

# MICHIGAN DEPARTMENT OF EDUCATION

Office of Great Start/Early Childhood Development and Family Education

REQUEST FOR PROPOSALS

Application for

## **Section 32p(4) Home Visitation Grant**

**Applications due: June 16, 2016 3:00 p.m. EDT**

This Grant Announcement includes:

- Part I        General Information
- Part II       Additional Financial Information
- Part III      Review Process
- Part IV      Application Information and Instructions and Review  
Criteria

### **NATURE OF ACTION REQUESTED: Voluntary**

The Michigan Department of Education (MDE) is pleased to announce the Section 32p(4) Home Visitation Grants. The grants are supported through Public Act 85 of 2015 under section 32p(4). The Section 32p(4) Home Visitation Grants will provide \$2.5 million for grants with state aid fiscal year 2016 funds. The funds will be awarded to local Great Start Collaboratives (GSC) utilizing a competitive process, with awards made to Intermediate School Districts (ISDs) as fiduciaries of their GSCs or consortia of GSCs. Grantees are expected to implement home visitation services as part of a locally coordinated, family-centered, evidence-based, data-driven home visiting strategic plan. The goals of this funding are to improve school readiness, reduce the number of pupils retained in grade level, and reduce the number of pupils requiring special education services. A home visiting program model that exhibits evidence in achieving improved school readiness must be selected.

The grant application for the 2015-2016 Section 32p(4) Home Visitation Grants, which contains necessary forms and instructions, is available online at [www.michigan.gov/32p](http://www.michigan.gov/32p).

Local Great Start Collaboratives through Intermediate School Districts (ISDs) as fiduciaries of their GSCs or consortia of GSCs who intend to apply for these funds should notify Rachel Mellema, Great Start Programs Specialist, Michigan Office of Great Start/Early Childhood Development and Family

Education, via email at [mellemar@michigan.gov](mailto:mellemar@michigan.gov), on or by June 3, 2016 no later than 5:00 p.m. EDT.

**Completed applications must be uploaded to the applicant's Google folder on or before June 16, 2016, no later than 3:00 p.m. EDT.** Only those applicants submitting all of the required elements will be eligible for consideration.

Questions concerning the Section 32p(4) Home Visitation Grants should be directed to Rachel Mellema, Great Start Programs Specialist, Michigan Office of Great Start/Early Childhood Development and Family Education, at 517-241-4766.

# **APPLICATION FOR**

## **Section 32p(4) Home Visitation Grants**

### **Part I: General Information**

#### **Introduction**

The Michigan Department of Education (MDE) is pleased to announce the Section 32p(4) Home Visitation Grants. The grants are supported through Public Act 85 of 2015 under section 32p(4). The Section 32p(4) Home Visitation Grants will provide \$2.5 million for grants with state aid fiscal year 2016 funds. The funds will be awarded through a competitive process to local Great Start Collaboratives. Funds will be awarded through Intermediate School Districts (ISDs) as fiduciaries of their GSCs or consortia of GSCs to implement home visitation services based upon a locally coordinated, family-centered, evidence-based, data-driven home visiting strategic plan. The goals of this funding are to improve school readiness, reduce the number of pupils retained in grade level, and reduce the number of pupils requiring special education services. A home visiting program model that exhibits evidence in achieving improved school readiness must be selected.

#### **Grant Purpose**

The purpose of the Section 32p(4) Home Visitation Grants is to contribute to Michigan's implementation of home visiting programs to families and their children birth through age 8 who are experiencing factors that place the children at risk of not achieving success in school. The home visiting programs funded are expected to improve school readiness, reduce the number of pupils retained in grade level, and reduce the number of pupils requiring special education services.

At its August 11, 2015 meeting, the State Board of Education approved the following grant criteria:

Each ISD or consortium of ISDs, as fiscal agents, that apply for funding for the purpose of providing home visits to at-risk children and their families must:

- develop and submit for approval a locally coordinated, family-centered, evidence-based, data-driven home visit strategic plan;
- select home visit program models that exhibit evidence in achieving improved school readiness;
- ensure the program implementation is coordinated with the continuum of local home visit initiatives, serving families prenatally through kindergarten entry;

- adhere to the terms and reporting requirements as outlined in Public Act 291 of 2012; and
- annually report to the department an evaluation of home visits including the degree to which school readiness was improved, any change in the number of pupils retained at grade level, and any change in the number of pupils receiving special education services.

