483 to have staff come to the guard desk to accept the application. Thus, **hand delivery is strongly discouraged**. Applications sent by mail should be addressed to:

### REGULAR MAIL

Michigan Department of Education  
Office of School Excellence  
Early Childhood & Parenting Programs  
P.O. Box 30008  
Lansing, Michigan 48909

### OVERNIGHT/EXPRESS

Michigan Department of Education  
Office of School Excellence  
Early Childhood & Parenting Programs  
Hannah Bldg. – 4<sup>th</sup> Floor, Pillar H-17  
608 W. Allegan Street  
Lansing, Michigan 48933  
(517) 373-8483

## **APPLICATION PREPARATION, PAGE LIMIT, FONT SIZE AND PACKAGING**

Applications should be prepared simply and economically. All application pages must be securely stapled, rubber- or paper-banded or clamped. Special bindings and binders should not be used. Relevant support documents may be attached to the application.

## **ACKNOWLEDGEMENT**

Publications, including reports, films, and brochures, and any project materials developed with funding from this grant program must contain the following statement: "These materials were developed under a grant awarded by the Michigan Department of Education under the federal Even Start Program."

## **NON-DISCRIMINATION AND OTHER COMPLIANCE WITH LAW**

Applications must include a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination with all requirements and regulations of the Michigan Department of Education.

## **AMERICANS WITH DISABILITIES ACT**

The Michigan Department of Education is committed to providing equal access to all persons in admission to, or operation of its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact the Michigan Department of Education for assistance.

## **WHERE TO OBTAIN HELP**

The instructions contained in these materials are issued by the Michigan Department of Education, which is the sole point of contact in the state for this program. Questions regarding applications should be directed to Early Childhood and Parenting Programs at the Michigan Department of Education at (517) 373-8483.

## **PREPROPOSAL CONFERENCE**

The application technical assistance meeting will be held **Friday, May 17, 2002**. Registration will be held at 8:30 a.m. The program will begin promptly at 9:00 a.m. and adjourn at 12 noon at the location below:

Clarion Hotel and Conference Center  
(formerly the Harley Hotel)  
3600 Dunckel Road  
Lansing, Michigan 48910  
(517) 351-7600

The purpose of this meeting is to discuss the William F. Goodling Even Start Family Literacy Programs Grants and to allow applicants to ask questions related to the application and implementation process. The report of the State Outcome Indicators, due June 21, 2002, will also be addressed. Early Childhood and Parenting Programs staff will be available to provide technical assistance as needed. Additional information and a map are available on the web site at <http://www.state.mi.us/mde/off/staa/earlychild/index.htm>.

## **Part II. Additional Information**

The following requirements apply to the process used by the Michigan Department of Education for awarding the Even Start Family Literacy Programs Grants.

### **FUNDING PROCESS**

The Michigan Department of Education will make the Even Start Family Literacy Programs Grants available through a competitive process.

### **PAYMENT SCHEDULE**

All recipients are required to request funds, as needed to pay bills, from the Michigan Department of Education. The Michigan Department of Education, Office of Financial Management and Administrative Services, has developed a system that allows grant recipients of federal and state grants to report expenditures and request cash via the Internet.

### **FINANCIAL REPORTING**

A final expenditure report (Form DS-4044) will be required for all projects. The final expenditure report is due within 45 days of the ending date of the fiscal year of obligation. It is expected that programs have standard account audits completed prior to the submission of the DS-4044. Agencies/districts that receive more than \$300,000 in federal funds are subject to the Circular A133 audit requirements.

### **FINANCIAL CONTRIBUTION**

Applicants receiving grant funds must maintain and document local resources to contribute at the following ratio:

|                          |   |
|--------------------------|---|
| Year One                 | at least 10 percent of total project cost |
| Year Two                 | at least 20 percent of total project cost |
| Year Three               | at least 30 percent of total project cost |
| Year Four                | at least 40 percent of total project cost |
| Years Five through Eight | at least 50 percent of total project cost |
| Years Nine through 12    | at least 65 percent of total project cost |

The eligible applicant's share may be obtained from any source, including funds made available for programs under Title I and may be provided in cash or as in-kind goods and services. All match items must be designated for the purposes of this project and must not be used to provide match to any other projects.

