



**MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF GREAT START**

February 2023

Needs Assessment of the Early Childhood System Grant

DATE	ITEM
January 31, 2023	Application Made Available
March 1, 2023	Applications Due to MDE-PDG-B-5@Michigan.gov by 11:59 pm
March 17, 2023	Funds Made Available (Activities must begin)
December 30, 2023	Funding Period Ends
January 15, 2024	Final Statement of Expenditures Due
December 30, 2023	Final Project Report Due

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PART I. GENERAL INFORMATION FOR THE APPLICANT

INTRODUCTION

This grant will fund a needs assessment of the early childhood (EC) system, with specific focus on the early childhood workforce and family engagement structures in the state of Michigan. Funding for this grant is provided by the Preschool Development Grant Birth-Five (PDG B-5) Planning grant awarded to Michigan in December 2022.

The purpose of the PDG B-5 Planning grant is to strengthen the state's integrated early childhood system to prepare low-income and disadvantaged children to enter kindergarten by investing in the early childhood workforce; identifying opportunities to expand access to high-quality early care and education programs; and supporting a comprehensive and mixed delivery system. States are required to conduct or update a needs assessment of their early childhood systems with the funds to develop, update, recommend strategies, and begin to implement a strategic plan that to address those identified needs.

Based on the work completed during the PDG B-5 Initial and Renewal grants, Michigan will focus attention on assessing areas not sufficiently addressed in its existing needs assessment: (a) a full landscape to describe EC workforce and identify their needs, including pre- and post-pandemic effects and (b) assessment of its existing system structures for family and community engagement. The results of the Renewal grant family engagement study will be available in 2023 to inform a needs assessment of these structures.

EARLY CHILDHOOD WORKFORCE STUDY

The workforce needs assessment will focus on all professionals who make up the EC workforce, drawing on the metaphor of a "lattice," which is more equitable and appropriate than a "pathway" to trace the avenues available to the EC workforce as they enter and move through the system. The study should start with the previous workforce study completed in 2018, which focused exclusively on early care and education providers. The Planning grant study will go farther and include broader representation across the entire EC system, including at a minimum early intervention, special education, home visiting, and social emotional consultants. The study should also be designed to engage key leaders within the Michigan Department of Health & Human Services (MDHHS) to ensure programs that serve children prenatal to age five and their families are included. The collaborative process will also include leaders within the Michigan Economic Development Corporation, Department of Labor and Economic Opportunity, Department of Licensing and Regulatory Affairs, and workforce preparation programs to bring an interdisciplinary lens to the research questions and study goals. This partner group will inform the purpose, scope, and participants of the workforce study.

Other statewide, regional, and local partners and interested partners will be included in the **collaborative process** via engagement of Trusted Community Partners to ensure that all voices have input into the study design, information gathering, and assessment of the strengths, gaps, and needs across the breadth of

the early childhood system. To ensure the essential data gathering occurs, funds are included in the grant to work with the Trusted Community Partners, which engages trusted organizations to better connect with the vulnerable populations within those communities. The grantee will work with these Trusted Community Partners to gather data, review findings, and help strategically engage their communities to address the gaps and needs that are uncovered.

The goals of the study are to (a) update and expand the information gleaned from the 2018 Race to the Top—Early Learning Challenge grant workforce study to tell the story of Michigan’s EC workforce: who they are, why they chose EC, why they stay in positions and in EC, why they’ve left positions or EC entirely, what pathways or lattices have they followed throughout the system, what is the flow of knowledge into and through the workforce within EC, what has changed due to the COVID-19 pandemic, their stressors, their professional development needs and preferences (culturally affirming practices, types of offerings, etc.); (b) discern the strengths that can be built upon to improve the working conditions within EC programs and services; (c) document specific changes participants have experienced due to the COVID-19 pandemic; and (d) provide recommendations that draw upon national, state, and community-driven solutions to achieve the vision of ensuring the state has a highly skilled, well-compensated, and sustainable EC workforce.

The expected **outcomes** of the workforce study include:

- A description of the current and former EC workforce, including demographics, professional preparation, longevity, intentions, values, beliefs, preferences, pathways, or lattices into and through the EC system.
- Assessment of factors that inhibit or assist the EC workforce to continue in the system.
- Effects of COVID-19 on the EC workplace and on workforce participation.
- Solutions to the EC workforce shortage and for increasing diversity of and support for workforce.
- Improvements to EC workplace and professional development offerings.

