

Michigan Even Start: Continuation and/or Closure Requirements and Processes with Timeline

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Determining Status (what the State looks for)

- Project status reflected in the letter sent each year in September
- Mid-Year Data Report
- MEGS
- Other performance issues



Options

1. Close program in June
 - A. All reports submitted by June 30, 2011
 - Final Data
 - Final Expenditure Report
 - Local Evaluation
 - Close program in June
 - B. Select staff remain to complete reports by due date
 - Final Data – July 21, 2011
 - Final Expenditure Report – August 31, 2011
 - Local Evaluation – ASAP, no later than November 1, 2011
 - May request extension to spend on closure activities
2. Remain open, closing on or prior to August 31, 2012



More Options

- Continue Even Start programming for an extended period using current grant money
 - Reports still due (data and evaluation)
- Continue Even Start programming for an extended period asking for an enhanced allocation; requires additional local contribution at required percentage.
 - Reports deadlines may be negotiated



Dissolution

- What needs to happen if the decision is to close on June 30, 2011 (or selected close date)?
 - Determine what bills may be outstanding (obligated [binding commitments for goods or services] and plan to liquidate)
 - Distribution of assets
 - Determine the value of unused materials
 - If in excess of \$5000, and not needed by any other federally sponsored programs or projects, compensate the State.
 - If per unit **equipment** valued at less than \$5000, may be retained, sold or otherwise disposed of without further obligation to the State.
 - Distribute to programs which are using federal funds [EDGAR, 34 CFR 80.32(c)] or are targeting the same audience



Records & Retention

- States (and subgrantees) must keep records related to the amount and use of grant funds, matching costs, total project costs, and other records to facilitate an effective audit.
 - States should ensure that local projects maintain *verifiable* records of all matching and cost-sharing contributions, including cash and 3rd party in-kind contributions.
- Records to show compliance with program requirements.
- States (and subgrantees) must retain records 3 years from the date of the last expenditure report for the year, or until completion of any litigation, claim, negotiation, audit or other action involving the records.



Closing Out Projects

- Follow state law and procedures for closing out a subgrant.
 - e.g. Final performance and financial status reports, final annual local evaluation
 - Final versions of **all required records . . .**
- Ensure proper retention of records
- Resolve final disposition of property



State's Requirements to ED

- As has always been the case, State shall distribute subgrants to deliver Even Start, only for the legal purpose of Even Start, which includes delivering all four components
- Report data on the CSPR through the last year that the State is funding Even Start subgrants.



E3

- Extension (of the period of obligation)
- Expansion (of the funds needed to provide service beyond June 30, 2011)
- Elimination (of the project, effective June 30, 2011)



IM-02-25-E (Rev. 4/11) AUTHORITY: P.L. 107-110. COMPLETION: Mandatory.		Michigan Department of Education OFFICE OF EARLY CHILDHOOD EDUCATION AND FAMILY SERVICES P.O. Box 30008, Lansing, Michigan 48909		<i>Direct questions regarding this form to (517) 241-4766.</i>
2010-2011 EVEN START GRANT EXTENSION/EXPANSION/ELIMINATION				
FIDUCIARY PARTNER	Legal Name of Applicant		Telephone (Area Code)	
	Address		City	Zip Code
CONTACT PERSON	Name of Contact Person		Telephone (Area Code)	Fax (Area Code)
	Address of Contact Person		City	Zip Code
	E-Mail Address of Contact Person			
CO-APPLICANT/ PARTNER	Legal Name of Agency/District		Telephone (Area Code)	Fax (Area Code)
	Name of Contact Person		City	Zip Code
	E-Mail Address of Contact Person			
Current Project End Date	Proposed Project End Date	Current Programming End Date	Proposed Programming End Date	
June 30, 2011		June 30, 2011		
Current Grant Award	Amount Expended to Date	Anticipated Funds Unexpended	No Cost Extension Request? (Yes or No)	
\$	\$	\$		
Enhanced Request	Total Funding			
\$	\$			



Status and Changes	Current 2010-11 Plan (most recent competitive application and approved amendments)	Proposed Changes(s)
Target # of families		
Targeted Population of those in need (e.g. Teen Parents, English Language Learners)		
Frequency of Assessment		



Status and Changes	Current 2010-11 Plan (most recent application and approved amendments)	Proposed Changes(s)
Delivery of: Adult Education		
Early Childhood Education		
Parenting Education		
Interactive Literacy Activities		



Hours of Instruction for:		
Adult Education		
ECE		
Parenting Education		
ILA		

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Program Elements Status and Changes	Current 2010-11 Plan (most recent application and approved amendments)	Proposed Changes(s)
1. Identification and recruitment of families most in need of services as indicated by low income, low level of adult literacy or English language proficiency of the eligible parent or parents, and other need-related factors		
2. Screening and preparing parents, including teenage parents and children for full participation in the activities and services provided by the program, including testing, referral to necessary counseling, other developmental and support services, and related services		
3. Designing programs and providing support services (when unavailable from other sources) necessary for participation and appropriate to the participants' work and other responsibilities, including: Scheduling and locating services to allow joint participation by parents and children; Child care for the period that parents are involved in the program provided for through Even Start funds; and Transporting parents and their children to enable participation in the Even Start program		