To determine the local share when a project knows the request they will make for federal funds, the requested amount is divided by the percentage that is the federal share of the project. Thus, a first year project requesting \$125,000 in federal funds will need to match with at least \$13,888 ( $\$125,000/.90 = \$138,888$ ). To maintain that level of federal funding in the second year, the local contribution would need to be increased to \$31,250 ( $\$125,000/.80 = \$156,250$ ).

## **CONTINUATION OF FUNDING**

Continuation grants will be awarded to eligible recipients that demonstrate they are making sufficient progress toward meeting program objectives and state indicators. It is anticipated that all projects will succeed in receiving funding for four consecutive years. Determination of progress will be based on a written description by the recipient of project accomplishments for each of the required program elements and progress toward meeting project objectives. Beginning with the 2001-2002 program year, grantees will report on performance indicators as mentioned under "Performance Reporting and Monitoring Responsibilities."

## **PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES**

Grantees are required to submit an annual report of the mandated local evaluation. On-site monitoring by Early Childhood and Parenting Programs staff will be conducted as outlined in the state plan. The Even Start legislation required states to develop performance indicators for all programs seeking funding after the first year, utilizing the indicators to evaluate program performance and improvement when considering continued funding. The Michigan performance indicators (See Appendix A) are being used in making funding decisions for continuation of projects into 2002-2003.

## **PROGRAM EVALUATION**

The Even Start legislation requires an annual independent local evaluation. Applicants should include approximately \$5,000-\$10,000 in their budgets for required evaluation activities. In addition, each applicant should include a preliminary evaluation plan in accordance with the review criteria. During the 2001-2002 and 2002-2003 program years, the U.S. Department of Education (USED) will be formulating a new evaluation plan and require each state to submit compiled information regarding their projects. In future years a national random sample of recipients will be contacted directly by the U.S. Department of Education (USED) or a contractor selected by the USED regarding national data collection and evaluation requirements.

### **Part III. Review Process Information**

#### **REVIEW PROCESS**

All applications will be reviewed by staff of the Michigan Department of Education. Only those proposals meeting all the identified criteria and not exceeding the total amount of funds available will be recommended for funding to the Superintendent of Public Instruction. All funding will be subject to approval by the Superintendent of Public Instruction. All applicants will be notified of the Superintendent's action and have the right to appeal.

### **Part IV. Definition and Program Characteristics**

The definition of family literacy has been standardized across various authorizing legislation at the national level. The definition that now appears in section 9101(20) of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act indicates that the term "family literacy services" means:

Services provided to participants on a voluntary basis that are of sufficient intensity in terms of hours, and of sufficient duration to make sustainable changes in a family, and that integrate all of the following activities:

- Interactive literacy activities between parents and their children,
- Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children,
- Parent literacy training that leads to economic self-sufficiency, and
- Age-appropriate education to prepare children for success in school and life experience.

Families served by Even Start must include at least one parent who is eligible for participation in adult education and literacy activities under the Adult Education and Family Literacy Act or who is within the compulsory school attendance age range, so long as a local educational agency provides (or ensures the availability of) the basic education component required, or who are attending secondary school, and at least one child of that parent, aged birth through age seven.

### **Part V. Application Information and Instructions**

#### **Application Cover Sheet (page 1 of form IM-02-25/C)**

The agency/organization submitting the application and who will be the fiscal agent for the project must be fully identified, with information about the contact person for this program. The primary partner/collaborator (either agency or district) for the project must also be identified. All boxes are to be appropriately completed, including federal identification number, addresses

and telephone numbers. Federal guidance requires state authorities to take into consideration the balance of urban and rural programs funded; therefore, applicants are requested to indicate the geographic designation of the service area. This page must be signed by the authorized signatory, that is, the person within the primary (fiscal) agency/district who has legal oversight responsibility.

### **Assurances and Certifications (Pages 1a and 1b of form IM-02-25/C)**

Signature of authorized official of the agency/district on page 1b also applies to the statements on page 1a.

### **Certification for Participation (Page 2 of form IM-02-25/C)**

This page designates the administrative and fiscal agent and the primary collaborating partner for the proposed project. The original signature of each authorized representative is required when submitting with the original application.