FAMILY AND COMMUNITY ENGAGEMENT STUDY

The family and community engagement study will draw from the PDG B-5 Renewal collaboration evaluation that features a network analysis (particularly of the Great Start Collaboratives and Parent Coalitions [GSCs and PCs]) and family engagement case studies. The goal of the study will be to assess the existing local, regional, and state-level community and family engagement structures to identify strengths and gaps; how to connect with other school, health, social service (especially those in maternal and child health), community, and family structures; how to meaningfully connect between the community, regional, and state levels to improve the EC system; and how to ensure these community-based entities feel less decentralized. The intended output is recommendations for evolving Michigan’s community- and family-system structures and the level of funding that would be necessary to achieve the goals set out under [Michigan's Collective Early Childhood Action Plan](#) and [Michigan's Top 10 Strategic Education Plan](#).

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The expected outcomes of the community and family engagement study include:

- A description and an assessment of the existing regional, community, and family engagement structures in the EC system.
- Identification of the strengths within the system that should be built upon.
- Enumeration of the gaps in the system that contribute to inequitable engagement.
- Recommendations for how Michigan can improve its current structure and the level of funding necessary to achieve this revision.

STATE BOARD OF EDUCATION GUIDING PRINCIPLES AND STRATEGIC GOALS

This grant supports Michigan's Top 10 Strategic Education Plan and the state's youngest learners by improving the quality of and expanding early childhood learning opportunities (Guiding Principle 1 and Goal 1 of Michigan's Top 10 Strategic Education Plan), increasing the numbers of certified teachers in areas of shortage (Guiding Principle 2 and Goal 7 of Michigan's Top 10 Strategic Education Plan), and ensuring families and communities are essential partners in the early childhood system (Guiding Principle 5 of Michigan's Top 10 Strategic Education Plan).

MDE/OGS GOALS

This grant supports the priorities of Michigan's Collective Early Childhood Action Plan to support a high-quality early childhood system that is aligned, adequately funded, and data-driven, that families can access, with a diverse, prepared, and well-compensated workforce.

This grant also supports and aligns with the four early childhood outcomes by which all investments in the early childhood system will be assessed:

- Children born healthy;
- Children healthy, thriving, and developmentally on track from birth to third grade;
- Children developmentally ready to succeed in school at the time of school entry; and
- Children prepared to succeed in fourth grade and beyond by reading proficiently by the end of third grade.

ELIGIBLE APPLICANTS AND TARGET POPULATION SERVED

Eligible applicants are public and private research entities, including Institutions of Higher Education, with capacity and expertise in performing needs assessment, workforce, and family engagement studies, and deep knowledge of and experience with the state's early childhood system.

The target population is partners, grantees, child care providers, families.

Applicants can be single entities or collaborations between entities with one fiduciary identified for the collaboration.

STATUTE

PRWORA of 1986, PL 104-1

GRANT RANGE AND FUNDING LIMIT

\$725,000

TYPE OF GRANT

The Needs Assessment of the Early Childhood System grant is a competitive grant. Award recommendation will be made for the entity that earns the highest points according to the average of reviewer scores on the scoring rubric.

ADDENDA TO THE ANNOUNCEMENT

In the event it becomes necessary to revise any part of this announcement, addenda will be available on the [PDG B-5 website](#).

REJECTION OF APPLICATIONS

The MDE reserves the right to reject any and all proposals received as a result of this announcement and will do so if the proposal does not adhere to funding specifications or application preparation instructions or does not receive a high enough score during the grant review process to be funded.

INCURRING COSTS

The State of Michigan is not liable for any cost incurred by an applicant prior to execution of a grant agreement. 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

Office of Great Start

PROPOSALS

To be considered, each applicant must submit a complete response to the components in this announcement, using the guidance in Part III. The proposal must be submitted by the applicant to MDE-PDG-B-5@michigan.gov no later than **11:59 PM on March 1, 2023**. The proposal should remain valid for at least sixty (60) days unless MDE negotiates something else.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of successful applicants may become Grant obligations, if a grant is awarded, unless MDE approves a change. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

PRIMARY RESPONSIBILITIES

The grantee is required to implement all awarded grant activities and assume responsibility for all services offered in the submitted proposal whether or not the applicant subawards or Grants for the services. Further, MDE will consider the

grantee to be the sole point of contact with regard to grant award matters, including payment of any and all charges resulting from the grant.

