

MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF FIELD SERVICES
MICHIGAN MIGRANT EDUCATION PROGRAM
IDENTIFICATION AND RECRUITMENT CENTER GRANTS
INFORMATION AND APPLICATION

PART I. General Instructions

INTRODUCTION

The Michigan Department of Education (MDE) offers the opportunity All local and intermediate school districts, organizations or agencies receiving Title I, Part C federal funds will be eligible to compete for funds to operate Identification and Recruitment Centers that serve the Migrant Education Program (MEP) and to perform the required Re-Interview activities required by the Office of Migrant Education. Contracts are pending the State Board of Education approval of the criteria for these grants.

Area 1: Staffing and operating centers to identify and recruit migrant students from specified regions of the State of Michigan.

Title I, Part C of the Elementary and Secondary Education Act seeks to provide educational services to children from migratory families. The Michigan MEP is required to identify and recruit all eligible migrant children, birth through 21. Identification and Recruitment Centers ensure that these activities take place statewide in areas not served by local Migrant Education Programs. Michigan is divided into five regions for purposes of complete coverage. Two (2) or more regional grants will be awarded for this work.

Area 2: Adhering to compliance with U.S. Education requirements to "re-interview" a sampling of eligible families annually to reaffirm eligibility.

The Office of Migrant Education within the U.S. Education Department requires that State Education Agencies (SEAs) randomly select eligible migrant children to establish whether their eligibility under Title I, Part C can be verified. The procedure is referred to as the "re-interview" process. Migrant children are selected from across the State using an established state process for re-interviews. The Michigan Department of Education will award one (1) independent re- interview grant.

Area 3: Review and Approval of Certificates of Eligibility (COEs) entered in the Migrant Education Data System, (MEDS)

Michigan MEP COE Approvers verify the eligibility and data of migrant children entered into the Migrant Education Data System through the official approval of each COE. Funds to support these functions are provided through one of the selected ID&R Centers. Michigan MEP determines the MiMEP COE Approvers. One or more grants will be awarded this work.

Available Funding:

MDE's Office of Field Services (OFS) is allocating a total of \$438,000.00 for the funding of all functions of ID&R Centers. Limited administrative costs are allowed as part of these grants. Specific limitations are detailed in the application. The two (2) grants will be for one year beginning January 1, 2014 and ending December 31, 2014 and may be renewable for two additional years pending an annual review and evaluation of operations.

The grant criteria outlined in this announcement are pending approval by the Michigan State Board of Education at its December 19, 2013 meeting.

Grant Range:

Any grantee may select from the components detailed in the application to design an ID&R Center. The amount of the grant will be based on the functions and responsibilities undertaken by the proposed center. Suggested ranges and limitations are detailed in the application.

Total Funds Available: \$438,000.00

Eligible Applicants:

The eligible applicants will be Intermediate School Districts (ISDs), Local Education Agencies (LEAs) and any agency, including institutions of higher education, that currently operate education Title I, Part C programs that serve migrant students. All local and intermediate school districts, organizations or agencies receiving Title I, Part C federal funds will be eligible to submit proposals for consideration.

Each successful grantee will serve as the fiduciary agent for the grant received.

Assurance of Accuracy

All applicants must submit assurance that all information within the application is true and accurate. If MDE determines inaccurate information was utilized in the presentation of the application at any time during the implementation of the grant period, MDE reserves the right to rescind the grant award.

Closing Date and Submission Instructions

The application will be disseminated electronically as a .PDF. The application bearing ORIGINAL signatures and two (2) additional copies (for a total of three) of the grant application must be postmarked **no later than Friday, December 6, 2013 to Dr. Shereen Tabrizi at the following address:**

Michigan Department of Education
C/O Linda Dancer
Office of Field Services
P.O. Box 30008
Lansing, Michigan 48909

If shipping by overnight express or UPS, the following address must be used:

Michigan Department of Education
C/O Linda Dancer
Office of Field Services
608 West Allegan Street
Lansing, Michigan 48933

Applications may be submitted by email to OFSSpecialPops@michigan.gov. Email applicants must send the original signatures pages via postal mail to the above address.

All applications must include a narrative, a budget summary, budget detail, certification of the fiscal agent, supporting attachments (if needed) and comprehensive contact information.

It is anticipated the grant notification letters will be issued by **December 31, 2013** and the official award notification will be issued by **December 31, 2013**. No grant funds may be expended until the receipt of the official grant notification.

The tentative time frame for the management of the grant award process includes these key dates:

November 25, 2013	Application Posted
December 6, 2013	Applications Due
December 10, 2013	Application Review
December 31, 2013	Official Award Letters
January 1, 2014	Grant Implementation
December 31, 2014	Annual Performance Report Due
December 31, 2014	Final Expenditure Report Due
January 1, 2015	Grant Renewal or Termination

Unexpended Funds

The use of any unexpended funds within any program year will be negotiated with OFS and be budgeted in accordance with subsequent year activities. Approval by the Michigan Migrant Director is required for budget amendments or extensions.