### **Project Abstract (page 3 of form IM-02-25/C)**

A Project Abstract of the proposed program must be completed and returned with the application. This page should explain enough of the project to be able to be duplicated and distributed to others that may ask for information about the Even Start project.

The Project Abstract must briefly explain the need for the project in the community(ies) for the targeted population (Statement of Needs), describe the activities of the project to meet the needs expressed, including anticipated number of families to be served (Description of Project), provide a synopsis of the expected outcomes of the project, (Project Outcomes/Evaluation Plan), highlight key people who will be involved with the project (Qualifications of Key Personnel), and provide a statement regarding the applicant agency's commitment to and capacity for carrying out the project (Applicant's Commitment and Capacity). Please note that the "Description of Project" will be used as a summary of the project.

### **Key Personnel (page 4 of form IM-02-25/C)**

Applicants are asked to provide the names, positions, and certification of all individuals who will be working in the Even Start Program. It is recommended that the form on page 4 be duplicated so that those individuals who are being paid in part or fully with Even Start/Michigan Department of Education funds can be listed separately from those individuals who are budgeted into the partnership and activities of the program as part of the local share of expenditures. Attach copies of the certification of the project administrator and any staff providing academic instruction for adults and children enrolled.

### **Budget—Summary (page 5 of form IM-02-25/C), Detail, and Narrative**

This section provides information to demonstrate that the project has an appropriate budget and is cost effective. The budget must be reasonable in relation to the scope of the project and the expected outcomes.

## Budget Guidelines:

Applicants should keep in mind the increasing local share required for the second through fourth years (20 percent, second year; 30 percent, third year; and 40 percent in the fourth year), sixth through eighth years (50 percent) and tenth through twelfth years (65 percent). The minimum and maximum budgets for continuation grants are as follows:

| Department of Education /Federal Share | Local Share (20 percent) | Total     |
|--|--------------------------|-----------|
| Minimum Request - \$75,000*            | \$18,750                 | \$93,750  |
| Maximum Request - \$187,500            | \$46,875                 | \$234,375 |
|  | Local Share (30 percent) |           |
| Minimum Request - \$75,000*            | \$32,143                 | \$107,143 |
| Maximum Request - \$187,500            | \$80,358                 | \$267,858 |
|  | Local Share (40 percent) |           |
| Minimum Request - \$75,000*            | \$50,000                 | \$125,000 |
| Maximum Request - \$187,500            | \$125,000                | \$312,500 |
|  | Local Share (50 percent) |           |
| Minimum Request - \$75,000*            | \$75,000                 | \$150,000 |
| Maximum Request - \$187,500            | \$187,500                | \$375,000 |
|  | Local Share (65 percent) |           |
| Minimum Request - \$75,000*            | \$139,286                | \$214,286 |
| Maximum Request - \$187,500            | \$348,215                | \$535,715 |

\*Federal guidance allows the State to award one grant at less than the \$75,000 minimum for grantees competing for their first or fifth year of funding or one grant at \$52,500 for grantees competing in their ninth year of funding.

**Indirect costs may not** be included in the budget, since they are prohibited by the Even Start legislation.

Include the local share in the budget. Local share can be in-kind or cash obtained from any source including funds made available for programs under other parts of Title I, but must be costs contributing to the services being proposed in the grant. To clarify, in-kind match must be items that could be paid for with Even Start funds if the matching contribution was not available. As an example, the foundation allowance for a kindergarten or first grade child cannot “match” the Even Start project (you couldn’t purchase this free public education), but Title I, Part A funds contributing to an after-school tutoring project for an enrolled child could be used as match. Likewise, parents within compulsory school age can be enrolled in Even Start, so long as the local education agency provides the basic education component. The foundation allowance cannot be counted as “match” in these circumstances because you could not purchase that educational programming with Even Start funds.

Further guidance on allowable costs is provided in OMB Circular A-87 for those fiscal agents that are local education agencies, OMB Circular A-21 for those that are institutions of higher education, and OMB circular A-122 for nonprofit community based organizations that are assuming fiscal responsibility for the Even Start partnership.

