

# Early Learning Enhancement Grants FY2014-FY2015 Competitive Grant Proposal Instructions

**Submission Deadline: April 23, 2013, 5:00 p.m.**

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## ■ PART I: GENERAL INFORMATION

### **INTRODUCTION**

The Michigan Department of Education (MDE) is pleased to announce the availability of funds for Early Learning Enhancement Grants to support Early Learning and Development Programs by affording grantees an opportunity to utilize multiple sources of early childhood funding to create continuity of care in a full time, full year setting with the goal of increasing the number of high needs children in quality early learning and development programs. The Office of Great Start will be awarding two year grants through a competitive grant award process with up to \$1,250,000 available in each FY2014 and FY2015 for a total of \$2,500,000 available over the two year grant period. This application is based on an assumption of level funding. Criteria were approved by the State Board of Education on February 12, 2013.

### **GRANT PURPOSE**

The purpose of the Early Learning Enhancement grant is to increase access to high quality early learning and development programs for those children with the highest needs prior to kindergarten entry and to provide incentives for early childhood providers to strive for higher quality ratings under the Office of Great Start (OGS) tiered quality rating and improvement system.

This grant supports the State Board of Education's priorities on Early Childhood Education and Care, specifically by increasing access to high quality early learning and development programs for those children with the highest needs prior to kindergarten entry.

### **TARGET POPULATION TO BE SERVED**

This grant will provide qualifying high quality programs with a full-day, full-year child care subsidy grant to combine with their other funding sources to serve low income children birth to age 5 in families where the children's parent(s) must be employed or enrolled and participating in an approved education or training program.

## **ELIGIBLE APPLICANTS**

Eligible applicants include Child Care Centers, Group Child Care Homes, and Family Child Care Homes that are currently licensed or registered by the Department of Human Services Bureau of Children and Adult Licensing and are all of the following:

- 1) Receiving or eligible to receive Child Development and Care (CDC) funding.
- 2) In good standing with Early Head Start, Head Start, or GSRP with a quality level of three, four, or five stars in Great Start to Quality.
- 3) Planning to serve children in a single classroom or setting for a full, ten-plus hour day and a 12 month calendar year.
- 4) Utilizing one of the eligible collaboration models detailed in the next section.

The following providers **are not** eligible to apply for the scholarship initiative:

- Providers using only one type of funding (CDC, Early Head Start, Head Start, or GSRP) to serve children. Providers must have a current collaboration in place to be eligible.
- Providers that move children from one facility to another during the day. Grant funded services must be provided in one facility.
- Providers that are not in good standing with Early Head Start, Head Start, or GSRP and those that have not achieved a quality level of three, four, or five stars in Great Start to Quality.

## **ELIGIBLE COLLABORATION MODELS**

- 1) **Two or More Center-Based Agencies.** This model involves collaborative arrangements between separate Child Care and Head Start and/or Child Care and GSRP programs in which center-based services are provided for all programs in one location. One agency does not receive all/both types of funding in this model, but rather separate agencies work together to provide both services to the same children.
- 2) **Early Childhood Providers and Family Child Care Homes or Networks.** This model involves collaborative arrangements between Child Care and Head Start or Child Care and GSRP programs using individual family child care homes or home networks in which family child care home services are provided for all programs in one location. One agency does not necessarily receive all/both types of funding in this model.

## **GRANT AWARDS**

A total of 15 annual slots will be awarded to programs for infants/toddlers (birth through 29 months) and a total of 75 annual slots will be awarded to programs for preschool-age children (30 months and older).

Grant awards will be funded at the following amounts:

- \$8,840 per infant/toddler slot.
- \$6,240 per preschool-age slot.

Approved grantees will draw funds based on actual expenditures and may be paid less than the grant amount if actual program expenditures are below the awarded amount.

Applicants may request all slots as infant/toddler, preschool-age, or a combination of both.

Approved grantees will be responsible for determining child and/or family eligibility for the Early Learning Enhancement Grant slot annually.