### **State Board of Education Mission, Policies, and Program Support**

This grant supports the mission, priorities, and/or policies of the State Board of Education (SBE) and/or Michigan Department of Education (MDE).

This grant supports the SBE Mission to assure that all students graduate ready for careers, college, and community by focusing resources and building capacity at the community level to create systems of support for Michigan's youngest children.

### **Eligible Applicants**

Intermediate school districts or consortia of intermediate school districts, as fiscal agents, are eligible applicants on behalf of their Great Start Collaborative(s). The locally coordinated, family-centered, evidence-based, data-driven home visit strategic plan, created as part of the application process by the Great Start Collaborative, will identify the most suitable home visit programs to serve at-risk children and their families, in addition to sub-set target populations based on community level needs and gaps, in accordance with the statute. In order to impact school readiness, the criteria for this grant that were approved by the State Board of Education focuses the funds on serving families prenatally through kindergarten entry.

### **Available Funds**

Grant awards will be 100% state funded as a part of Section 32p of the State School Aid Act that has been designated for the operation of the Great Start Collaboratives and Great Start Parent Coalitions. The award(s) by the MDE will be based upon criteria, standards, and weighting identified in this request for proposals (RFP). It is anticipated that awards will range from a minimum of \$50,000 to a maximum of \$250,000, with between ten to fifty awards. Award amounts are subject to change based on available resources. Funding will be effective following the approval of awards by the State Superintendent.

## **Expenditure Period**

The expenditure period for the implementation of the program and activities begins September 1, 2016, and by utilizing carryover,\* ends August 31, 2017. Based on satisfactory performance and availability of funds appropriated in additional years, as well as the assessed needs of communities, MDE may extend grants for additional years.

- \* Funding Carryover to a subsequent year is subject to approval and should be budgeted in accordance with subsequent year activities.

## **Application Components**

Applicants are required to submit completed application materials, including a signed application cover sheet and attached Certifications and Assurances, project narrative, a completed Exploration and Planning Tool, electronically signed budget form, and budget detail by the application deadline in order to be considered for a grant. Refer to Part IV of this RFP for detailed application instructions.

## **Proposal Assistance**

Great Start Collaboratives were invited to participate in a multi-step needs assessment and planning process (Evaluation and Planning Tool) conducted by the Michigan Public Health Institute as part of their on-going support and leadership in the Michigan Home Visitation Initiative (MHVI). Webinars on each of the planning steps were recorded and can be reviewed on the MHVI website: [www.michigan.gov/homevisiting](http://www.michigan.gov/homevisiting).

An application technical assistance webinar will be held on June 2, 2016, from 1:30 p.m. to 2:30 p.m. EDT. The purpose of this webinar is to go over the application instructions, demonstrate the method for submission, and to allow applicants to ask questions related to the application and submittal process. The Michigan Office of Great Start/Early Childhood Development and Family Education staff will be available to provide technical assistance as needed during and after the webinar.

## **Selection Process**

All applications will be reviewed by a panel consisting of staff of MDE, the Office of Great Start (OGS), the Michigan Department of Health and Human Services (MDHHS) and its contractors. Only those applications that meet all identified criteria will be considered for funding. Applications will be scored and ranked based on a scoring rubric and recommended for funding up to the total amount of available funds. In addition, applications will be based on merit and quality, as determined by points awarded for the Review

Criteria section and all relevant information. Part III of these application instructions provides more information.

### **Rejection of Proposals**

MDE reserves the right to reject any and all proposals received as a result of this announcement and will do so if a proposal does not adhere to the eligibility requirements or application preparation instructions. MDE may also negotiate separately with any source whatsoever in any manner necessary to serve the best interests of MDE. This announcement is made for information or planning purposes only. MDE does not intend to award grants solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. Additionally, past performance on other grants, demonstrated knowledge of the home visitation and early childhood system or other relevant factors will be considered when recommendations for the grant award are made to the State Superintendent.