The Michigan School Accounting Manual (Bulletin 1022) that provides the individual breakdown of all function codes may be downloaded from the Michigan Department of Education web site <http://www.state.mi.us/mde/off/stateaid/schacctman.htm>.

*Function  
Codes*

- 110 Instruction—Basic Programs: This refers to classroom and home visit teaching staff who may be assigned to or hired for this project, supplies and materials, equipment (items costing less than \$3,000 per unit), classroom telephone, staff travel and mileage for home visits, and other costs related to activities.
- 120 Instruction—Added Needs: This refers to instructional activities for students as defined in special education, compensatory education, or vocational education.
- 130 Instruction—Adult/Continuing Ed: This refers to learning experiences designed to develop knowledge and skills to meet educational objectives of adults.
- 210 Pupil Support Services: This refers to other staff (nurses, social workers, etc.) assigned or hired to support and improve the well being of students, to supplement instruction.
- 220 Instructional Staff Services: This refers to costs associated with supporting the direct instruction staff, such as costs for inservice training programs, conference fees, library, consultant costs and other staff development activities. Costs for supervisory staff assigned to manage and improve instructional services and supervise the direct instruction staff for the project are itemized in this section. Activities for program coordination and compliance monitoring are also included.
- 230 General Administration: In agencies, line 230 can be used for the agency's overhead costs; e.g., a percentage of the executive director and that person's office costs. The cost principles require time and activity reports be maintained for these contributions. Costs for the required audit can be listed in line 230.
- 240 School Administration: Activities concerned with the overall administrative responsibility of a single school. Supervision of the school and maintenance of school records fall into this category.
- 250 Business Services: Costs for budget, payroll, purchasing, accounting, are included in line 250. Line 256 refers to food services—but this does NOT apply to preschool snacks or lunches and the materials and equipment needed to provide them (they are considered part of the children's instructional program).
- 260 Operation and Maintenance: Line 260 can include the pro-rated cost of providing space for the project and also includes costs for lease of space that is not part of the fiduciary agency/district. Janitors and maintenance costs, utilities and administrative phones are included in line 260. Security costs are also included.

- 270 Pupil Transportation Services: This refers to the costs associated with transporting students to and from Even Start activities, including the cost of buying or leasing an approved vehicle to transport to/from the program; repair, operation, and maintenance are also itemized in this section. Other direct costs such as physical exams for drivers, driver's uniforms, and driver's licenses are allowable.
- 280 Central Support Services: Other central support services that are not included in the other administrative lines. Costs for recruiting staff; planning, research and evaluation; data processing and information services are coded to this line item.
- 290 Other Support Services: This refers to the cost of staff and activities that support the program and cannot be classified in preceding sections. This line is rarely used by Even Start projects.
- 300 Community Services: This refers to the cost of supplies, materials and services necessary to implement non-education components of the program, such as interagency committee meetings.
- 400 Outgoing Transfers and Other Transactions: This refers to outgoing payments and/or subcontracting fiscal relationship to other school districts, agencies or organizations. Detail is needed with regard to the expenditures by these other entities.
- 999 Indirect Costs are not allowed for Even Start.

Capital Outlay: This refers to costs in excess of \$5,000 for an individual item.

Line A = Total Cost to operate the program, including direct costs and local in-kind contributions.

Line B = The Michigan Department of Education share of expenditures, which is the grant amount needed to operate the program.

Line C = The local share of expenditures is the local in-kind contribution used to help operate the program.

## **1. Budget Summary**

The budget summary must be completed and signed by the fiscal and administrative personnel of the district/agency/organization.

## **2. Budget Detail**

This section will provide as much detail as possible regarding the line totals presented in the budget summary. Michigan Department of Education grant request and the local share of expenditures (both cash and in-kind), as well as a total for each line item, should be listed in separate columns.

### **3. Budget Narrative**

The applicant is asked to provide a brief narrative as part of the budget section that will assist the reviewer in understanding expenditures. For example, items such as the sources of match, reasons why some expenditures might not be represented in the budget, and the standards for salaries and cost of living in the area may be addressed.