The following criteria must be met in order to place a child in a grant funded slot:

1. The child must be a U.S. citizen residing in Michigan.
2. The child's parent(s)/substitute parent(s) must be employed or enrolled and participating in an approved education or training program.
3. The gross household income meets the income guidelines below:

Group/Family Size	Monthly Gross Income Limit
1	\$1,607
2	\$1,607
3	\$1,990
4	\$2,367
5	\$2,746
6	\$3,123
7	\$3,500
8	\$3,877

If a child has been found income eligible and is receiving an Early Learning Enhancement Grant slot, he or she remains income eligible through that enrollment year unless the family's income exceeds 85% of the Michigan State Median Income (SMI), shown in the chart below.

**FY13 Michigan SMI chart:**

Group/Family Size	Monthly Gross FY13 SMI Monthly
1	\$3,161
2	\$4,133
3	\$5,106
4	\$6,078
5	\$7,050
6	\$8,023
7	\$8,205
8	\$8,388

Should vacancies occur, the program will continue to receive Early Learning Enhancement Grant funding for that slot by filling the vacancy with another eligible child. All vacancies must be filled within 30 days, unless a policy exception is granted by the Department.

The State Superintendent will authorize awards based on reviewer ranking and comments, priority factors and MDE recommendations. Proposal developers should consider the cost of developing, implementing, and providing high-quality, full day programming and write proposals accordingly.

### **LENGTH OF AWARD**

This is a two-year grant with funding from the Early Learning Enhancement Grants available for programs to operate from October 1, 2013 through September 30, 2015.

### **REJECTION OF PROPOSALS**

MDE reserves the right to reject any and all proposals received and will do so if the proposal does not adhere to funding specifications or the application preparation instructions.

Any institution that has been disqualified from participation in any publicly-funded program for violating a program's requirements cannot apply for federal funding for seven years from the violation date. Proposals that contain false information will be disqualified.

### **DUE DATE AND DELIVERY INFORMATION**

The proposal must be submitted electronically to [CoolmanT@michigan.gov](mailto:CoolmanT@michigan.gov) on or before **Tuesday, April 23, 2013, by 5:00 p.m.**

- Once the proposal is received by MDE, the applicant will be e-mailed a confirmation of receipt. Applicants are responsible for contacting Trina Coolman at (517) 241-9492 or [CoolmanT@michigan.gov](mailto:CoolmanT@michigan.gov) by **12:00 noon on April 24, 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 requirement 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 1½ 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.

### **AMERICANS WITH DISABILITIES ACT**

MDE is committed to providing equal access to all persons in admission to, or operation of, its program services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact MDE for assistance at (517) 241-9492.

### **PRE-PROPOSAL WEBINAR**

A pre-proposal webinar will be held Tuesday, March 26, 2013 from 2:00 p.m. to 3:30 p.m. The purpose of this webinar is to discuss general competitive grant information, as well as the Early Learning Enhancement Grant application, and allow potential applicants to ask questions related to the applications and implementation process. The OGS 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://attendee.gotowebinar.com/register/4649554647198602240>. After registering, you will receive a confirmation email containing information about joining the webinar.

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

### **INTENT TO APPLY**

Individuals/programs planning to apply must complete the Intent to Apply form posted at <http://www.michigan.gov/greatstart> and submit via email to [CoolmanT@michigan.gov](mailto:CoolmanT@michigan.gov) by Tuesday, April 2, 2013, 5:00 p.m.

### **ACCEPTANCE OF PROPOSAL CONTENT**

The contents of the proposal of a successful applicant may become contractual obligations, if a grant ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

### **FUNDING PROCESS PAYMENT SCHEDULE**

Funding received through this initiative must be blended or braided with other early childhood program funds. The grantee will maintain a separate accounting of expenditures for this grant for each fiscal year it is awarded.

All funded grantees are required to request funds on a monthly basis to reimburse for expenditures incurred by the program. Requests for funds will be made in the Cash Management System (CMS) at <https://mdoe.state.mi.us/cms/>. Payment to the grantee is made through the Michigan Department of Education, Office of Financial Management.

### **FINANCIAL REPORTING**

A final expenditure report must be completed and submitted to the MDE after the close of each fiscal year. In addition, payments, records, audits and financial statements made under the provision of this grant will be made accessible and are subject to audit by the OGS. If a review reveals evidence that the grantee has failed to substantially comply with Child Care and Development Fund implementing regulations (45 CFR 98 & 99), the repayment of misapplied funds will be required.

