

Section 32p(4) Home Visitation Grants

2015-2016 Budgeting Help for the Section 32p(4) Home Visitation Grants

Section 32p(4) of the State School Aid Act: PA 85 of 2015

This document is intended to provide guidance to Great Start Collaborative (GSC), Great Start Parent Coalition (GSPC), and intermediate school district (or other fiduciary) staff when preparing the budget for the selected program model through the Section 32p(4) Home Visitation Grants. While this document is intended to be as comprehensive as possible, the Michigan Department of Education/Office of Great Start (MDE/OGS) and its contractor(s) may need to provide additional guidance on a case-by-case basis in areas beyond the scope of this document.

The Section 32p(4) Home Visitation Grants will provide grant funds 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 as fiduciaries of their 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 2016 meeting, the State Board of Education approved the following 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.

Please Note: Applicants should be able to justify that the budgeted items are directly related to meeting the outcomes of implementing the selected program model to fidelity, in the Home Visitation Strategic Plan and/or the *Application* and are encouraged to budget as efficiently as possible. MDE/OGS reserves the right to not approve budget requests deemed unreasonable.

Budget Help

The budget must include evidence of financial support for year-round implementation of the selected program model. The following items must be included:

- 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.
- Funding to maintain affiliate status/accreditation or other term used by the selected model.
- Use of Training and TA center (in Michigan, if possible).
- Participation in a Learning Community and Continuous Quality Improvement (CQI).
- Costs that are in line with the application scope.
- Funding for data collection, which may include the purchase and use of the selected model's database programming.

Uses of the Funds

Section 32p(4) Home Visitation Grants funds may be used for activities that support the local collaborative's Home Visitation Strategic Plan, and must be designed to effectively and collaboratively implement the selected program model and its implementation to fidelity, and are not limited to:

- Staff needed to implement and administer the program, including all components;
- Instructional materials and supplies;
- Meeting costs, including costs for space rental, meeting materials, and refreshments, for both program meetings as required by the program model and community collaboration meetings related to the grant;
- Transportation costs for participants;
- Supplementary child care costs for parents attending meetings;
- Support services;

- Administrative costs including office occupancy costs, office supplies and materials, outreach and communication. For grantees and any contracted services, administrative costs are limited to 10 percent of the requested state funds (data collection costs do not count as part of this 10 percent limit);
- Staff development costs;
- Travel necessary to enable project staff to implement the program;
- Equipment (laptops, monitors, printers, etc.);
- Data collection systems required by the selected model or being integrated into the program in order to meet data collection expectations for PA 291; and
- Outreach and recruitment of hard-to-reach populations and supports to reduce barriers in authentically engaging parents at home visitation decision-making tables.

Sufficient information should be provided for the staff of MDE/OGS to determine that all anticipated expenditures are reasonable and cost effective for the program being implemented.

State Aid: 2015-2016 Section 32p(4) Home Visitation Grants state funds may **not** be used to pay for:

- Indirect costs;
- Stipends to encourage parent participation in *programs or services*;
- GSRP and Head Start classrooms or any classroom support activities for children; and
- Construction.

Personnel Rules

Salaries entered for personnel must be accompanied by an entry in benefits. If the individual does not receive benefits, enter "0." Full Time Equivalent (FTE) or hours must be designated for each individual or group of individuals entered. A 1.0 FTE is viewed as the equivalent of 40 hours/week, no matter if the individual is contracted to work the full calendar year or the school calendar year, noting that home visitation programs are offered year-round. Hours entered should equal the total hours per year.

Caps on Expenditures

The maximum amount of Section 32p(4) Home Visitation Grants funds allowable for administrative costs is 10 percent of the total grant as requested on the Budget

Summary. The following function code groupings are considered “administrative” when being reviewed for the maximum allowable expenditure: 230, 240, 250, and 260. The following amounts will not be considered in the administrative cap:

- Amounts designated for the rent or lease of a facility needed to *implement* the selected program model and required activities in accordance to fidelity within the Section 32p(4) Home Visitation Grants. The maintenance, janitorial, utilities and insurances will be considered in the administrative expenditures unless they are rolled into the lease/rental agreement.
- Amounts for outreach/recruitment of children and/or families to participate in the selected program model. For example, costs for producing, printing and distributing a calendar of activities are not considered administrative, though may be coded into 257.

Budget Summary

The Budget Summary page provides a summary of the budget items for the Section 32p(4) Home Visitation Grants. The names of the business office representative and the Section 32p(4) Home Visitation Grants contact person, along with contact information, are also entered near the bottom of this page.