<p>4. Establishing high-quality developmentally appropriate early childhood educational services and high quality intensive instructional programs that promote adult literacy and empower parents to support the educational growth of their children and prepare them for success in regular school programs</p>		
<p>5. Assuring staff who are paid in part or in full with Even Start funds are highly qualified</p> <p>NOTE: Respond in space provided and attach updated Key Personnel form IM-02-25-E (page 7)</p>		
<p>Program Elements Status and Changes (cont'd)</p>	<p>Current 2010-11 Plan (most recent application and approved amendments)</p>	<p>Proposed Changes(s)</p>
<p>6. Providing special training to staff, including child care staff, that develops the skills necessary to work with parents and young children in the full range of instructional services offered as part of the Even Start program</p>		



<p>7. Providing and monitoring integrated instructional services to participating parents and children through home-based programs</p>		
<p>8. Operating on a year-round basis, including the provision of instructional and enrichment services during the summer months</p>		
<p>9. Coordinating programs assisted under Even Start funding with programs assisted under other parts of The Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act, the Adult Education and Family Literacy Act, the Individuals with Disabilities Education Improvement Act, Title I of the Workforce Investment Act of 1998 (job training), and with the Head Start program, volunteer literacy programs, and other relevant programs</p>		
<p>10. Using instructional programs based on scientifically-based reading research for children and adults, to the extent such research is available</p>		



Program Elements Status and Changes (cont'd)	Current 2010-11 Plan (most recent application and approved amendments)	Proposed Changes(s)
11. Encouraging participating families to attend regularly and to remain in the program a sufficient amount of time to meet their program goals		
12. Including reading readiness activities for preschool children based on scientifically-based reading research, to the extent available, to ensure children enter school ready to learn to read		
13. When applicable, promoting the continuity of family literacy to ensure that individuals retain and improve their educational outcomes		
14. Ensuring that the program will service those families most in need of Even Start activities and services		



15. Providing an independent local program evaluation to be used for program improvement		

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WILLIAM F. GOODLING EVEN START FAMILY LITERACY TRANSITION PLAN

Required Reports- All reports must be submitted prior to receipt of the last program payment or at the scheduled time, whichever comes first	
Report of Dissolution of Equipment and Supplies	60 days after end date of period of obligation (8/30/11 or later)
Final Expenditure Report	60 days after end date of period of obligation (8/31/11 or later)
Independent Evaluation	November 1, 2011
Final Data Report for 2010-2011	July 21, 2011
Final Data Report for Extended Period, July 1, 2011 - June 30, 2012	60 days after end date of period of obligation, no later than 8/31/12
Final Data Report for Extended Period, July 1, 2012 - August 31, 2012	60 days after end date of period of obligation, no later than 10/31/12

Fiduciary Partner (printed)

District/Agency Partner (printed)

Authorized Signature

Authorized Signature

Date

Date



KEY PERSONNEL - July 1, 2011 - _____ (complete end date)

INSTRUCTIONS: Identify all personnel who will be working in the Even Start program during the period beyond June 30, 2011. Attach certification of qualifications of staff on additional pages, if not already submitted in 2010-2011. Duplicate this form as needed. Refer to the federal legislation, section 1235(5) for position requirements, percent of time funded with the Even Start grant and check any/all of the four components in which each staff member provides or supports instruction.

POSITION/TITLE AND NAME	% OF TIME	DATE OF HIRE	DEGREE(S)/ CERTIFICATION(S)	COMPONENTS CHECK ALL THAT THIS PERSON DELIVERS		
				ADULT EDUCATION	EARLY CHILDHOOD EDUCATION	PARENTING EDUCATION
Project Director or Administrator						
Adult Education, Early Childhood, Parenting and Interactive Literacy Instructional Staff*						
Paraprofessionals (for academic Instructional Support)						
Other professional support personnel						



PROJECT ABSTRACT	
NAME OF APPLICANT:	
PROJECT NAME:	
INSTRUCTIONS: The Project Abstract MUST be for the program year and address/include the following categories: <ul style="list-style-type: none"> • Program Year (e.g. 2010-2011) • Statement of Needs • Description of Project (including number of participants targeted and the three-year target age range for children) • Qualifications of Key Personnel • Applicant's Commitment and Capacity • The Project Abstract should be limited to a single page of text. 	
STATEMENT OF NEEDS: (Include target population(s).)	
DESCRIPTION OF PROJECT: (Also serves as summary.)	
QUALIFICATIONS OF KEY PERSONNEL:	
APPLICANT'S COMMITMENT AND CAPACITY:	



Even Start Project Implementation Improvement Plan				
Each project should identify no more than three areas of focus for the upcoming program year. It is expected that each focus area will be identified through a process of data analysis and reflection on program impact and participant outcomes. A focus area will potentially address multiple Even Start Program Elements and involve activities related to more than one of the four Even Start Program Components.				
Data-based Challenge:				
Targeted Improvement Focus:				
Objectives	Action Steps	Scientifically-based Research Foundation	Documentation of Quality and Monitoring for Continuous Improvement	Timeline

