

DELIVERY INSTRUCTIONS: The proposal must be submitted electronically to Amanda Stoel, stoela@michigan.gov on or before **August 12, 2013, by 5:00 p.m (EDT)**.

MICHIGAN DEPARTMENT OF EDUCATION

July 25, 2013

GRANT ANNOUNCEMENT

2013-2014 Evaluation for 21st Century Community Learning Centers (21st CCLC) Program

This application packet includes:

Grant Announcement

Section I: General Information

Section II: Selection Criteria

Application Checklist

Application Form (IM-02-65-EVAL)

NATURE OF ACTION REQUESTED: Voluntary

The Michigan Department of Education (MDE) is pleased to announce the availability of funds for a grant to implement and support the comprehensive evaluation of Michigan's 21st CCLC grants. This evaluation will determine the effectiveness of the 21st CCLC grantees in delivering a high-quality program that meets the United States Department of Education (USED) specified student outcomes and program implementation targets. This grant is supported through the federal *No Child Left Behind Act of 2001*. Intermediate school districts, local education agencies including public school academies, institutions of higher education, professional organizations, nonprofit organizations, and others of demonstrated experience in providing a high-quality comprehensive statewide evaluation specific to the 21st CCLC program, are eligible to apply for this grant. At the December 6, 2011 meeting, the State Board of Education approved criteria to guide the selection of the proposal. One grant will be awarded by competitive application process.

The grant application for the 2013-2014 Evaluation for 21st CCLC Program, containing the necessary forms and instructions for completing the application, is available on-line at <http://www.michigan.gov/21stcclc>. Clicking on the title of the grant will immediately allow the user to select the application forms and instructions.

Completed applications must be submitted electronically on or before August 12, 2013 by 5:00 p.m. (EDT), to Amanda Stoel at stoela@michigan.gov. Only those applicants meeting all of the conditions outlined will be eligible for consideration. Please assist us by making this information available to other interested parties. Questions concerning the 2013-2014 Evaluation for 21st CCLC Program Grants should be forwarded to the Office of Great Start/Early Childhood Education and Family Services (OGS/ECE&FS) at (517) 335-6528.

TABLE OF CONTENTS

INTRODUCTION.....	1
LEGISLATION.....	1
GRANT PURPOSE	1
SECTION I: General Information	2
STATE BOARD OF EDUCATION STRATEGIC GOAL AND REFORM PRIORITIES	2
TARGET POPULATION TO BE SERVED	2
ELIGIBLE APPLICANTS.....	2
LENGTH OF THE AWARD	2
CLOSING DATE AND DELIVERY INSTRUCTIONS	3
PROPOSAL PREPARATION	3
PRE-PROPOSAL WEBINAR.....	3
WHERE TO OBTAIN HELP	4
ACKNOWLEDGEMENT	4
NONDISCRIMINATION AND OTHER COMPLIANCE WITH LAW	4
AMERICANS WITH DISABILITIES ACT.....	4
GRANT RANGE AND FUNDING LIMIT	4
FUNDING PROCESS	4
PAYMENT SCHEDULE.....	4
FINANCIAL REPORTING	5
CONTINUATION OF FUNDING	5
PERFORMANCE REPORTING	5
REVIEW PROCESS	5
ADDITIONAL REVIEW FACTORS.....	6
REJECTION OF PROPOSALS.....	6
SECTION II: Selection Criteria	6
PART A (Pages 1, 1a through 1c) – APPLICATION COVER PAGE	6
PART B (Page 2) – PROJECT ABSTRACT	6
PART C – NARRATIVE PROPOSAL AND PROJECT WORK PLAN	7
Quality of Personnel	10
Adequacy of Resources and Commitment	11
Evaluation	12
PART D (Page 3) – BUDGET	13
Budget Detail.....	13
Use of Project Funds.....	13
APPLICATION CHECKLIST FOR GRANT APPLICANTS	15

INTRODUCTION

The Michigan Department of Education (MDE) is pleased to announce the 2013-2014 Evaluation for 21st Century Community Learning Centers (21st CCLC) Program. The purpose of the 21st CCLC Grants are to create community learning centers for those times when school is not in session. Grantees must provide students with academic enrichment opportunities as well as additional activities designed to complement their regular academic program. The federal legislation requires a comprehensive evaluation of the effectiveness of these programs and activities, including development of performance indicators and performance measures and monitoring of the evaluation of local programs. Local programs must undergo periodic evaluations to assess their progress toward achieving high-quality opportunities for academic enrichment. The results of local evaluation must be used to refine, improve, and strengthen the programs and to refine the performance measures. In addition, the academic progress of children participating in the 21st CCLC program must be evaluated.