Total Budget

The budget provides information to demonstrate that the project has an appropriate budget and is cost effective. The budget must be reasonable in relation to the scope of the project and the funding available. **Indirect costs are not allowed with State Aid funds.** The budget must cover the period from September 1, 2016 through August 31, 2017. Carryover of FY 2015-2016 funds will be allowed through August 31, 2017. The budget must be built with the expectation that the entire award will be utilized during the 12-month budget period of September 1, 2016 through August 31, 2017.

Total anticipated expenditures of State Funds for the Section 32p(4) Home Visitation Grants should be entered on the Budget Summary and must equal the 2015-2016 State School Aid request for the program. The ISD may request an amount up to \$250,000 based upon documented need in order to implement the selected program model with fidelity.

Definitions of Function Codes and Object Codes

Applicants are advised to consult the Michigan Public School Accounting Manual Chart of Accounts to determine appropriate function and object codes for projected grant expenditures, recognizing that the nature and focus of these funds aren't those traditionally budgeted in school accounts. Available online at [Michigan Public School Accounting Manual](#).

Object Codes

The following object codes have been designated for the Section 32p Grants:

1000: Salaries-This is for amounts paid to employees of the school system.

2000: Benefits-Amounts paid by the school system on behalf of employees; these amounts are not included in the gross salary. For example: insurance, FICA, retirement, etc.

3000, 4000: Purchased Services-Amounts paid for services rendered by persons who are not on the payroll of the school system.

5000: Supplies and Materials-Expenditures of items that are consumed. For example: books, paper, software, etc.

7000, 8000: Other Expenses-Amounts paid for goods and services not otherwise classified above; or funds being handled without receiving goods and services in return such as transmitting flow-through funds to the recipient (person or agency).

Function Codes

The Classroom Instruction function codes (1xx) may not be used for this grant. The focus of the Section 32p(4) Home Visitation Grants is support of the implementation of an evidence-based home visitation model, supporting parents in the role of their children's first teachers, rather than classroom instruction. This grant program does not focus on K-12 classroom instruction, services and supports, but instead serves families with children up until kindergarten entry.

The following functions, along with definitions and commonly used examples, have been designated for the 32p Block Grant: 212, 216, 221, 224, 225, 226, 227, 229, 233, 252, 257, 261, 271, 281, 282, 283, 284, 311, 331, 351, 391, 411, 441, and 445.

210 – Support Services – Pupil

212: Guidance Services-Activities that provide consultation or services by a social worker, psychologist or other qualified staff to assist families in understanding and enhancing their child(ren)'s development.

i.e., home visits, referrals, referral hotlines, groups gathered as part of home visiting model, parent educators

216: Social Work Services-Activities that focus on school social work in dealing with the problems of children which involve home, school and community.

i.e., home visits with a social-emotional component, referrals, referral hotlines, groups gathered as part of home visiting model

220 – Support Services – Instructional Staff

221: Improvement of Instruction-Activities that are designed to primarily assist staff in the planning, developing and evaluating of educational experiences. Or, providing staff who work directly with children and families with information, skills, and support related to enhancing the skill development of the child(ren) and family.

i.e., training for home visitation staff, professional development, background checks

224: Educational Television-Activities related to planning, programming and writing educational programs or segments for use on closed circuit or broadcast television or radio.

i.e., PSAs, radio and television advertisements

225: Instruction Related Technology-Technology activities and services for the purposes of operating and supporting instruction and/or services.

i.e., resource hubs, instructional networks, distance learning programs, media center computer labs

226: Supervision and Direction of Instructional Staff-Personnel providing supervision and program coordination of the direct services to children and families and compliance monitoring.

i.e., home visitation staff supervision

Salaries & Benefits – Function Code 226

Gross compensation paid to employees in the form of cash, products, or services including mileage, cell phone reimbursement, vacations, holidays, and sick leave.

Cell phone use is for business only.

A portion of the salary for clerical and supervision is allowable as long as it can be documented to directly support the home visitation activities outlined in the application or the Home Visitation Strategic Plan. See also Function Code 311.

Funds allocated to cover allowances, costs and services provided to or on behalf of employees and not included as compensation in salaries and wages. Benefits include (but are not limited to): Mandatory Coverage (employer share of Social Security, Worker's Compensation, etc.), Retirement, Health Insurance, Life Insurance and Long Term Disability. Note that MEGS+ requires an entry into "Benefits" for the same Budget Item whenever there is a "Salaries" entry. If no benefits are offered, enter '0.'

Budget Detail should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined.

227: Academic Student Assessment-Services rendered for the assessment of children.

i.e., purchases of testing, grading and/or assessment services and/or supplies

229: Other Instructional Staff Services—Activities that did not fall into the previous categories and/or examples under 220.