### **PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES**

A monthly program summary report regarding the number of children served is required prior to fund disbursement. Additionally, the completion of an annual report summarizing grant outcomes is required of all funded applicants after the close of each fiscal year. These reports will be used by MDE to assist in evaluating the effectiveness of funded grantees under the state grant program.

### **TECHNICAL ASSISTANCE PARTICIPATION REQUIREMENTS**

Several technical assistance sessions will be held by the Office of Great Start for successful grantees. Sessions will be held via telephone or webinar. Participation in these sessions will be required.

## **■ PART II: APPLICATION INSTRUCTIONS**

Proposals must be typed submitted in the format outlined below. An application template is available in electronic form (Microsoft Word with fillable form fields) at [www.michigan.gov/greatstart](http://www.michigan.gov/greatstart).

### **Cover Page (Application Page 1)**

Each eligible applicant applying to be the fiscal agent for the project must be fully identified, with information about the contact person. Complete all boxes, including federal identification number, address, e-mail address and telephone number. This page must be signed by the authorized signatory, that is, the person within the organization who has legal oversight responsibility, e.g., the district superintendent or program director.

### **Section I. Assurances and Certifications (Application Page 2)**

The applicant should review the included *Assurances and Certifications*. Each funded applicant is required to ensure compliance with all federal and state laws and regulations prohibiting discrimination, with all requirements and regulations of

MDE, with appropriate state and local licensing laws, and regulations governing child care services.

The signature of an authorized official of the agency/district on the cover page applies to the contents of the application and to the assurances and certifications.

Funded applicants will also certify adherence as a condition of monthly fund distribution.

## **Section II. Site/Location Information (Application Page 5)**

This sheet may be duplicated as needed for the number of potential grant locations/sites.

## **Section III. Program Narrative (Application Page 6)**

In a complete but brief narrative format, address all of the following for each collaboration model/location:

- 1) Program Enhancements.
- 2) Continuity of Care.
- 3) Community Collaboration.
- 4) Service Information.
- 5) Prioritization Criteria.
- 6) Budget Narrative.
- 7) Priority Points (if applicable).

This may mean one description (covering all the topics) per application, or if the collaboration models vary significantly, complete a separate narrative for each model/location.

Further instructions are included in the application.

## **Section IV. Budget Template (Application Page 7)**

The required budget template (Excel spreadsheet) is posted at [www.michigan.gov/greatstart](http://www.michigan.gov/greatstart). Applicants must utilize the provided Excel Spreadsheet to demonstrate how the program's currently available funding and the proposed grant funding are budgeted to provide high-quality, full day, full year programming during the two year grant award period.

A detailed budget will be required of successful grantees prior to fund disbursement. Funds shall be expended in conformity with this detailed budget. Line item changes and other deviations from the detailed budget submitted by successful grantees must have approval from the OGS.

## **■ PART III: REVIEW CRITERIA**

All proposals will be evaluated on the basis of the criteria described below. The maximum score attainable is 100 points.

**Cover Page (no points)**

The organization submitting the proposal and the contact persons for the program are fully identified. All cells are completed, including the Tax ID number (Federal I.D. or Social Security number), address, and telephone number.

The cover page is signed by the authorized signatory, that is, the person within the organization who has legal oversight responsibility.

**Assurances and Certifications (no points)**

The applicant has reviewed the included *Assurances and Certifications* and certified adherence on the cover page.

**Site Location (20 points)**

Priority points will be awarded to programs on the following basis:

- Utilizing a shared services model (5 points)
- Participating in a School Meals program or the Child and Adult Care Food Program (5 points)
- Participating in the Office of Great Start Preschool and Child Care Coordination Grant (5 points)
- Participating in a school wide consolidation pilot project (5 points)

**Site Location Rubric**

Incomplete Application Not Eligible for Funding (0 points)	Significant Revisions Needed (1 point)	Recommended for Funding with Minor Revisions (3 points)	Highly Recommended for Funding (5 points)
The proposal:	The proposal:	The proposal:	The proposal:
Applicant is not utilizing a shared services model.			Applicant is utilizing a shared services model.
Applicant is not participating in a School Meals Program or the Child and Adult Care Food Program.			Applicant is participating in a School Meals Program or the Child and Adult Care Food Program.
Applicant is not participating in the Office of Great Start Preschool and Child Care Coordination Grant.			Applicant is participating in the Office of Great Start Preschool and Child Care Coordination Grant.
Applicant is not participating in a school wide consolidation pilot project.			Applicant is participating in a school wide consolidation pilot project.