NONDISCRIMINATION AND OTHER COMPLIANCE WITH LAW

Applications must include a confirmed assurances and certification statement assuring compliance with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the MDE. Assurances and Certifications are available WHERE/FROM WHOM.

RELEASE OF INFORMATION

Grantee-initiated publication in or release to any media of any information pertaining to this grant, work performed under the grant, products of the work and materials based upon the products shall occur only with prior written permission of OGS/ECD&FE in coordination with its grant manager, except that:

- A. Grantee-initiated publication of scholarly articles in refereed, scholarly publications shall occur only after formal consultation with OGS;
- B. The intent of this provision shall not be construed to prohibit the governing board of a public university, college, or other public agency from routinely announcing or allowing public announcement of the receipt of the grant.

DISCLOSURE

After MDE awards a grant, all information in an applicant’s proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the “Freedom of Information Act.” This act provides for complete disclosure of grant agreements and attachments.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the applicant(s) certifies, and in the case of a joint proposal, each party certifies as to its organization, that in connection with the proposal:

- A. The prices in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the applicant and will not knowingly be disclosed by the applicant prior to award directly or indirectly to any other applicant or to any competitor; and
- C. No attempt has been made or will be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

The person signing the proposal certifies that they are:

- A. The person in the applicant's organization responsible for the decision as to the prices being offered in the proposal and that he/she has not participated, and will not participate, in any action contrary to paragraphs A, B, and C of the Independent Price Determination section; or
- B. Not the person in the applicant's organization responsible for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to paragraphs A, B, and C of the Independent Price Determination section, and as their agent does hereby certify; and that he/she has not participated, and will not participate, in any action contrary to paragraphs A, B, and C of the Independent Price Determination section.

A proposal will not be considered for award if the sense of the statement required in the budget narrative portion of the proposal has been altered so as to delete or modify paragraphs A, B, and C of the Independent Price Determination section. If paragraphs A, B, or C of the Independent Price Determination section have been modified or deleted, the proposal will not be considered for award unless the applicant furnished with the proposal a signed statement which sets forth in detail the circumstances of disclosure and the OGS determines that such disclosure was not made for the purpose of restricting competition.

GRANT PROJECT CONTROL

- A. The grantee will carry out the terms of the grant in coordination with OGS.
- B. The grantee's director will meet web conference, face-to-face on site, or in Lansing, with the grant manager and/or any other representatives from OGS for the purpose of reviewing progress and providing necessary guidance to the grantee in resolving problems which may arise.
- C. With the initiation of the work under the grant, the grantee will provide written program progress reports as requested by OGS.
- D. Within one month after the termination of work under the grant, the grantee will submit a final report of work completed.
- E. Within 30 days following MDE payment of the final expenditure, or no later than 60 days after the ending date of the grant, whichever is earlier, the grantee will submit a final financial report within NexSys Financial.

REVIEW PROCESS

All applications will be evaluated using a peer review system. Applications will be reviewed and points assigned based on the proposal's merit and quality, as detailed in the Rubric included with the grant package. All funding will be subject to

approval by the Superintendent of Public Instruction. All applicants will be notified of the Superintendent's action and final decision.

ADDITIONAL REVIEW FACTORS

In addition to the review criteria, the Superintendent of Public Instruction 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 demonstrated successful implementation, organizational capacity, and systemic fiscal controls on previous projects; and (5) prioritization based on the SBE Guiding Principles and Strategic Goals.

GRANT REVIEWERS

The MDE will designate a panel of grant reviewers who have knowledge of the grant's subject matter. To ensure reliable scoring, the panel will be trained prior to reviewing any proposals. Persons involved in the development of a proposal or associated with an applicant or co-applicant submitting a proposal are ineligible to serve on this peer review panel.

APPLICATION REVIEW AND APPROVAL

The administrative completeness and eligibility of applications will be verified by staff of the MDE-OGS. Proposals will then be reviewed and scored by a panel of reviewers. Only those applications that meet all the identified criteria and are in compliance with submission requirements will be considered for funding. Grants will be awarded upon approval of the State Superintendent. All applicants will be notified **in writing** of the action taken by the State Superintendent.