230 – Support Services – General Administration

233: Grant Writer/Grant Procurement—Activities associated with grant writing and administrative activities necessary for meeting state and federal requirements related to grants.

i.e., grant coordinator, direction of grant requirements

250 – Support Services Business

252: Fiscal Services—Activities concerned with fiscal operations. State school aid does not allow indirect costs, and thus, all items that might typically be included in an indirect cost rate must be directly budgeted.

i.e., fiscal services, accounting, payroll, purchasing, inventory control, receiving and disbursing, budgeting services, internal auditing

Budget Detail should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined.

257: Internal Services—Activities concerned with storing and distributing supplies, furniture and equipment. Also include district-wide duplicating/printing services and central mail services.

260 – Operations and Maintenance

261: Operating Building Services—Activities concerned with keeping the physical building open, clean and ready for daily use. Costs may only be charged for the portion of occupancy utilized.

i.e., use of space for activities and/or meetings, building lease, janitorial costs

Budget Detail should indicate how cost was determined.

270 – Pupil Transportation Services

271: Pupil Transportation Services—Utilization of the ISD's fleet or contractor for transporting groups such as families and children to/from group activities being

implemented as part of evidence-based model, or parent participation in advisory groups. Use of this code requires reporting SE-4094.

Travel costs and other costs that are necessary to enable families to participate in programs and services are coded to 331, i.e., mileage, bus/taxi fare, tolls, parking.

280 – Support Services – Central

281: Planning, Research, Development, and Evaluation—Activities on a system-wide basis associated with planning, research, development and evaluation of program management. Note: Contractual on-going expenses with a contractor should be listed under Contracted Services.

i.e., evaluation, surveys, data collection

282: Communication Services—Activities concerned with writing, editing, and other preparation necessary to disseminate information to families, staff and/or the general public through direct mailings, various news media and personal contact. Includes costs for written or verbal communication directly related to the Home Visitation Strategic Plan or this Application. Note: Contractual on-going expenses with a contractor should be listed under Contracted Services.

i.e., websites, newsletters, mailings, information hotlines

Budget Detail should indicate estimated cost and how cost was determined.

283: Staff/Personnel Services—Activities concerned with maintaining efficient non-direct instruction service.

i.e., professional development of non-instructional staff

284: Non-Instructional Technology Services—Activities concerned with supporting information technology systems, including networks, information systems, and processing data for administrative and managerial purposes. Note: On-going expenses as part of a contracted agreement should be listed under Contracted Services.

i.e., data entry, website maintenance

310 – Community Services Direction

311: Community Services Direction—Activities concerned with direction and managing community services including contracted staff.

i.e., contracted staff, Community Outreach Coordinator, Healthcare Liaison

330 – Community Activities

331: Community Activities—Activities concerned with providing services to civic organizations, parent involvement, public forums, and community events.

i.e., expenses to reduce barriers to participation, advisory parent member honorariums.

350 – Custody and Care of Children

351: Custody and Care of Children—Pertains to providing child care in a group setting particularly in a setting in which they are not enrolled for care or education.

i.e., on-site child care for meetings/activities/events

390 – Other Community Services

391: Other Community Services—Services provided to the community that cannot be classified under the preceding areas of responsibility.

410 – Payments to Other Public Schools (ISDs, LEAs, or PSAs) within the State of Michigan

411: Payments to Other Public Schools within the State of Michigan – Sub-grantee/flow through distribution only. All other payments for services, supplies, and materials should be reported in the appropriate function and object code.

i.e., local school district contracted to provide home visitation oversight, coaching, supervision or services

440 – Payment to other governmental and Not-For-Profit Entities (Do not include other public schools)

441: Payments to other Governmental Entities-Sub-grantee relationships only.

i.e., non-public school, community organizations, universities

445: Payments to Not-for-Profit Entities—Sub-grantee relationships only.

i.e., United Way, Chamber of Commerce, local non-profit focused on system work or early childhood programming

Outgoing Transfers

Projects that provide outgoing transfers of funds to community partner agencies or local districts must provide clear detail when entering budget items regarding the anticipated grant expenditures by partner agencies. Function codes 411, 441, or 445 should only be used when a sub-grantee relationship exists. All other payments for services, supplies, and materials should be reported in the

appropriate function and object code. Further definitions of vendor and subrecipient are provided below.