Rejection of Proposals

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement.

Required Components

Successful applications will contain detailed plans for any of the three (3) areas the district or agency proposes to undertake. The applications will specifically detail regions to be covered, and whether the applicant proposes to undertake the statewide "re-interview" process, or the funding of the MiMEP COE Approvers.

Area 1: Staffing and operating centers to identify and recruit migrant students from specified regions of the State of Michigan.

Title I, Part C of the Elementary and Secondary Education Act provides for the education of children migratory families. The law requires that SEAs survey all areas of the state to identify and recruit students for program services. This statewide service is carried out by local Michigan MEPs serving as ID&R Centers, funded specifically for this function.

1. Please check the ID&R regions in which you propose to implement this application:

Statewide ID&R (See attached Map)

- a. Region #1
- b. Region #2
- c. Region #3
- d. Region #4
- e. Region #5

Statewide Re-Interview Process

MiMEP COE Approvers

2. Describe in detail the staffing required to fulfill all functions of the proposed ID&R components on a monthly basis, January through December of 2014, using this format.

Position	FTE/S&W	Expenses/Mileage	Support	Sub-Total
Recruiters				
Administration				

Business				
Telephone				
Other				

Total Requested: _____

Area 2: Adhering to compliance with U.S. Education requirements to “re-interview” a sampling of eligible families annually to reaffirm eligibility.

U.S. Education Department requires that each state randomly select a minimum of 50 migratory families that have been found to meet eligibility in a previous year. The SEA is then required to re-interview each family to verify that eligibility. The ultimate goal is to reduce or eliminate erroneous determination of eligibility.

Undertaking this area will require highly motivated recruiters, knowledge of migrant eligibility factors, and excellent interviewing skills. Reimbursement for telephone, meals, and mileage must be included in the Budget Detail.

The re-interview process is to be conducted in accordance with the Michigan MEP Re-Interview process.

Area 3: Review and Approval of Certificates of Eligibility (COEs) entered in the Migrant Education Data System, (MEDS)

The MEP secures the contracted services of two part-time staff who undertake the verification of information as it is submitted on COEs by local data entry personnel. The MiMEP COE Approvers will be individuals fulfilling the responsibilities detailed in performance contracts for MDE. The MiMEP COE Approvers will also serve under a personal performance contract and will be responsible for checking all Certificates of Eligibility (COEs) for accuracy and timeliness. Each of these contracts is supervised and evaluated by the MDE Office of Field Services.

Length of Narrative

Proposal narrative is limited to 7 pages including maps or charts. Any attachments (Budget Summary, Budget Details, Certifications, etc.) may not exceed 5 additional pages. Please address all criteria.

The proposal will be processed in eleven (11) font size with no less than 1 inch margins. Proposals may be disqualified for failing to meet these directions.

Selection Process

All applications will be reviewed by a panel of individuals with knowledge and awareness of migrant farm workers and their educational needs. **Please review the attached rubric and follow the sequence when composing your proposal.** The proposals most likely to be funded will have addressed all criteria and meet the descriptors in the "Exceptional" column of the rubric. Grant awards will be based on merit and quality as determined by the awarded points. Final awards may be subject to negotiations with the OFS.

Technical Assistance Meeting

Applicants are encouraged to contact the Migrant Director or Migrant Education Consultant for Technical Assistance.

Part II – Review Criteria

Rubric

Please use the following rubric to ensure you have written your proposal in accordance with all of the required elements. Successful proposals will have followed the sequence of the rubric in writing the narrative.

A. Vision Statement for ID&R Center Services

Develop a short paragraph including why you feel that accurate, comprehensive identification and recruitment services are essential to the Michigan MEP. Include reasons why you think your district, organization or agency would be a reliable, professional ID & R center. Staff and responsibilities should be articulated in this section.

Marginally comprehensive, lacks rigor	Comprehensive, rigorous	Exceptionally comprehensive and rigorous
<p>The proposal provides:</p> <p>A minimal description of the identification and recruitment process that the district/agency proposes to operate. Staffing and responsibilities are incomplete.</p>	<p>The proposal provides:</p> <p>A moderate description of the process for staffing and operating an identification and recruitment center. Staffing and responsibilities are adequately detailed.</p>	<p>The proposal provides:</p> <p>A complete description of the identification and recruitment process. The plan for implementation and staffing is detailed and spells out responsibilities clearly.</p>
<p>The proposal provides:</p> <p>A minimal description of the vision for and implementation of an efficient center to support identification and recruitment of migratory children.</p>	<p>The proposal provides:</p> <p>An adequate description of the vision for and implementation of an efficient center for leading identification and recruitment of migratory children.</p>	<p>The proposal provides:</p> <p>A comprehensive and detailed vision for the implementation of a highly efficient, productive center for the identification and recruitment of migratory children.</p>

B. Program Design

Provide a description of the planning, professional learning and strategies that will be used to implement identification and recruitment services in the **selected region(s)**.