### **Closing Date and Online Submission**

An application for the 2015-2016 Section 32p(4) Home Visitation Grants must be submitted to the applicant's Google folder.

Due to security measures, APPLICATIONS MAY NOT BE HAND DELIVERED. Emailed or print versions of the application will not be accepted.

Completed applications must be uploaded to the applicants' Google folder on or before June 16, 2016, no later than 3:00 p.m. EDT. Only those applicants submitting all of the required elements will be eligible for consideration. It is recommended that applicants test the functionality of their Google folder before the deadline date.

- When the grant application is received, the contact person identified on the front of the application checklist will be notified via email or fax regarding the receipt of the application and, if all application components have been correctly submitted by an applicant, confirming participation in the competitive process at MDE. The applicant is responsible for contacting Rachel Mellema at (517) 241-4766 or [mellemar@michigan.gov](mailto:mellemar@michigan.gov) by 3:00 p.m., June 17, 2016, if the applicant does not receive an email or fax confirmation to be informed of eligibility.
- Questions concerning the Section 32p(4) Home Visitation Grants and technical assistance for the online submittal process should be directed to Rachel Mellema, Great Start Programs Specialist, Michigan Office of Great Start/Early Childhood Development and Family Education, at 517-241-4766.

## **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 Michigan Department of Education for assistance.

## **Costs Incurred**

The State of Michigan is not liable for any cost incurred by an applicant prior to execution of a grant notification. If an award is offered, the starting and ending dates will be the period for incurred allowable costs. Any costs incurred prior to the start date of the grant expenditure period are ineligible under this grant.

## **Issuing Office**

This announcement is issued for the State of Michigan by MDE, Office of Great Start/Early Childhood Development and Family Education (OGS/ECD&FE), 517-373-8483. The Michigan Department of Education, is the sole point of contact in the state for this program. Questions regarding applications should be directed to the OGS/ECD&FE at the MDE at 517-241-4766. Questions regarding the Needs Assessment and Planning Tool should be directed to Loan Nguyen at the Michigan Public Health Institute, 517-324-6018.

## **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.

## **Part II: Additional Financial Information**

### **Funding Process**

MDE will make the funds for the Section 32p(4) Home Visitation Grants available through a competitive grant process.

### **Budget Preparation**

The budget portion of the application must be completed using the Budget Form (Excel Workbook) posted in the applicants' Google folder. Ensure that the budget summary and budget detail address all objectives of the proposal. ISDs that are awarded grant funds will complete a budget within the Michigan Grants Electronic System Plus (MEGS+) after receiving the notification of an award.

### **Use of Project Funds**

Funds may be used for the implementation of the Section 32p(4) Home Visitation Grant only. There is no indirect charge allowed on state school aid funds. Applicants may propose start-up funding for this project. Stipends to program participants are prohibited. Expenditures must be allowable, necessary, and reasonable.

Applicants must budget sufficient resources in order to meet expectations regarding data collection, storage and reporting to both the state as well as the national program model. Travel costs for participating in state support for quality improvement as well as an annual conference should be evident.

### **Payment Schedule**

Payment to each awarded grantee will be made through the State School Aid payment system as a one-time payment to be made in August of 2016.

### **Financial Reporting**

Grant recipients will be responsible for completing an Interim Expenditure Report (IER), Final Expenditure Report (FER), and if applicable, a Carryover Final Expenditure Report (Carryover FER) within MEGS+ by deadlines identified by MDE.

### **Carryover of Funding**

The Section 32p(4) Home Visitation Grants for FY 2015-2016 allow for carryover of the State Aid funds through August 31, 2017. Budgeting of any carryover amounts must be documented in MEGS+.

**Financial Records**

Successful grantees are required to maintain financial records to support reporting and audit purposes and to be available upon request for viewing by MDE and state auditors.