**Narrative (80 points)**

This section consists of multiple categories- Refer to Application Page 6 for more information.

**Narrative Rubric**

**A. Program Enhancements (20 points)**

Points are assigned based on the description of the program enhancements resulting from the collaboration model and proposed Early Learning Enhancement Grant funding:

<b>Not Recommended for Funding (0-2 points)</b>	<b>Recommended for Funding only with Major Revisions (3-5 points)</b>	<b>Recommended for Funding with Modifications (6-8 points)</b>	<b>Recommended for Funding (9-10 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
Does not identify and thoroughly discuss any program enhancements resulting from the collaboration and the proposed Early Learning Enhancement Grant funding	Identifies and provides a thorough discussion of 1-2 program enhancements resulting from the collaboration and/or the proposed Early Learning Enhancement Grant funding OR program enhancements identified are not attainable given program's funding/implementation plan.	Identifies and provides a thorough discussion of at least 3 attainable program enhancements resulting from the collaboration and/or the proposed Early Learning Enhancement Grant funding.	Includes all of the information in the box to the left AND discusses a plan to ensure sustainability of program enhancements.

Points are assigned based on the description of the program and child outcomes that will be achieved with this grant funding:

<b>Not Recommended for Funding (0-2 points)</b>	<b>Recommended for Funding only with Major Revisions (3-5 points)</b>	<b>Recommended for Funding with Modifications (6-8 points)</b>	<b>Recommended for Funding (9-10 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
Does not identify and thoroughly discuss any program or child outcomes resulting from the collaboration and/or the proposed Early Learning Enhancement Grant funding.	Identifies and provides a thorough discussion of program outcomes OR child outcomes, but not both OR outcomes identified are not measurable and attainable given program's funding/implementation plan.	Identifies and provides a thorough discussion of both program and child outcomes. Outcomes in both areas are both measurable and attainable.	Includes all of the information in the box to the left AND describes a plan to evaluate these outcomes on a regular basis during the duration of the grant.

**B. Continuity of Care & Program Accessibility (20 points)**

Points are assigned based on the description of the schedule of care that will be available to children in Early Learning Enhancement Grant slots and how this enhances services and program accessibility to families and ensures stability and continuity of care:

<b>Not Recommended for Funding (0-5 points)</b>	<b>Recommended for Funding only with Major Revisions (6-10 points)</b>	<b>Recommended for Funding with Modifications (11-15 points)</b>	<b>Recommended for Funding (16-20 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
Does not identify and thoroughly discuss both the schedule of care available to children in Early Learning Enhancement Grant slots AND how this schedule was determined OR the schedule available does not ensure stability and continuity of care.	Identifies and provides a thorough discussion of the schedule of care available that ensures stability and continuity of care to children in Early Learning Enhancement Grant slot AND how this schedule was determined.	Identifies and provides a thorough discussion of the schedule of care available to children in Early Learning Enhancement Grant slot, how this schedule was determined AND the transportation options available to family.	Includes all of the information in the box to the left AND clearly illustrates how this schedule will ensure enhanced services and program accessibility to families, both in location and staffing.

**C. Community Collaboration (20 points)**

Points are assigned based on the description of how the collaboration is based on community assessment – the community assessment process used, the need for the slots in the community, and how the collaboration coordinates, rather than competes, with other providers:

<b>Not Recommended for Funding (0-2 points)</b>	<b>Recommended for Funding only with Major Revisions (3-5 points)</b>	<b>Recommended for Funding with Modifications (6-8 points)</b>	<b>Recommended for Funding (9-10 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
Does not discuss the community assessment process OR the assessment findings do not support the need for the collaboration model being utilized for the Early Learning Enhancement Grant to provide full day, full year care to high needs children.	Includes a general overview of the community assessment process only OR the need for slots in the community does not appear strong.	Includes a general overview of the community assessment process AND how the collaboration coordinates, rather than competes with other providers.	Includes all of the information in the box to the left AND clearly demonstrates that the community assessment findings support the need for the collaboration model being utilized for the Early Learning Enhancement Grant to provide full day, full year care to high needs children.