Marginally comprehensive, lacks rigor	Comprehensive, rigorous	Exceptionally comprehensive and rigorous
<p>The proposal provides:</p> <p>An incomplete plan with inadequate strategies to establish and carry out identification and recruitment.</p>	<p>The proposal provides:</p> <p>An adequate plan that includes the necessary planning, professional learning and strategies to implement comprehensive identification and recruitment services within the selected</p>	<p>The proposal provides:</p> <p>A comprehensive and detailed plan for the hiring and training of necessary staff, and specific strategies for implementing a highly effective identification and recruitment program.</p>

The proposal for **Statewide Re-Interview Program**:

Marginally comprehensive, lacks rigor	Comprehensive, rigorous	Exceptionally comprehensive and rigorous
<p>The proposal provides:</p> <p>An incomplete plan with insufficient detail for carrying out the required activities for re-certification of migratory family child in Michigan.</p>	<p>The proposal provides:</p> <p>An adequate plan for hiring, training, organizing, and completing the re-interview process set by the Michigan MEP.</p>	<p>The proposal provides:</p> <p>A clear and concise plan for hiring, training, organizing, and completing the re-interview process set by the Michigan MEP including accurate and timely completion of required reports.</p>

C. Program Evaluation

Describe your plan to evaluate the effectiveness of the program components you are proposing to implement. Include specific strategies (surveys, staff interviews, etc.) and measurements that will be used. Address each component in your proposal.

Marginally comprehensive, lacks rigor	Comprehensive, rigorous	Exceptionally comprehensive and rigorous
An incomplete plan is described but lacks specific strategies and a description of how the gathered data will be used to improve the ID&R process in Michigan.	An adequate evaluation plan described includes specific methods and minimal strategies for using the collected data to improve statewide ID&R.	A well developed and comprehensive plan that includes specific methods for evaluating components, targets, and concise strategies for informing improvements to the ID&R process in Michigan. The plan includes a timeline for reporting results.
The evaluation design does not provide sufficient detail.	Details are provided but overall design is inadequate to provide necessary data and feedback to ensure continuous improvement to the statewide ID&R process.	The methodology and design are sufficiently comprehensive to provide information and data that will serve to evaluate the impact of statewide ID&R and its effectiveness.

D. Program Budget

The detailed budget will include salaries and/or stipends for all individuals serving the goals of this program in a specific role. All resources requested must be necessary and aligned to the functions included in the program design. The budget should also include all supporting activities and services required for effective implementation of Michigan’s Identification and Recruitment Program.

Marginally comprehensive, lacks rigor	Comprehensive, rigorous	Exceptionally comprehensive and rigorous
<p>The budget is incomplete. It is not sufficiently detailed nor does it align the expense to the goals of the ID&R process. Costs are not realistic when compared to the proposed services.</p>	<p>The proposed budget is adequate and includes salary and support expenses for the components. Costs are realistic and show evidence of understanding fiduciary responsibility.</p>	<p>The budget is detailed and cost effective. Detail shows alignment between cost and the program goals. Budget demonstrates realistic costs and an understanding of reliable fiduciary responsibilities and demonstrates adequate internal controls are in place at the fiduciary agency. There is clear alignment of personnel time and resources and proposed costs. There is ample evidence that the principle of cost effectiveness has been applied to all salaries and resources, including staff support costs (mileage, travel and supervision). Budget items are based on reasonable timelines and a calendar of known migratory patterns and peak recruitment. Costs for supervision are reasonable and based on actual time and resources spent in achieving ID&R objectives.</p>

E. Qualification of Key Personnel

Marginally comprehensive, lacks rigor	Comprehensive, rigorous	Exceptionally comprehensive and rigorous
<p>There is incomplete evidence of the qualification of key personnel to accomplish the critical components of the proposed program.</p>	<p>There is adequate evidence that key personnel are qualified to ensure the completion of the ID&R program goals. There is evidence of understanding the relationship between the time and resources needed to complete the program.</p>	<p>There is detailed evidence that administrative, financial and key program staff have the necessary training, experience, certification and knowledge to successfully complete all required responsibilities. In addition, all staff demonstrate the cultural sensitivity, credibility and qualifications to fulfill assigned responsibilities.</p>

ID&R REGIONS