The successful bidder will be an entity that has experience in offering high-quality statewide evaluation to assist 21st CCLC after-school programs. The successful bidder will be responsible for implementing the statewide comprehensive evaluation to determine the extent to which the 21st CCLC programs:

- improve the academic achievement of students in low-performing, high-poverty areas;
- improve the overall functioning and general development of students;
- implement high-quality services;
- meet the needs of families of the enrolled students; and
- provide services which align to the needs of particular schools served.

LEGISLATION

The 21st CCLC is authorized by Title IV, Part B, of the Elementary and Secondary Education Act of 1965, reauthorized under the *No Child Left Behind Act of 2001*. This Legislation focuses on improving student achievement for all students, especially children in the nation's most disadvantaged schools and communities. Specific criteria related to the provision of state activities including comprehensive evaluation are referenced in section 4202(c)(3).

GRANT PURPOSE

The purposes of the 21st CCLC Grants are to:

- provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend high priority schools, to meet state and local student performance standards in core academic subjects, such as reading and mathematics;
- offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, recreation programs, technology education programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students; and
- offer families of students served by community learning centers opportunities for literacy and related educational development.

The purpose of the 21st CCLC Evaluation grant is to determine the effectiveness of the 21st CCLC grantees in delivering a high-quality program that meets the above outlined purposes, as well as the USED specified student outcomes and program implementation targets of the original grant.

SECTION I: General Information

STATE BOARD OF EDUCATION MISSION AND PRIORITIES

The State Board of Education has adopted as its Mission: “All students graduate ready for careers, college, and community.” The State Board of Education has also adopted two Priorities: Lead in developing a vision and comprehensive plan for redesigning Michigan school organization and finance that supports attainment of robust learning standards, necessary skills, and good outcomes for all students; and that provides the requisite, predictable and fairly delivered public funding to reasonable achieve these goals. Advocate for and impact policies and legislation that address preK-12 education issues, including but not limited to, educator evaluations, Common Core Standards and Assessments, Next Generation Science Standards, low performing schools, and early learning.

To the extent possible, all grant criteria and grant awards will include priority consideration of the Mission and Priorities.

TARGET POPULATION TO BE SERVED

The target populations to be served by this grant are the sub-grantees of the Michigan 21st CCLC grant programs. These local programs primarily serve students who attend schools with a high concentration of low-income students, giving priority to applicants serving children in the lowest achieving schools.

ELIGIBLE APPLICANTS

Intermediate school districts, local education agencies including public school academies, institutions of higher education, professional organizations, non-profit organizations and others of demonstrated experience in providing high-quality comprehensive statewide evaluation specific to the 21st CCLC program are eligible to apply for this grant.

LENGTH OF THE AWARD

Applicants are requested to submit a budget for the first year of funding. Carryover of funds may be available, upon written request and approval by MDE. Continuation of funding will be available, contingent upon successful implementation of the evaluation, for four additional years, if federal funds are available.

CLOSING DATE AND DELIVERY INSTRUCTIONS

The proposal must be submitted electronically to Amanda Stoel at stoela@michigan.gov on or before **Monday, August 12, 2013, by 5:00 p.m. (EDT)**.

Once the proposal is received by MDE, the applicant will be e-mailed a confirmation of receipt. Applicants are responsible for contacting Amanda Stoel at (517) 241-4290 or stoela@michigan.gov by **12:00 noon (EDT) on August 13, 2013**, if confirmation of receipt has not been received for a submitted application.

Late proposals and proposals not submitted in accordance with submission instructions will not be accepted and will be returned without review.

PROPOSAL PREPARATION

Applications should provide a straightforward, concise description of the applicant's ability to meet the requirements of the announcement.