GRIEVANCE/APPEAL PROCESS

The MDE grievance/appeal process is available upon request to the MDE-OGS, by contacting: Jonnie Taton at TatonJ2@michigan.gov.

REVIEW CRITERIA

All applications are reviewed based on the criteria described herein. Applications will only be scored based on the information submitted in the required format. Proposals that are not completed and submitted by the due date may be rejected and not reviewed.

OWNERSHIP

All publications, including reports, films, brochures and any project materials developed with funding from this program, must state (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

For each publication that results from HHS grant-supported activities, recipients must include an acknowledgment of grant support, such as the following:

"This _____ was supported by funding from the Preschool Development Grant Birth through Five Initiative (PDG B-5), Grant Number 90TP0117, from the Office of

Child Care, Administration for Children and Families, U.S. Department of Health and Human Services.”

INDEMNIFICATION

The grantee, as a condition of the grant agreement that may ensue from this announcement, shall indemnify and hold harmless the State of Michigan and its agent and employees from and against all claims, damages, losses and expenses including attorneys’ fees arising out of or resulting from the commodity, construction and/or service required by the grant agreement, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act of admission of the grantee, any subgrant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the State of Michigan or any of its agents or employees by any employee of the grantee, any subgrant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this indemnification agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation, or benefits payable by or for the grantee or any subgrant under Worker’s Disability Compensation Acts, disability benefits acts, or other benefit acts.

The obligations of the grantee under this indemnification agreement shall not extend to the liability of the State of Michigan, its agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specification, or (2) the giving of or the failure to give directions or instructions by the State of Michigan, its agents or employees provided such giving or failure to give is the primary cause of the injury or damage.

GRANTEE’S LIABILITY INSURANCE

The grantee, as a condition of the grant agreement that may ensue from this announcement, shall purchase and maintain such insurance as will protect the grantee and the State of Michigan from claims set forth below which may arise out of or result from the grantee’s operations under the grant agreement, whether such operations be by the grantee or by any subgrant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable for:

1. Clients under worker’s disability compensation, disability benefit and other similar employee benefit act, a non-resident benefit and other similar employees benefit act. A non-resident grantee shall have insurance for benefits payable under Michigan’s Worker’s Disability Compensation Law for any employee resident of and hired in Michigan; and as respects any other employee protected by worker’s disability shall have compensation laws of

- any other state that grantee shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee;
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees;
 3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than employees, subject to limits of liability of not less than \$1,000,000 each occurrence and when applicable, \$2,000,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards; and
 4. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law for automobile hazards.

STOP WORK ORDER

The State may suspend any or all activities under the Grant at any time. The State will provide Grantee a written stop work order detailing the suspension. Grantee must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Grantee, the State will either: (a) issue a notice authorizing Grantee to resume work, or (b) terminate the grant. The State will not pay for Grant Activities, Grantee's lost profits, or any additional compensation during a stop work period.

TERMINATION FOR CAUSE

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided by Termination for Convenience provisions.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees,

court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

TERMINATION FOR CONVENIENCE

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Grantee must: (a) cease performance of the Grant Activities immediately, or (b) continue to perform the Grant Activities in accordance with Section 20, Transition Responsibilities. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.

STATE DATA

Ownership

The State's data ("State Data," which will be treated by Grantee as Confidential Information) includes: (a) the State's data collected, used, processed, stored, or generated as the result of the Grant Activities; (b) personally identifiable information ("PII") collected, used, processed, stored, or generated as the result of the Grant Activities, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements here listed; and, (c) personal health information ("PHI") collected, used, processed, stored, or generated as the result of the Grant Activities, which is defined under the Health Insurance Portability and Accountability Act (HIPAA) and its related rules and regulations. State Data is and will remain the sole and exclusive property of the State and all right, title, and interest in the same is reserved by the State. This Section survives the termination of this Grant.

Grantee Use of State Data

Grantee is provided a limited license to State Data for the sole and exclusive purpose of providing the Grant Activities, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the Grant Activities. Grantee must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Grant and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the Grant Activities, such use and disclosure being in accordance with this Grant, any applicable Statement of Work, and applicable law; and (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available State Data for Grantee's own purposes or for the benefit of anyone other than the State without the State's prior written consent. This Section survives the termination of this Grant.

