

MAILING INSTRUCTIONS: The ORIGINAL and ONE (1) copy of this application must be RECEIVED at the STATE address indicated by June 1, 2011.

MICHIGAN DEPARTMENT OF EDUCATION

May 3, 2011

GRANT ANNOUNCEMENT

Application for 2011 Extension, Expansion or Elimination of 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-E)

NATURE OF ACTION REQUESTED: Mandatory

The Michigan Department of Education announces the potential availability of funds for enhancement grants to extend 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 are funded under the William F. Goodling Even Start Family Literacy Programs. Only currently funded projects are eligible to apply for a grant. In addition, grantees who are not planning to provide services beyond June 30, 2011 must complete and submit forms and assurances. Finally, those projects that are planning to request an extended period to complete activities (whether or not providing Even Start services) must compete and submit forms and assurances.

The Extension, Expansion or Elimination Application for the 2011 William F. Goodling Even Start Family Literacy Programs grants (Form IM-02-25-E), including the necessary forms and instructions for completing the application, is available on-line at www.michigan.gov/evenstart. Applications must be received at the Department of Education by June 1, 2011. An **ORIGINAL AND ONE (1) COPY** of the completed application must be submitted at that time. The required elements submitted electronically on the Michigan Electronic Grants System (MEGS) are due June 15, 2011.

Questions regarding the 2011 William F. Goodling Even Start Family Literacy Programs Grants may be directed to Reneé De Mars-Johnson, Supervisor, or Cheryl Hall, Consultant, Infant/Toddler and Family Services, Office of Early Childhood Education and Family Services, at (517) 373-8483.

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**Michigan Department of Education
OFFICE OF EARLY CHILDHOOD EDUCATION AND FAMILY SERVICES**

**EXPANSION, EXTENSION OR ELIMINATION APPLICATION
FOR 2011 WILLIAM F. GOODLING EVEN START FAMILY LITERACY
PROGRAMS (EVEN START) GRANTS**

Part I. General Information

INTRODUCTION

The Michigan Department of Education announces the potential availability of funds for grants to plan to dissolve projects that provided 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 were funded under the William F. Goodling Even Start Family Literacy Programs. Only currently funded projects are eligible to apply for a grant. In addition, grantees who are not planning to provide services beyond June 30, 2011 must complete and submit forms and assurances. Finally, those projects that are planning to request an extended period to complete activities (whether or not providing Even Start services) must compete and submit forms and assurances.

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 extension, expansion or elimination of an Even Start grant is a currently operating partnership between:

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

In Michigan, a “local education agency” is defined as a school district, public school academy or intermediate school district. Federal legislation requires that the partner school district have available documentation of maintenance of effort, as well as certifying that private schools have been consulted regarding equitable participation for families’ involvement in Even Start services.

Federal legislation governing the disbursement of funds to eligible entities allows the Michigan Department of Education to consider waiving all or a portion of the required local contribution of the project proposed. Requests for this option must demonstrate that the program assisted by these federal funds would not be able to operate without the consideration of a waiver.

ELIGIBILITY FOR APPLICATION OF EXTENSION, EXPANSION OR ELIMINATION FUNDS

The following grantee partnerships are invited to submit applications utilizing this application format. The proposal will cover a flexible period of July 1, 2010 through August 31, 2012. For those providing direct service, enhancement funds may be requested to factor in cost of living increases, but may not exceed the amount available.

Grantee Fiduciary	In 2010-2011, year of funding
Allegan Area Educational Service Agency	15 th
Charlevoix-Emmet Intermediate School District	12 th
Flint Community Schools	15 th
Hazel Park Schools	13 th
Houghton Portage Township Schools	9 th
Kalamazoo Public Schools	19 th
Orchard View Schools	12 th
Public Schools of Calumet-Laurium-Keweenaw	10 th
Southwest Counseling Solutions	10 th
Wayne Metro Community Action Agency	10 th

GRANT RANGE AND FUNDING LIMIT

The Superintendent of Public Instruction will make expansion of funding awards, based on federal disbursement of additional funds, unspent FFY 2010, and department staff review and recommendation. Applicants must demonstrate their commitment by providing a local contribution to the project of at least a 65 percent contribution. Again, federal legislation governing the disbursement of funds to eligible entities allows the Michigan Department of Education to consider waiving all or a portion of the required local contribution of the project proposed. Requests for this option must demonstrate that the program assisted by these federal funds would not be able to operate without the consideration of a waiver. For those grantees who will not request additional funds, and are only noting closure activities (elimination) or those that are requesting an extended period of obligation

(extension), the approvals will be made by Director of the Office of Early Childhood Education and Family Services.