Proposal narratives should be limited to not longer than 10 pages typed (standard 8½ x 11 page), in the Verdana font no smaller than 10 point, using single line spacing and margins no smaller than one-half inch. Reductions to a smaller size are not acceptable.

Proposals must be signed by an official authorized to bind the applicant to its provisions.

PRE-PROPOSAL WEBINAR

A pre-proposal webinar will be held Tuesday, July 30, 2013 from 2:00 p.m. to 3:00 p.m. (EDT). The purpose of this webinar is to discuss general competitive grant information, as well as the Evaluation for 21st CCLC Programs application, and allow potential applicants to ask questions related to the applications and implementation process. The OGS/ECE&FS staff will be available to provide technical assistance as needed.

There is no charge for this technical assistance. Pre-registration is required. Individuals planning to participate in this webinar should register at https://docs.google.com/forms/d/1_yYQGNrsCJi8Jo8EI-zUY_WeWqEXZy3lf57RKXUmBO0/viewform.

After registering, you will receive a confirmation e-mail containing information about joining the webinar.

This pre-proposal webinar is for information only. The OGS/ECE&FS retains the right to make modifications to this announcement, if necessary, to comply with laws or ensure a clearer understanding of its content.

WHERE TO OBTAIN HELP

The instructions contained in these materials are issued by the MDE, which is the sole point of contact in the state for this program. Questions regarding applications should be directed to the MDE, OGS/ECE&FS, telephone: (517) 335-6528. You may also e-mail Pat Hennessey at hennesseyp1@michigan.gov.

ACKNOWLEDGEMENT

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

NONDISCRIMINATION AND OTHER COMPLIANCE WITH LAW

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

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 MDE for assistance.

GRANT RANGE AND FUNDING LIMIT

The total amount available is up to one percent of the total federal allocation per year, for five years, pending federal appropriation. The first project funding cycle will begin October 1, 2013 and end September 30, 2014.

FUNDING PROCESS

The MDE will make the funds for the Evaluation for 21st CCLC Program grant available through a competitive process.

PAYMENT SCHEDULE

All grantees are required to request funds, as needed, to reimburse for expenditures incurred by the program. Requests for funds can be made by selecting "Requesting Funds for a Project" in the Cash Management System (CMS) at <https://mdoe.state.mi.us/cms/>. Payment to the grantee is made through the MDE, Office of Financial Management.

FINANCIAL REPORTING

A Final Expenditures Report (FER) will be required within 60 days of the grant ending date each year, showing all bills paid in full for all projects funded under this grant program. It is expected that programs have standard account audits completed prior to the submission of the FER. All financial reports are filed electronically with the MDE using the CMS under "Reporting Final Expenditures (DS-4044)." Applicants that receive \$500,000 in total federal funds are subject to the Circular A-133 Single Audit requirements.

CONTINUATION OF FUNDING

The Evaluation for 21st CCLC Program grant application is for the first 12 months of a five-year cycle of funding for new projects, pending satisfactory performance and continued federal appropriations. Applicants shall describe a multi-year project, but provide a formal budget only for the first 12 months. Projects reporting successful implementation are asked to provide continuation applications and budgets for subsequent years if federal funding continues.

Continuation of the grant will be contingent upon sufficient progress toward meeting program objectives. Determination of progress will be based on a written description by the recipient of project accomplishments, which will be reviewed and monitored by MDE, OGS/ECE&FS staff.

PERFORMANCE REPORTING

The grantee is responsible for sharing the evaluation results with MDE and 21st CCLC sub-grantees using various strategies, as appropriate, that will enable programs to use evaluation findings for continuous improvement, dissemination of promising practices, and general information for the public. The grantee is responsible for reporting to the federal government regarding all federal targets and outcomes in the 21st CCLC Profile and Performance Information Collection System (PPICS). They will also be responsible for submitting a yearly performance report to MDE, as well as other requested data reports.

REVIEW PROCESS

All applications are evaluated using a peer review system. Award selections are based on merit and quality, as determined by points awarded for the Review Criteria section and all relevant information. The enclosed rubrics (SECTION II: Selection Criteria) are used as a rating instrument in the review process. All funding is subject to approval by the State Superintendent. All applicants are notified of the Superintendent's action.

The maximum score for the application is 85 points.