## **Part III: Review Process**

All applications are reviewed for eligibility requirements by staff of the Michigan Department of Education, Office of Great Start. All applications are then reviewed and rated by a peer reviewer panel. Only those proposals meeting all the identified criteria and not exceeding the total amount of state allocated funds will be recommended for funding to the State Superintendent. Not all applicants may be funded due to the limited availability of funds. All applicants will be notified **in writing** of the action taken by the State Superintendent.

### **Review Criteria**

All applications are evaluated on the basis of the criteria described, narrative sections of the application should be developed to address each of the criteria. Applicants will be scored on the information submitted in the application and in accordance with the expectations set forth by the Section 32p(4) legislation within P.A. 85 of 2015 the State School Aid Act. Proposals that do not adhere to the funding specifications or application preparation instructions will be rejected and not reviewed.

### **Review Process**

This is a competitive grant. Proposals will be scored and ranked according to the scoring rubric and the above review criteria.

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 rubrics 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.

### **Additional Review Factors**

In addition to the review criteria in Part IV, the State Superintendent may apply other factors in making funding decisions, such as: (1) geographical distribution; (2) duplication of effort; (3) duplication of funding; (4) evidence that an applicant has performed satisfactorily on previous projects; and (5) prioritization based on the State Board of Education Goals.

### **Grant Reviewers**

MDE will designate a panel of peer reviewers who have knowledge of home visitation programs and strategies to improve the success of at-risk children. The review panel will be oriented prior to reviewing proposals to enhance reviewer reliability in ascribing points. Persons involved in the development

of a proposal or associated with a district or agency submitting a proposal may not serve as peer reviewers.

## **Part IV: Application Information and Instructions and Review Criteria**

### **Application Review and Approval**

#### **Part A - Application Cover Page**

On the cover sheet, the ISD submitting the application must be fully identified, as well as the contact person for this program and amount of funding requested. All boxes must be appropriately completed, including addresses, telephone numbers, and e-mail addresses. Include the District Code for the fiduciary ISD. The ISD Superintendent must sign the cover sheet.

#### **Part A – Certifications and Assurances**

Certifications and Assurances are to be included and affirmed through the signature of the ISD Superintendent.

#### **Part A - Statement of Collaboration**

Applicants must fill out the statement of collaboration must be included in the grant application package. The statement of collaboration must be affirmed through signatures by both the ISD Superintendent and the GSC Chairperson.

#### **Part A – Application Checklist**

Applicants must fill out the contact information portion of the Application checklist and include it with the submission.

**NOTE:** All four of the above items in Part A must be scanned after completion and included as part of the grant application package.

#### **Part B – Project Narrative Summary**

Include a summary document of no more than 3 pages, with a font no smaller than Verdana 11 point; page numbers must be included in the lower right corner of the narrative pages.

Narrative must include the following items:

1. How the applicant chose the home visitation program based on the completion of the Evaluation and Planning Tool;
2. How the applicant and the selected program will meet the expectations of the legislation, in addition to the guiding principles and high leverage areas; outlined in the [Great Start, Great Investment, Great Futures report](#);
3. Information on key personnel designated to oversee and/or ensure implementation of the program; and
4. Initial plan on how the applicant intends to support the selected model in future years.

## **Part C – Exploration and Planning Tool**

A completed Exploration and Planning Tool must be included as part of the grant application package.

## **Part D – Budget**

A completed budget summary and detail must be included in the submission of the grant application.

Budgets must include:

1. Funding for on-going professional development and support, including but not limited to Michigan Home Visitation Initiative Conference, statewide training, as well as national training in the selected model;
2. Funding to maintain affiliate status/accreditation or other term used by the selected model;
3. Use of Training and TA center (in Michigan, if possible);
4. Participation in a Learning Community and CQI;
5. Costs that are in line with the application's scope;
6. Funding for data collection, which may include the purchase and use of the selected model's database programming;

Refer to separate budget guidance document posted to [www.michigan.gov/32p](http://www.michigan.gov/32p).

## **PART E - Review Rubric**

Contained in a separate document.