

**PROGRAM GUIDANCE AND INSTRUCTIONS  
SPECIAL PROJECT  
(Training)**

**ADULT EDUCATION AND FAMILY LITERACY ACT  
FEDERAL WIA TITLE II, Section 223**



**MICHIGAN DEPARTMENT OF ENERGY, LABOR AND ECONOMIC GROWTH  
ADULT LEARNING OFFICE**

**2009-2010**

**ADULT EDUCATION AND FAMILY LITERACY ACT  
FEDERAL WIA TITLE II, SECTION 223**

**SPECIAL PROJECT (Training)**

1. INTRODUCTION

This grant is made possible through the Workforce Investment Act Title II of 1998 Adult Education and Family Literacy to assist adults to become literate, and obtain the knowledge and skills necessary for employment and self-sufficiency.

2. GRANT PURPOSE

- a. Improving quality instruction in:
  - Adult education and literacy activities
  - Family literacy services
  - English literacy programs
  - Institutional programs

3. ELIGIBLE APPLICANTS

Eligible applicants under the WIA Title II include:

- a. Local educational agencies
- b. Community-based organizations of demonstrated effectiveness
- c. Volunteer literacy organizations of demonstrated effectiveness
- d. Institutions of higher education, public or private nonprofit agencies, libraries, public housing authorities, nonprofit institutions, that have the ability to provide literacy services to adults and families
- e. Consortiums of the above listed authorities

4. APPLICATION REQUIREMENTS

An online grant application must be completed and electronically submitted in the Michigan Electronic Grants System (MEGS).

5. APPLICATION PERIOD

**The grant application must be received by DELEG, Office of Adult Learning prior to the proposed project date.** Please see the **Important Information** section of the MEGS grant application for specific grant application deadlines.

6. EFFECTIVE DATE OF AN APPROVED PROJECT

**July 1, 2009 - June 30, 2010**

Grant funds may only be used to cover allowable expenses that have been incurred during the approved time line for the grant project. All obligations must be liquidated and final reports submitted within 60 days of the Special Grant ending date, showing all bills paid in full.

## 7. BUDGET GUIDELINES

A Special Projects budget must be completed. Explain each line item, indicating the function code and the description. Please use the function code list found in the Budget Pages section of the MEGS grant application for allowable function codes. Budget line item adjustments exceeding more than 10 percent per any one line item must be submitted to the Office of Adult Learning for approval prior to implementation. Listed below are grant expenditures that are allowable and unallowable:

### Allowable Grant Expenditures

- a. Speaker Fees. Budget detail should reflect the number of hours, hourly wages, % FTE and benefits, if applicable.
- b. Room rental.
- c. Custodial cost.
- d. Brochures, etc.

### Unallowable Grant Expenditures

- a. Equipment purchases greater than \$5,000.00 unless prior approval by the Office of Adult Learning is given.
- b. Administrative costs totaling more than 5% of the grant award.

## 8. PROPOSAL REVIEW

Proposals will be reviewed and rated by an evaluation team from the Office of Adult Learning on the basis of established criteria for each grant category and adequate information provided by the submitting agency in addressing application requirements.

## 9. PROPOSAL NARRATIVE

- A. PROGRAM NEED
- B. GOALS AND OBJECTIVES
- C. COOPERATIVE AGREEMENTS
- D. MARKETING STRATEGY
- E. EVALUATION OF EFFECTIVENESS

1. Financial Report (Final Expenditure Report): The Final Expenditure Report (FER) form is required to be completed and submitted electronically within 60 days of the end of the grant cycle. The grant cycle runs from July 1, 2009 to June 30, 2010. The report must include line item expenditures that correspond to the line items in the approved budget. This form is accessed from the online Cash Management System (CMS), through which all funds must be drawn and reported. Further explanation about the access, security, and requirements are briefly explained in Section 10—New Applicants, for those who are not familiar with the CMS system.
2. Final Narrative Report: This report is required to be completed and submitted electronically within 60 days of the end of the grant cycle. Program summaries will be compiled within the Office of Adult Learning for informational purposes and will be placed on file. All sign in sheets and evaluations from trainings and workshops conducted with the grant funds must be mailed to the Office of Adult Learning, Victor Office Center, 3<sup>rd</sup> Floor, 201 N. Washington Square, Lansing, MI 48913 by August 30, 2010.

## 10. NEW APPLICANTS

Every provider wishing to access the Michigan Department of Education Cash Management and Reporting System needs an account from MEIS. To obtain this account refer to the MEIS web site at [www.michigan.gov/meis](http://www.michigan.gov/meis). For assistance in obtaining a MEIS account, you may contact the Client Services Center online at: [ditservice@michigan.gov](mailto:ditservice@michigan.gov) or by telephone at (800) 335-0534. Any other questions concerning the reporting system may be addressed to Debby Roberts at (517) 335-0534 or [robertsdk@michigan.gov](mailto:robertsdk@michigan.gov).

For technical assistance or information regarding this professional development activity/special project grant please contact Patty Higgins at (517) 373-0815.

## 11. DRAWING DOWN FUNDS

To receive funding under WIA II Leadership Professional Development Activities/Special Project Grants, a recipient must access CMS through MEIS using its MDOE assigned Recipient Code.

Funds can then be requested by accessing Form DS-4492, Request for Funds, which will display all grant sources, projects and fund balances.