ADDITIONAL REVIEW FACTORS

In addition to the review criteria the State Superintendent may apply other factors in making funding decisions, such as evidence that an applicant has performed satisfactorily on previous projects and/or prioritization based on the State Board of Education Strategic Mission and Priorities.

REJECTION OF PROPOSALS

The MDE 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 the eligibility requirements, funding specifications, or application preparation instructions. Additionally, past performance on other grants, demonstrated knowledge of the 21st CCLC program or other relevant factors will be considered when recommendations for the grant award are made to the State Superintendent.

SECTION II: Selection Criteria

PART A (Pages 1, 1a through 1c) – APPLICATION COVER PAGE

On the cover sheet, the district/agency/organization submitting the application must be fully identified, as well as the contact person for this evaluation. All boxes must be appropriately completed, including signatures in blue ink, addresses, telephone numbers, and e-mail addresses. Please include the federal identification number of the applicant organization.

Assurances and Certifications (pages 1a through 1c) must be reviewed and validated by signature by the person authorized to execute legally-binding Grant Agreements with the State of Michigan.

PART B (Page 2) – PROJECT ABSTRACT (5 POINTS)

The Project Abstract must briefly explain the overall project, including the work plan and key personnel.

Not Recommended for Funding (0 points)	Recommended for Funding with Revisions (1-2 points)	Recommended for Funding (3-4 points)	Highly Recommended for Funding (5 points)
The abstract: is missing.	The abstract: minimally describes the initiative; portions of the required elements are missing or are labeled "see attached."	The abstract: contains all elements required (project outcomes and key personnel).	The abstract: clearly and succinctly gives enough information on one page so that it can stand alone for brief public information about the proposal.

PART C – NARRATIVE PROPOSAL AND PROJECT WORK PLAN

(70 POINTS = NARRATIVE 40 POINTS + QUALITY OF PERSONNEL 10 POINTS + ADEQUACY OF RESOURCES, AND COMMITMENT 10 POINTS, AND EVALUATION 10 POINTS)

In this section, the applicant has the opportunity to provide a complete narrative proposal and a project work plan which together address all of the required information. The application may include a total of not more than 10 typewritten pages for the narrative proposal. Applications that exceed the 10 page limit will not be reviewed. The project work plan explains the project goals, objectives, specific activities to accomplish objectives, identified staff to perform the evaluation, and the time frame in which implementation is scheduled.

The narrative proposal must detail the evaluation design which will determine the extent to which the 21st CCLC programs:

- improve the academic achievement of students in low-performing, high-poverty areas;
- improve the overall functioning and general development of students;
- implement high-quality services;
- meet the needs of families of the enrolled students; and
- provide services which align to the needs of particular schools served.

The narrative must address data analysis on the number and characteristics of children and families to be served. Further, it must address a comprehensive evaluation of the statewide implementation of the 21st CCLC program.

The project work plan should detail the project goals, objectives, specific activities to accomplish objectives, identified staff to perform the evaluation, and the time frame in which implementation is scheduled.

Not Recommended for Funding (0-1 points per box)	Recommended for Funding with Revisions (2-4 points per box)	Recommended for Funding (5-8 points per box)	Highly Recommended for Funding (9-10 points per box)
<p>The proposal: does not include project goals, objectives, specific activities, and a timeline for the implementation of the proposed project.</p>	<p>The proposal: includes project goals, objectives, specific activities, and a timeline for the implementation of the proposed project that are clearly specified. Does not meet the expectations of the federal reporting system. Does not align with program parameters as defined in the 21st CCLC grant application.</p>	<p>The proposal: includes project goals, objectives, specific activities, and a timeline for the implementation of the proposed project that are clearly specified and meet the expectations of the federal reporting system. Does not align with program parameters as defined in the 21st CCLC grant application.</p>	<p>The proposal: includes project goals, objectives, specific activities, and a timeline for the implementation of the proposed project that are clearly specified and meet the expectations of the federal reporting system and program parameters as defined in the 21st CCLC grant application.</p>