Extraction of State Data

Grantee must, within five (5) business days of the State's request, provide the

State, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Grantee), an extract of the State Data in the format specified by the State.

Backup and Recovery of State Data

Unless otherwise specified in Schedule A, Grantee is responsible for maintaining a backup of State Data and for an orderly and timely recovery of such data. Unless otherwise described in Schedule A, Grantee must maintain a contemporaneous backup of State Data that can be recovered within two (2) hours at any point in time.

Loss or Compromise of Data

In the event of any act, error or omission, negligence, misconduct, or breach on the part of Grantee that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by Grantee that relate to the protection of the security, confidentiality, or integrity of State Data, Grantee must, as applicable:

- (a) notify the State as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence;
- (b) cooperate with the State in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the State;
- (c) in the case of PII or PHI, at the State's sole election, (i) with approval and assistance from the State, notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or (ii) reimburse the State for any costs in notifying the affected individuals;
- (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twenty-four (24) months following the date of notification to such individuals;
- (e) perform or take any other actions required to comply with applicable law as a result of the occurrence;
- (f) pay for any costs associated with the occurrence, including but not limited to any costs incurred by the State in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution;
- (g) without limiting Grantee's obligations of indemnification as further described in this Grant, indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the occurrence;
- (h) be responsible for recreating lost State Data in the manner and on the schedule set by the State without charge to the State; and

- (i) provide to the State a detailed plan within ten (10) calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence.

Notification to affected individuals, as described above, must comply with applicable law, be written in plain language, not be tangentially used for any solicitation purposes, and contain, at a minimum: name and contact information of Grantee's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Grantee has taken to protect the affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by Grantee. The State will have the option to review and approve any notification sent to affected individuals prior to its delivery.

Notification to any other party, including but not limited to public media outlets, must be reviewed and approved by the State in writing prior to its dissemination. The parties agree that any damages relating to a breach of this Section 25 are to be considered direct damages and not consequential damages. This section survives termination or expiration of this Grant.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Grant.

Meaning of Confidential Information.

For the purposes of this Grant, the term "Confidential Information" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Grant, in all cases and for all matters, State Data is deemed to be Confidential Information.

Obligation of Confidentiality

The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subgrantees of a party who have a need to know in connection with this Grant or to use such Confidential Information for any purposes whatsoever other than the performance of this Grant. The parties agree to advise and require their respective employees, agents, and subgrantees of their obligations to keep all Confidential Information confidential. Disclosure to a subgrantee is permissible where: (a) use of a subgrantee is authorized under this Grant; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subgrantee's responsibilities; and (c) Grantee obligates the subgrantee in a written Grant to maintain the State's Confidential Information in confidence. At the State's request, any employee of Grantee or any subgrantee may be required to execute a separate agreement to be bound by the provisions of this Section.

Cooperation to Prevent Disclosure of Confidential Information

Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Grant and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

Remedies for Breach of Obligation of Confidentiality

Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Grant or any Statement of Work corresponding to the breach or threatened breach.

Surrender of Confidential Information upon Termination

Upon termination of this Grant or Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Grantee must return State Data to the State following the timeframe and procedure described further in this Grant. Should Grantee or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party. However, the State's legal

ability to destroy Grantee data may be restricted by its retention and disposal schedule, in which case Grantee's Confidential Information will be destroyed after the retention period expires.

DATA PRIVACY AND INFORMATION SECURITY.

Without limiting Grantee's obligation of confidentiality as further described, Grantee is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all employees, agents, and subgrantees of Grantee, if any, comply with all of the foregoing. In no case will the safeguards of Grantee's data privacy and information security program be less stringent than the safeguards used by the State, and Grantee must at all times comply with all applicable State IT policies and standards, which are available to Grantee upon request.

ASSURANCE OF GRANT CONDITIONS

The submission of a proposal, signed by an official authorized to bind the entity submitting the proposal, shall constitute assurance that the proposing entity has accepted, unconditionally and without reservation, all conditions, requirements, and specifications of Part I of this announcement. In addition, such submission shall constitute assurance that the submitting agency understands that all or any part or parts of this announcement may be included by reference in any grant agreement based on this announcement.