#### **Narrative Proposal**

Federal legislation [Section 1237(c)(1)(G)] requires the goals, objectives and indicators that are developed as a plan of operation for an Even Start program be used for continuous improvement for the project. The applicant must address how these objectives and strategies align with the State indicators.

Continuation grant applicants are asked to:

1. Review the original program plan that was submitted during the most recent competitive application for funds pursuant to Section 1237(c)(2)(A). Describe the progress made toward reaching the individual project goals that were described (or adjusted in subsequent years through revision as required in [Section 1207(c)(2)(B)]).
2. Discuss the professional staff development activities conducted during 2001-2002, particularly relating to the needs of the administrator and instructional staff.
3. Discuss the impact that the outcomes that were reported to the State in the last reporting period will have on the program.
4. Submit a copy of the most recent report of the project's local evaluator (unless this was forwarded during the 2001-2002 program year).

## APPENDIX A

### OUTCOME INDICATORS

With respect to eligible participants in a program who are adults--

1. At the end of 12 months from program intake, 100 percent of the Even Start adult participants will demonstrate growth/change in all of the basic skill areas by pre- and post-test scores using the TABE.
  - At the end of 12 months from program intake a minimum of 50 percent of the Even Start adult participants will demonstrate a growth/change in one of the areas of basic skills in reading, mathematics, or language by a minimum of 1.0 grade level as evidenced by pre- and post-test scores of the TABE.
2. Of the number of adult participants who have identified a high school diploma as their goal and who have been enrolled at least 18 weeks in Even Start, 65 percent will earn credit toward a diploma.
3. Of the number of adult participants who have identified a high school diploma as their goal and have at least 75 percent of the credits necessary to graduate, 75 percent will receive their diploma within two years of enrollment in Even Start.
4. Of the number of adults who enter the Even Start program as ESL students, 100 percent will demonstrate a measurable gain in language skills within 120 hours or one year of instruction as measured by the BEST.
5. Of the number of adult participants who take an official GED test, 70 percent will earn a GED certificate within two years.
6. In each program year, 50 percent of Even Start participants who completed the GED, earned a high school diploma, or achieved proficiency in the English language, will enter post secondary education, job-training program, employment, the military or receive career advancement.

With respect to eligible participants in a program who are children—

1. Eighty (80) percent of children age birth through five participating in an Even Start program will score above the cut-off for the *Ages and Stages Questionnaire* in the following domains: communication, cognitive, motor, self-help, and socialization as measured with the *Ages and Stages Questionnaire* interval (at or above the previous *ASQ*).
2. Eighty (80) percent of participating Even Start children will demonstrate increased interest in reading within one year as delineated in the “concepts of print,” a sub-assessment of the *Michigan Literacy Progress Profile* (for children for whom this measure is appropriate).
3. Eighty (80) percent of participating Even Start children enrolled in Head Start, Pre-Primary Impaired, Michigan School Readiness Program, or K-2 will exhibit a 90 percent attendance rate in their respective programs for that year.

- Excused absences count as attendance. Excused absences include:
  - Doctor's note.
  - Parent call-ahead or other notification to report absence.
  - Family issues such as death or funeral of a family member.
- 4. Ninety-five (95) percent of participating Even Start children, who are of school age, will be promoted to the next level within one calendar year (continuous progress levels or grade).

## APPLICATION CHECKLIST FOR GRANT APPLICANTS

- ❑ Is the Application Cover page signed by the authorized signatory?
- ❑ Is the Budget Summary signed by the authorized signatory?
- ❑ Are the forms completed and bound to the original and the copy in the following order?
  - ❑ Application Cover Sheet (page 1 of application)
  - ❑ Assurances and Certifications (pages 1a and 1b of application)
  - ❑ Certification for Participation (page 2 of application)
  - ❑ Project Abstract (page 3 of application)
  - ❑ Qualifications of Key Personnel (page 4 of application)
  - ❑ Budget
    - ❑ Budget Summary (page 5 of application)
    - ❑ Budget Detail
    - ❑ Budget Narrative
  - ❑ Narrative
    - ❑ Is the application double-spaced?
    - ❑ Is the application in a font no smaller than Times 12 point?
    - ❑ Copy of the most recent report of the project's local evaluator.
- ❑ Relevant support documents