Not Recommended for Funding (0-1 points per box)	Recommended for Funding with Revisions (2-4 points per box)	Recommended for Funding (5-8 points per box)	Highly Recommended for Funding (9-10 points per box)
<p>The proposal: does not describe a detailed system of data collection and reporting or describes a detailed system but does not incorporate the EZReports web-based system.</p>	<p>The proposal: describes in detail the systematic use of the EZReports web-based system including data collection and maintenance. Describes the implementation of evaluation instruments to measure both program effectiveness and student outcomes, but not in accordance with the state and federal requirements for student progress.</p>	<p>The proposal: describes in detail the systematic use of the EZReports web-based system including data collection and maintenance. Describes the implementation of appropriate evaluation instruments to measure both program effectiveness and student outcomes in accordance with the state and federal requirements for student progress.</p>	<p>The proposal: describes in detail the systematic use of the EZReports web-based system including data collection and maintenance. Describes the implementation of appropriate evaluation instruments to measure both program effectiveness and student outcomes in accordance with the state and federal requirements for student progress. Details data analysis procedures to align with state and federal reporting systems.</p>
<p>does not describe support to local grantees or a technical assistance model that provides grantees with feedback which allows for systematic program improvement.</p>	<p>describes support to local grantees, but may not include all of the following: data collection process, the local evaluation guidelines, or analysis of local data for year end reporting. Does not include a technical assistance model.</p>	<p>details support to local grantees with the data collection process, the local evaluation guidelines, and analysis of local data for year end reporting. Includes a technical assistance model.</p>	<p>details support to local grantees with the data collection process, the local evaluation guidelines, and analysis of local data for year end reporting. Includes a comprehensive technical assistance model that provides grantees with feedback which allows for systematic program improvement and dissemination of promising practices.</p>

Not Recommended for Funding (0-1 points per box)	Recommended for Funding with Revisions (2-4 points per box)	Recommended for Funding (5-8 points per box)	Highly Recommended for Funding (9-10 points per box)
The proposal:	The proposal:	The proposal:	The proposal:
does not describe the method of sharing the statewide evaluation results with the MDE, 21 st CCLC grantees, the USED or the public.	describes a method of sharing the statewide evaluation results with the MDE.	describes the method of sharing the statewide evaluation results with the MDE, 21 st CCLC grantees, the USED and the public.	details methods of sharing the statewide evaluation results with the MDE, 21 st CCLC grantees, the USED and the public. Provides assurance that the statewide evaluation report will be completed annually.

Quality of Personnel

(10 points)

The applicant should identify individuals who will be associated with the project and its implementation. In lieu of actual named individuals, the applicant should address the qualities and qualifications of the individuals who would be sought for implementation.

Not Recommended for Funding (0-1 points)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
<p>The proposal: is missing the description or provides a weak description of how personnel integrate into the administration of the project.</p>	<p>The proposal: suggests personnel to implement the project that have little or no experience in a project of the scope proposed or not exhibiting the skills and training necessary to ensure attention to the elements of a strong 21st CCLC statewide evaluation.</p>	<p>The proposal: discusses how specific staff will be assigned to the project and ensure implementation, but may themselves need additional training prior to full implementation of the project.</p>	<p>The proposal: designates responsibilities to specific personnel who are qualified to develop, administer and implement the project. Personnel have significant knowledge of the operation of 21st CCLC programs and comprehensive program evaluation.</p>

**Adequacy of Resources and Commitment
(10 points)**

The applicant should describe projects that have been undertaken in the past related to 21st CCLC evaluation and review the infrastructure that is in place to assure the success of this project.

Not Recommended for Funding (0-1 points)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
<p>The proposal: does not provide a discussion that allows one to determine that the applicant has implemented a program that could serve as a basis for a successful 21st CCLC statewide evaluation.</p>	<p>The proposal: provides a discussion of activities that have occurred in the applicant's agency without providing information on the success of the activities, OR success of activities may be discussed, but the activities discussed do not align with the anticipated activities necessary to achieve the goals of this grant.</p>	<p>The proposal: gives evidence that applicant has successfully implemented a 21st CCLC statewide evaluation. The success of that program is discussed.</p>	<p>The proposal: provides objective evidence that the applicant has implemented comprehensive, complex projects in the past. Evidence of success in conducting a 21st CCLC statewide evaluation is prominently discussed. Evidence includes qualitative and quantitative data on positive outcomes of previous activities.</p>

**Evaluation
(10 points)**

The applicant should describe the evaluation plan, and discuss ways that the activities described will be effective.