Points are assigned based on the demonstration of how the collaboration is coordinated with the local early childhood community:

<b>Not Recommended for Funding (0-2 points)</b>	<b>Recommended for Funding only with Major Revisions (3-5 points)</b>	<b>Recommended for Funding with Modifications (6-8 points)</b>	<b>Recommended for Funding (9-10 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
Does not discuss the coordination with the early childhood community OR the coordination efforts do not support the success of the Early Learning Enhancement Grant.	Includes a general overview of the collaboration's coordination with the early childhood community, but does not address at least THREE of the following areas: -Referrals (joint recruitment and enrollment) -Communication/information sharing -Shared training -Shared resources -Other program specific areas of coordination.	Includes a specific overview of the collaboration's coordination with the early childhood community, addressing at least THREE of the following areas: -Referrals (joint recruitment and enrollment) -Communication/information sharing -Shared training -Shared resources -Other program specific areas of coordination.	Includes all of the information in the box to the left AND clearly demonstrates how the coordination efforts will support the success of the Early Learning Enhancement Grant.

**D. Service Information (No points)**

Briefly describe total agency operations, including locations, overall number of classrooms and/or homes, other programs the agency runs, etc.

**E. Prioritization Model (20 points).**

Points are assigned based on the process the collaboration will utilize to identify children eligible for Early Learning Enhancement Grant slots:

<b>Not Recommended for Funding (0-2 points)</b>	<b>Recommended for Funding only with Major Revisions (3-5 points)</b>	<b>Recommended for Funding with Modifications (6-8 points)</b>	<b>Recommended for Funding (9-10 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
Does not provide information about the procedure(s) for identifying eligible children or determining children's eligibility.	Provides minimal information about the procedure(s) for determining children's eligibility.	Provides a clear and complete description of the procedure(s) for determining children's eligibility.	Includes all of the information in the box to the left AND the process described ensures only children meeting the requirements outlined in these grant instructions are placed in grant-funded slots.

Points are assigned based on the description of the model that will be utilized to prioritize children eligible for Early Learning Enhancement Grant slots, should the program identify more eligible children than the number of slots awarded:

Not Recommended for Funding (0-2 points)	Recommended for Funding only with Major Revisions (3-5 points)	Recommended for Funding with Modifications (6-8 points)	Recommended for Funding (9-10 points)
The proposal:	The proposal:	The proposal:	The proposal:
Does not describe the model that will be utilized to prioritize children eligible for Early Learning Enhancement Grant slots.	Provides minimal description of the prioritization model.	Provides a detailed description of prioritization model, but the model described does not support placing the highest needs children in Early Learning Enhancement Grant slots.	Provides a detailed description of prioritization model AND the proposed model clearly supports placing the highest needs children in Early Learning Enhancement Grant slots.

**F. Budget Narrative (No points)**

Briefly describe the budget line item totals presented in the budget template (Section IV). The detail should include clearly-described expenditures directly related to the activities provided with Early Learning Enhancement Grant Funding. Additionally, the budget narrative should briefly discuss how this funding will be blended or braided with other funding sources to provide a full-day, full-year high quality early learning opportunity- supplementing, rather than supplanting, other funding.

**G. Priority Points- If Applicable (No points)**

Provide a brief summary of the activities planned or conducted for any and all priority point areas identified as applying to the program’s site/location in Section II. Site/Location Information. Programs identifying that the site/location utilizes a shared service model must identify all entities collaborating in this effort.