Subrecipient or Vendor

A **subrecipient** is an entity that receives grant assistance passed through from a prime recipient to carry out or administer a program. A Request for Proposal (RFP) process is generally used to select subrecipients. The prime recipient is responsible for collection of reports and monitoring of subrecipients. Distinguishing characteristics of a subrecipient include items such as:

- Determining eligibility for assistance;
- Performance measured against meeting the objectives of the program;
- Responsibility for programmatic decision making;
- Responsibility for applicable program compliance requirements; and
- Use of the funds passed through to carry out a program of the sub-entity as compared to providing goods or services for a program of the prime recipient.

Provide budget detail showing funding for subrecipients as outgoing transfers using Function Codes 411, 441, and 445. Be sure to list the entity receiving transferred funds in the description line. The budget detail should further show how and on what the subrecipient will be spending the funds and should also include the function code that would be ascribed if the ISD were directly budgeting for the item.

Example:

441: Community Mental Health 226 - Supervision of Healthy Families America implementation

A **vendor** is an entity generally responsible for providing required goods or services related to the administrative support of the grant award. These goods or services may be for the prime recipient or subrecipient's own use or for the use of beneficiaries of the program. Complying with program requirements is not the responsibility of a vendor. Distinguishing characteristics of a vendor include items such as:

- Providing the goods or services within normal business operations;
- Providing similar goods or services to many different purchasers; and
- Operating in a competitive environment.

Provide budget detail for activities through vendors using the actual function codes for which the expenditures are ascribed. Use object code 3000 Purchased Services for any entity except for a public school to indicate a contractual relationship. Use object code 8220 to indicate payment of funds to local school districts for goods or services. Be sure to list the entity receiving transferred funds in the description line. The budget detail should clearly indicate what the vendor will be supplying.

There may be unusual circumstances or exceptions to the distinguishing characteristics of a subrecipient and vendor listed above. In making the determination of whether a subrecipient or vendor relationship exists, the substance of the relationship is more important than the form of the agreement.

Other Examples:

Purchased Services – Multiple Function Codes

Contracted Services

Negotiated contracts for the performance of any activities that are necessary for the implementation and evaluation of activities required by the selected program model in accordance with implementation to fidelity, in the Home Visitation Strategic Plan, or the *Application*.

Contracted Services do not include salaries and/or fringe benefits UNLESS that staff is issued a 1099 rather than a W-2 at calendar year end.

Example:

i.e. Ongoing contracted services for consultation, facilitation, or project management (e.g., services and assistance with workgroups, action agenda implementation, communications, etc.)

Professional Fees

Contract or agreement with a third party for the **one-time** performance of activities toward the execution of activities required by the selected program model in accordance with implementation to fidelity, the Home Visitation Strategic Plan or the *Application*.

Supplies & Meeting Costs

Consumable or non-consumable items with a unit cost of less than \$1,000. Consumable supplies are those items that are consumed as they are used (e.g., pencils, paper, etc.). Non-consumable supplies are those items that are not consumed as they are used (e.g., file cabinets, chairs and other durable goods, etc.).

Budget Detail should provide estimated costs and how cost was determined.

Printing

Costs for duplication, production and printing of written materials directly related to the selected home visitation model, the *Application* or the Home Visitation Strategic Plan.

Budget Detail should indicate estimated cost and how cost was determined.

Equipment

Any non-consumable item that is not attached to or included as a part of the cost of a facility. All computer-related equipment purchased must be recorded.

Equipment:

- Needs to be tagged as belonging to ISD – monitor/computer, laptop, netbook, printer, cell phone, digital camera, desks, chairs, file cabinets (office furniture).
- An inventory must be maintained of these items that clearly designates the use of 32p(4) as the funding source.
- The inventory must be available for review.

Budget Detail should indicate estimated cost of item and how cost was determined. Functions are selected to align with the individual or activity utilizing the equipment.

Travel

Travel costs include mileage, registration fees, lodging, meals and incidental expenses incurred by employees in travel status while on official business. The maximum *mileage rate (effective January 1, 2016) is the federal mileage rate of .54/mile.*

Travel guidelines promulgated by the hiring entity may be followed. It is recommended that employees and supported partners follow the State of Michigan or ISD travel procedures, including per diem and reimbursement rates. Request current State of Michigan rates from Rachel Mellema, the OGS staff assigned to the Section 32p(4) Home Visitation Grants, mellemar@michigan.gov. You can also access the current State of Michigan rates by visiting, [State of Michigan Rates](#).

Note: If provisions for travel expenses were made in contracted staff members' agreements, these expenses should be included as a separate line within that function code under Contracted Services.

Budget Detail should indicate the estimated mileage and any additional transportation related costs, such as meals, lodging, etc. Functions are selected to align with the individual who will incur travel expenses.

Miscellaneous – Often coded in Functions 331, 391

Includes expenses which are not chargeable to other line items and are directly related to the implementation of the selected home visitation model or *Application*.