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

Due to current security measures, THIS GRANT APPLICATION MAY NOT BE HAND-DELIVERED. The ORIGINAL application bearing ORIGINAL signatures (in blue ink) and one (1) copy (FOR A TOTAL OF TWO) of the completed application **must be documented by delivery agent for delivery on or before Wednesday, June 1, 2011.**

Once notified of acceptance of proposed activities, applicants must submit the abstract, a revised budget, and any necessary forms in the Michigan Electronic Grants System (MEGS), by **June 15, 2011.**

Acceptable packaging and mailing procedures are:

- **The postmark or other mailing validation must be documented by delivery agent for delivery on or before Wednesday, June 1, 2011.** The original grant and copy should be enclosed in a sealed envelope within the mailing package. The checklist on page 15 must be completed and attached to the top of the original application for appropriate check-in by the unit secretary. If the applicant used a delivery service, the **dated receipt** for delivery service must be available to **validate the Wednesday, June 1, 2011** delivery agreement.
- When the grant application is received, the check-in form on the front of the application package will be signed by the appropriate MDE personnel and then faxed to the applicant to verify receipt of the application and participation in the review process at MDE. **The applicant is responsible for contacting Cheryl Najm at (517) 335-1580 or najmc@michigan.gov by Wednesday, June 1, 2011 if the applicant does not receive a faxed copy of the signed check-in form.**
- In case of a late delivery of the grant application, verification of appropriate delivery efforts will be required to participate in the grant review process.

Applications sent by mail should be addressed to:

REGULAR MAIL

Michigan Department of Education
Office of Early Childhood Education
and Family Services
P.O. Box 30008
Lansing, Michigan 48909

OVERNIGHT/EXPRESS

Michigan Department of Education
Office of Early Childhood Education
and Family Services
Hannah Bldg. – 4th Floor, Pillar H-17
608 W. Allegan Street
Lansing, Michigan 48933
(517) 373-8483

No facsimile transmissions will be accepted. A late application, an application submitted by facsimile, or an application submitted, but not in accordance with the application preparation instructions (below), will not be accepted and will be returned to the applicant *without review*.

APPLICATION PREPARATION, 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. Even though the Abstract is submitted as an attachment in MEGS, it is to be **ONLY** one page. This page may be single-spaced with a 10-point font size and may have margins of less than one inch.

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

The 2010-2011 application submitted in MEGS included a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. All of these assurances and certifications remain intact for any extended period of obligation.

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 the Office of Early Childhood Education and Family Services at the Michigan Department of Education at (517) 373-8483.

Technical assistance will be held **Wednesday, May 4, 2010** at the regularly scheduled Consortium meeting. The portion of the program covering aspects of this application begins at 9:15 a.m. and until 10:45 a.m.

The purpose of this portion of the meeting is to discuss the William F. Goodling Even Start Family Literacy Programs Grants and to allow applicants for extension, expansion funding or elimination to ask questions related to the application and implementation process.

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

Funding from the federal government for this grant will no longer be available. This application is the process by which MDE will allocate any remaining FFY10 grant funds to bring closure to the projects which are currently funded.

PAYMENT SCHEDULE

All recipients are required to request funds, as needed to pay bills, from MDE, Office of Financial Management administers the Cash Management System (CMS). This system allows recipients of federal and state grants (excluding State School Aid) to report expenditures and request cash via the Internet. Grantees may request funds only for receipts in hand.

FINANCIAL REPORTING

A final expenditure report (Form DS-4044) will be required for all projects. The detail to support the final expenditure report will be completed in MEGS prior to the DS-4044. The final expenditure report is due within 60 days of the ending date of the period 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 \$500,000 in federal funds are subject to the Circular A-133 audit requirements.

