

Closure Activities for Even Start Grants in Michigan

2011

The Michigan Department of Education, Office of Early Childhood Education and Family Services (MDE) is requesting the cooperation of the partnership entities who have been operating family literacy programming with William F. Goodling Even Start Family Literacy funds (Title I, Part B, subpart 3 of the No Child Left Behind Act of 2001, P.L. 107-110) and who will not continue beyond the current fiscal year of obligation (no later than June 30, 2011). In order to bring closure, grantees must adhere to the following guidelines.

A grant partnership must complete the following activities:

- Notify MDE in writing of the final date of service to families.
- Consider the following expectations, and notify MDE in writing of the partnership's decision regarding the timeline options outlined.
- Identify and pay all fiscal obligations, requesting funds from the Grants Cash Management Reporting System.
- A grantee may encumber funds if, prior to June 30, 2011, it executes a negotiated, signed contractual agreement or issues a purchase order that clearly delineates the expectation by the partnership grantee of the local evaluator. This will allow the work to be completed and the invoice to be paid prior to the submission of the on-line final expenditure report, the DS-4044. Whichever mechanism is used, within 60 days after June 30, 2011, the grantee is required to complete all of the following: receive the approved item from the vendor, request the funds from MDE, pay the bill to the vendor, and submit the final expenditure report to MDE. The partnership should not pay for the item until it is complete and delivered.
- Complete and submit the annual report of the programming and the state outcomes on the individuals and families enrolled in Even Start. The report format targeted posting date is June 15, 2011, with all information being inputted into the Michigan Electronic Grants System (MEGS). The report is due July 21, 2011.
- Negotiate a final evaluation product with the local evaluator. Submit that product no later than November 1, 2011 to MDE.
- Gather documentation of all local contributions to the Even Start program for the 2010-2011 fiscal year. Integrate those documented contributions into the final expenditure report (DS-4044) due on line prior to August 30, 2011 for those with a fiscal obligation ending June 30, 2011.
- When the Final Expenditure Report has been accepted in MEGS, complete the DS-4044 on-line in the Cash Management. (The approved 2010-2011 budget will pull into the Expenditure Report so that items can easily be deleted or updated or added.) These reports are due no later than August 30, 2011 for fiscal obligation that ends June 30, 2011.
- If, after considering the MDE expectation that the Data Collection be submitted after June 30, 2011 as well as the Local Evaluation Report be submitted in a timely manner, and taking into consideration a partnership's ability to budget funds into the new fiscal year, it is determined that funds

currently awarded will be expended beyond June 30, 2011, the partnership may request a revised period of obligation (similar to a no-cost extension). A date no later than August 30, 2012 may be requested. Details of operations, data collection and reporting will be individually negotiated. Requests for an extended period of obligation must be submitted to MDE no later than June 1, 2011.

- Follow the appropriate guidelines for disposition of equipment as outlined in Attachment A and the October 5, 1993 *Memorandum to Even Start State Coordinators and Indian Tribe and Tribal Organization Grantees*.