Not Recommended for Funding (0-1 point)	Recommended for Funding with Revisions (2-4 points)	Recommended for Funding (5-8 points)	Highly Recommended for Funding (9-10 points)
<p>The proposal: gives few details about a plan for evaluation. The evaluation described relies heavily on satisfaction surveys or other less-rigorous measures.</p>	<p>The proposal: discusses an evaluation designed to measure some goals of the overall project, but may not address all elements of the required activities.</p>	<p>The proposal: provides the framework for a complete evaluation that measures the degree to which the project succeeds in reaching its goals and objectives.</p>	<p>The proposal: describes a preliminary rigorous and objective evaluation plan that measures the progress and success of the project in achieving its clearly stated and attainable objectives, utilizing concrete and quantifiable means of measurement.</p>

**PART D (Page 3) – BUDGET
(10 POINTS)**

This section provides information to demonstrate that the project has an appropriate budget for the program and is cost-effective. The applicant must complete a proposed budget for October 1, 2013 through September 30, 2014. The applicant must complete the enclosed budget summary page (Part D) and provide a budget detail identifying expenditures that are allowable under the budget guidelines. A brief narrative explaining budget costs may also be included; the budget narrative is not included in the 10-page maximum for Part D. The budget summary must be completed and signed by the fiscal and administrative personnel of the agency/organization. Additional budget guidance is available 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, or OMB Circular A-122 for nonprofit community-based organizations.

Budget Detail

The budget detail section (Part D, part 2; attach to application on a plain sheet) should provide as much detail as possible regarding the line totals presented in the Budget Summary.

Use of Project Funds

Project funds may be used for the implementation of the Evaluation of 21st CCLC program only. Federal rules prohibit the use of funds for construction of facilities. There is no start-up funding for this project. Stipends to program participants are prohibited. Expenditures must be allowable, necessary, and reasonable.

Not Recommended for Funding (0-1 point per box)	Recommended for Funding with Revisions (2-4 points per box)	Recommended for Funding (5-8 points per box)	Highly Recommended for Funding (9-10 points per box)
<p>The proposal: contains a summary, but does not provide a budget detail.</p>	<p>The proposal: provides a budget and detail of expenditures not directly related to the activities proposed in the plan.</p>	<p>The proposal: provides a detail of expenditures directly related to the activities proposed in the plan. The budget summary and/or detail contains minor transposed numbers or addition errors. Some costs may not support or are in excess of what is needed to implement the plan.</p>	<p>The proposal: provides clearly detailed expenditures directly related to the activities proposed in the plan. The expenditures are accurately reflected in the budget summary. Costs detailed are reasonable for the quality of the projected activities proposed and align with budget guidelines.</p>

Successful applicants will submit a revised budget in MEGS+ that will be reviewed and approved by MDE staff. Successful applicants must also plan to expend their funds no later than September 30, 2014. Additional funding for subsequent years is dependent on the availability of federal funds and successful implementation of the project.

APPLICATION CHECKLIST FOR GRANT APPLICANTS

APPLICANT NAME _____ **FAX (____)**_____

- Is the application narrative in a font no smaller than Verdana 10 point?
- Is the Narrative portion no more than 10 pages in length?
- Are the Application Cover page and Assurances and Certifications pages signed by the authorized signatory?
- Is the Budget Summary signed by the authorized signatories?
- Are the forms/attachments completed and in the following order?
 - Part A. Cover Page
 - Part A. (Pages 1a through 1c) Assurances and Certifications
 - Part B. (Page 2) Project Abstract
 - Part C. Narrative Proposal and Project Work Plan(up to 10 pages of narrative)
 - Quality of Personnel
 - Adequacy of Resources and Commitment
 - Evaluation
 - Part D (Page 3) Budget – Summary and Detail for October 1, 2013 – September 30, 2014
 - Attachments (if applicable)

E-MAIL THIS FORM WITH THE ORIGINAL APPLICATION, ACCORDING TO DELIVERY INSTRUCTIONS ON PAGE 3. APPLICATIONS NOT MEETING THE ABOVE STANDARDS WILL BE DENIED AND RETURNED TO THE APPLICANT.

Application received by MDE:

Staff initials_____

Date_____