FINANCIAL CONTRIBUTION

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

Years Nine through 12	at least 65 percent of total project cost
Years 13 through 16	at least 65 percent of total project cost
Years 17 through 20	at least 65 percent of total project cost

The eligible applicant's contribution may be obtained from any source, including any federal funds made available for other programs including those under Title I and may be provided in cash or as in-kind goods and services. All items used as the local contribution must be designated for the purposes of this project and must not be used to provide match to any other project. The timing of acquiring the local contribution may be extended into any requested period of obligation. Should a project not garner and document sufficient local contribution, MDE will recover any federal funds according to the ratio of required contribution versus that obtained.

To determine the local contribution 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 needed to identify local resources of at least \$13,888 ($\$125,000 \div .90 = \$138,888$). To maintain that level of federal funding in the second year, the local contribution would need to be increased to \$31,250 ($\$125,000 \div .80 = \$156,250$).

Those applicants who wish to request a waiver from all or part of the required local contribution must include a request, prepared on the applicant organization's letterhead, that demonstrates that the program being proposed would not be able to operate without the consideration of a waiver. The request should highlight specific barriers to achieving full contribution that the applicant partnership is anticipating, and should propose the extent to which the project can be supported with local contributions.

DISCONTINUATION OF FUNDING

Expansion grants will be awarded to currently operating eligible recipients that demonstrate they are implementing all elements of Even Start and are making sufficient progress toward meeting program objectives and state indicators. Determination of sufficient progress will be based on the most recent project status reflected in the letter sent in September 2010, the Interim Data Report, MEGS and other performance issues.

The Even Start legislation required states to develop performance indicators for all programs and, after the first year, utilize the indicators to evaluate program performance and improvement when considering continued funding. The Michigan outcome indicators are being used in making decisions for extension of projects.

PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES

The Final Data Report for the period of July 1, 2010 through June 30, 2011 is due on or before July 22, 2011. Those grantees who will seek extension and/or expansion will have data reporting responsibilities for the period beginning July 1, 2011 and beyond.

Grantees are required to submit an annual report of the **mandated local evaluation (due no later than November 1 each year for the previous year)**. On-site monitoring by the Office of Early Childhood Education and Family Services staff will be conducted as outlined in the state plan.

PROGRAM EVALUATION

The final evaluation product should follow the guidelines that were developed in December 2006 (*Common Elements for Local Evaluation*), and are posted on the website, www.michigan.gov/evenstart. Essentially, the evaluator is presenting the data and providing the answer to the focused inquiry that was determined at the local level at the beginning of the fiscal year. A complete evaluation is also expected to offer recommendations with regard to improvement in the area of focus.

Section 1235 (15) requires an "independent evaluation of the program, to be used for program improvement." The partnerships that request an extended period of obligation will have to be implementing all of the fifteen program elements, however, the local evaluation design may take on a very limited focus and abbreviated product.

The evaluation that is due on November 1, 2010 is the evaluation that is currently being conducted on the 2010-2011 Even Start program, and is typically budgeted in the 2010-2011 budget in MEGS. If some of what you have budgeted in the 280 function code has already been accessed to pay your evaluator for the 2009-2010 product that you received prior to November 1, 2010 and then forwarded to us, you might need to seek an "enhancement" of the 2010-2011 funds to settle up on the 2010-2011 evaluation.

Part III. Review Process Information

REVIEW PROCESS

All applications will be reviewed by staff of the Michigan Department of Education. Only those expansion 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 education 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. Legislation allows for families whose adults meet the eligibility noted above and who have children older than eight years, may be enrolled, as long as the focus remains on younger children.

Part V. Application Information and Instructions

The Cover Page, Project Abstract, and Project Implementation Improvement Plan as well as the Budget and Budget Detail Pages for both the grant amount and the local contribution (done separately) will be completed in the Michigan Electronic Grants System (MEGS). In addition, hard copy forms of the Cover Page, the Status and Changes Table, and Key Personnel Pages will be submitted in hard copy.

Guidance regarding the budget can be downloaded as part of the HELP section of the MEGS forms. 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 OMB Circulars are posted to www.michigan.gov/evenstart and are also found on the following website: www.whitehouse.gov/omb/circulars/.