## **COMPETITIVE GRANT APPLICATION FOR** **FY2014-FY2015 Early Learning Enhancement Grant**

Michigan Department of Education  
Office of Great Start- Child Development and Care  
P.O. Box 30008, Lansing, Michigan 48909

### **APPLICANT ORGANIZATION**

<b>Legal Name of Applicant</b>		<b>Tax ID Number</b>	<b>Phone</b>
<b>Address</b>	<b>County(ies)</b>	<b>City</b>	<b>Zip Code</b>

### **CONTACT PERSON**

<b>Name of Contact Person</b>	<b>Phone</b>	<b>Fax</b>
<b>Address of Contact Person</b>	<b>City</b>	<b>Zip Code</b>
<b>E-Mail Address of Contact Person</b>		

**Early Learning Enhancement Grant Funds Requested:**

\$

**ASSURANCES AND CERTIFICATIONS:** By signing this assurances and certification statement, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications on Application Page 2 and 3, and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.

SIGNATURE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

DATE:

TYPED NAME AND TITLE:

**SUBMISSION INSTRUCTIONS:** This application must be received by **Tuesday, April 23, 2013** no later than 5:00 p.m. Submissions should be emailed to [CoolmanT@michigan.gov](mailto:CoolmanT@michigan.gov).

## Section I: Assurances and Certifications

We, as the applicant organization, certify that:

- We have read and agree to the terms in each of the following certifications:

ASSURANCE CONCERNING MATERIALS DEVELOPED WITH FUNDS AWARDED UNDER THIS GRANT

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

CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERALLY AND STATE ASSISTED PROGRAMS

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

CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES

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

CERTIFICATION REGARDING TITLE III OF THE AMERICANS WITH DISABILITIES ACT (ADA), P.L. 101-336, PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the

Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

#### ASSURANCE REGARDING COMPLIANCE WITH GRANT PROGRAM REQUIREMENTS

Grantee agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this program. Grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Michigan Department of Education may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). The Department may withhold up to 100 percent of any payment based on a monitoring finding, audit finding or pending final report.

#### CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERALLY AND STATE ASSISTED PROGRAMS

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

Assurance of compliance with Title VI of the Civil Rights Act of 1964:

<http://www.hhs.gov/forms/HHS690.pdf>

Certification regarding debarment:

<http://www.acf.hhs.gov/grants/certification-regarding-debarment-suspension-and-other>

Definitions for use with certification of debarment:

<http://www.acf.hhs.gov/grants/certification-regarding-debarment-suspension-and-other-0>

HHS certification regarding drug-free workplace requirements:

<http://www.acf.hhs.gov/grants/certification-regarding-drug-free-workplace-requirements>

Certification of Compliance with the Pro-Children Act of 1994:

<http://www.acf.hhs.gov/grants/certification-regarding-environmental-tobacco-smoke>

Certification regarding lobbying:

<http://www.acf.hhs.gov/grants/certification-regarding-lobbying>

- We have read and agree to adhere to the terms outlined in the Child Care and Development Fund implementing regulations (45 CFR 98 & 99).

- We are eligible to receive CDC reimbursement.
- We will submit annual reports on the approved collaboration in an accurate and timely manner to maintain our approval status.
- We will maintain the quality described in this application and will notify the MDE Office of Great Start of changes in our collaboration(s) that may significantly impact the information contained herein.
- All information in this application is accurate and correct and has been reviewed by all partner organizations, if applicable.

**Section II: Site/Location Information**

Complete the following information **for each potential Early Learning Enhancement Grant location**. Eligible collaboration model descriptions are on page 2 of the instructions. Copy and attach additional sheets if you have more than one location.

Location Information	Number of Children/Slots	Number Classrooms/Family Child Care Homes
<b>Name:</b> <b>Street Address:</b> <b>City/Zip Code:</b> <b>County:</b> <b>Contact Person:</b> <b>FEIN/SSN:</b> <b>License #:</b> <b>License Expiration Date:</b>	<b>Infant/Toddler</b> CDC/GSRP: CDC/Early Head Start:	Infant/Toddler Classrooms:  Infant/Toddler Homes:
<b>Capacity:</b> <b><u>Schedule</u></b> Hours: Days/Week: <b><u>Collaboration Model:</u></b> <input type="checkbox"/> Two or more center-based agencies <input type="checkbox"/> Early childhood provider & FCCH/Network	<b>Preschool</b> CDC/GSRP: CDC/Head Start:	Preschool Classrooms: Preschool Homes:

**Priority Points**

**Check all that apply to this site/location:**

- Utilizes a shared services model
- Participates in a School Meals program or the Child and Adult Care Food Program
- Participates in the Office of Great Start Preschool and Child Care Coordination Grant
- Participates in a school wide consolidation project

### Section III: Program Narrative

**Instructions: The limit for this Section is ten (10) typed pages. A narrative fewer than 10 pages are acceptable, as long it adequately describes the collaboration and its benefits. Please clearly identify each section below in your narrative.**

#### **A. Program Enhancements.**

Demonstrate how your collaboration improves the quality of early care and education in your program. Example items include staffing improvements, enhanced curriculum, educational experiences, outcomes for children, comprehensive services/family engagement, and/or compliance with additional quality standards, such as Head Start Program Performance Standards, *Michigan Early Childhood Standards of Quality*, Accreditation Standards, etc. This is not an exhaustive list. Describe any unique features of the collaboration and clearly explain how program enhancements are a direct result of the collaboration.

#### **B. Continuity of Care & Program Accessibility.**

Describe how the schedule of care in your collaboration model enhances services and program accessibility to families, including how the hours of care and days of the week were determined and transportation options available to families. Describe how children served in this collaboration are ensured stability and continuity of care, both in location and staffing.

#### **C. Community Collaboration.**

Describe how your collaboration is based on community assessment – the community assessment process used, the need for the slots in the community, and how the collaboration coordinates, rather than competes, with other providers. Demonstrate how the collaboration is coordinated with the local early childhood community, including but not limited to such things as referrals (joint recruitment and enrollment), communication/information sharing, shared training, shared resources, etc. Please describe how you've made your Great Start Collaboration (GSC) aware of your intent to apply.

#### **D. Service Information.**

Briefly describe total agency operations, including locations, overall number of classrooms and/or homes, other programs the agency runs, etc.

#### **E. Prioritization Model.**

Describe the model your collaboration will use to create and assess priority for scholarship slots, how the model takes into account specific community needs and ensures that all eligible children are considered.

#### **F. Budget Narrative.**

Briefly describe the line item totals presented in the budget template (Section IV). The detail should include clearly-described expenditures directly related to the activities provided with Early Learning Enhancement Grant funding. Additionally, the budget narrative should briefly discuss how this funding will be blended and braided with other funding sources to provide a full-day, full year high quality early learning opportunity.

#### **G. Priority Points- If Applicable.**

Provide a brief summary of the activities planned or conducted for any and all priority point areas identified in relation to the program's site/location in Section II. Site/Location Information. Programs identifying that the site/location utilizes a shared service model must identify all entities collaborating in this effort.

## Section IV: Budget Template

Utilize the Excel spreadsheet template to illustrate how the program's currently available funding and the proposed grant funding are budgeted to provide high-quality programming.

Early Learning Enhancement Grant funds may be used to pay for the following:

- Instructional materials and supplies
- Nutritional supplies beyond those provided by other available sources
- Teacher, associate teacher, early childhood specialist, and aide salaries and fringe benefits
- Parent involvement activities
- Transportation for students
- Health support services
- Student support services
- Staff development and teacher/parent training
- Travel necessary to enable project staff to implement the early childhood program
- Office supplies and materials
- Communication
- Printing and binding
- Rent paid to an entity other than the fiscal agent or grantee for facility or space
- Construction or renovation expenses related to licensing, as documented by the pre-licensing report and pre-approved by the fiscal agent
- Equipment (such as shelving, tables, CD player)

Early Learning Enhancement Grant funds may not be used to pay for:

- The purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility.
- Any sectarian purpose or activity, including sectarian worship or instruction.
- Indirect Costs

### Administrative Cap

The maximum amount of program funds allowable for administrative costs is 10 percent of the total grant.

Exempt from the administrative cap are amounts designated for the rent or lease of a facility needed to implement the grant; early childhood specialist; maintenance, janitorial, utilities, and insurances, which are part of a lease/rental agreement; audit; security services; and classroom telephones.