Applicants are advised to consult Appendix A of the Public School Accounting Manual to determine appropriate function and object codes for the anticipated expenses for the Even Start project being proposed. The Michigan Public School Accounting Manual is available online at www.michigan.gov/accountingmanual.

Project Abstract

The Project Abstract that is already posted in MEGS for 2010-2011 must be updated with any relevant approved changes. The Project Abstract file should be limited to a single page of text. To upload the file, click browse for your document on your computer. Once selected, the path to your file will appear in the Document Source field. Then click save to upload the attachment. Rename the document "2010-2011 Extended."

MEGS Note: When you name your file, do not leave any spaces or place a period between the words. You may wish to save your file in Word or PDF format for upload.

Application Cover Sheet (page 1 of form IM-02-25-E)

The fiduciary partner for the project must be identified, with information about the contact person for this program. The primary partner/applicant (either agency or district) for the project must also be identified. All boxes are to be appropriately completed, including addresses including e-mail addresses and telephone numbers.

The bottom half of the cover sheet asks for what the project is currently doing as well as requested changes.

Page 6 must be signed by the authorized signatories of the partnership.

Key Personnel (page 7 of form IM-02-25-E)

For those applicants that are requesting an extension and/or enhancement, provide the names, positions, and certification(s) of all individuals who will be working in the Even Start Program. It is recommended that the form on page 3 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 contribution of expenditures. Include the percent of time and date of hire (into this Even Start program) for each individual. For any staff providing instruction or providing paraprofessional support for instruction, please check any/all of the four components in which they deliver that component service to enrolled families or directly supervise delivery of that service component (for example, an individual who is responsible for the design of the parenting education and interactive literacy, would have both these components checked). For any new individuals paid in part or full with Even Start funds, attach copies of the certification (not résumés) of any staff providing academic instruction for adults and children enrolled per the Even Start legislation. If a new project administrator is

designated, include a copy of the project administrator's Even Start administrator training certificate.

Project Implementation Improvement Plan (page 8 of form IM-02-25-E)

For those applicants that are planning Even Start services beyond June 30, 2011, update the 2010-2011 Even Start Project Implementation Improvement Plan chart to describe the project's areas of focus for improvement in the upcoming program year.

The revised chart(s) are then uploaded into MEGS the same way the Abstract is uploaded.

Status and Changes Table

Beginning at the bottom of page 1 of the application forms, complete any requests in the side-by-side Status and Changes table. The applicant should complete only those sections for which changes are being proposed, listing the current, latest approved competitive application (with any approved amendments) beside the proposal for change during a period extending beyond June 30, 2011. The form is formatted for 530 characters. If more space is needed to provide pertinent information, an attached sheet may be included. For those projects which will not continue beyond June 30, 2011, the entire side-by-side section will remain blank.

Topics include, on the bottom of the first page, the target number of families, population target, which may be further refined from what is included in the current approved application, and the frequency of assessment changes unique to the project. The frequency of assessments used for the purposes of reporting the State Outcome Indicators must be maintained.

All 15 program elements must be addressed for which changes are proposed. Page 6 lists all the required report due dates and requires original signatures for the fiduciary and the partner.

**EXTENSION, EXPANSION OR ELIMINATION APPLICATION FOR
2011 WILLIAM F. GOODLING EVEN START FAMILY LITERACY PROGRAM
APPLICATION CHECKLIST FOR GRANT APPLICANTS**

Applicant Name _____ Fax (_____) _____

- Are the forms completed and bound to the original and the copy in the following order?
 - Application Cover Sheet (page 1 of application)
 - Completed Status and Changes Tables
 - Additional Narrative to explain status changes requested (if necessary)
 - Qualifications of Key Personnel (page 7 of application, if necessary)
 - Letter requesting local contribution waiver (if indicated)

ATTACH THIS FORM TO THE ORIGINAL APPLICATION, ACCORDING TO PACKAGING AND MAILING INSTRUCTIONS ON PAGES 3-4. APPLICATIONS NOT MEETING THE ABOVE STANDARDS WILL BE DENIED AND RETURNED TO THE APPLICANT.

Package received by MDE:

Staff initials _____

Date _____