WHERE TO OBTAIN HELP

The instructions contained in these materials are issued by MDE, the sole point of contact for this grant. Questions about this grant may be sent to MDE-PDG-B-5@michigan.gov and will be addressed through 4:00 pm on March 1, 2023. No additional assistance will be provided after the assistance deadline.

PART II. FINANCIAL, MONITORING, AND REPORTING REQUIREMENTS

GRANT PAYMENT SCHEDULE

The grantee is required to request funds to reimburse for expenditures incurred by the program. Requests for funds are made through the submission of a Statement of Expenditures (SOE). Payment to the grantee is made through MDE's electronic grants system, NexSys.

SOEs can be submitted on a monthly basis, no later than 15 days after the end of each month. Under special circumstances, as determined by OGS to be appropriate and necessary, special SOEs may be submitted on a more frequent basis. The statement for the final month of the grant must be filed no later than 30 days after the close of that month to meet closing deadlines. The SOE form and instructions for completing it are available from Lissa Smith at SmithL77@michigan.gov and will be supplied to the Grantee with the Grant Award Announcement.

STATEMENT OF EXPENDITURE SUBMISSION

The grantee will prepare the Statement of Expenditures (SOEs) and submit to Lissa Smith at:

Michigan Department of Education
c/o Lissa Smith
Email: SmithL77@michigan.gov

The grantee will submit the SOE using the templates provided by MDE-OGS and provide other supporting documentation when requested.

Failure to meet financial reporting responsibilities as identified in an executed Grant Agreement may result in withholding future payments, up to and including all future payments.

REIMBURSEMENT MECHANISM

After the submission and approval of a monthly Statement of Expenditures (SOE) the Department will notify the grantee that funds are available to draw from NexSys, requiring that each entity be listed in the Enterprise Entity Master (EEM) held at the Center for Performance and Information within the Department of Technology, Management and Budget (<https://cepi.state.mi.us/eem/>).

To access NexSys, entities will also need a Third Party Login account and a NexSys user account: <https://www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/Grants/NexSys/NexSys-Security-Access-Form-8-19-2022.pdf?rev=5be7225b03fb41a5bef97745b99d5797>

MiLogin: <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>

The grantee will be reimbursed in accordance with the grant reimbursement mechanism as follows:

Reimbursement from MDE-OGS is based on the understanding that grant funds will be paid up to the total award allocation as agreed to in the approved budget. Grant funds will be reimbursed after the grantee has used its other sources of fees and earmarked funds. All reimbursement must be performance-based, meaning payments will be tied to documented progress against milestones and deliverables outlined in a Scope of Work Monitoring Plan.

TRAVEL EXPENDITURES

The grantee will adhere to its Travel Policy for reimbursing its employees' travel expenses. If the grantee's travel policy is silent on an issue, the grantee will refer to the State of Michigan's Non-State Employee Travel Expense Reimbursement procedures that will be provided to the grantee upon request.

FINANCIAL REQUIREMENTS AND REPORTING

A final report of expenditures (FER) will be required within 60 days of the grant ending date, showing all bills paid in full for all projects funded under this grant program. It is expected that programs have standard account audits completed prior to the submission of the final expenditure report. All Final Expenditure Reports are filed electronically with the Michigan Department of Education using NexSys. Additional reports in a form and manner requested will be filed with the program office.

ACCOUNT AND AUDIT REQUIREMENTS

The grantee will maintain a separate accounting of expenditures for this grant for each fiscal year it is awarded. Funds will only be requested as needed to meet immediate obligations and shall not be requested for any purpose other than that directly related to this grant. Normally acceptable accounting procedures will be used. The grantee's independent auditor should be made aware of the grant so that the auditor can review expenditures as required by federal single audit requirements. MDE employees may not be employed or Granted under this grant.

Expenses charged to this grant should not be charged to any other state or federal source, and this grant should not be used to supplant mandated state or local costs.

SCOPE OF WORK

The selected grantee will be required to submit a scope of work that includes the name and contact information of the project manager, detailed description of activities, a list of deliverables, and timeline for performance targets, deliverables, SOEs, and reports.

MONITORING PLAN AND PERFORMANCE REPORTING

Embedded in an outcome-based accountability system, MDE-OGS has developed a monitoring plan that will ensure successful execution of the scope of work and will support our collective achievement of identified performance metrics. This results-based accountability framework will also help to ensure that grant resources are maximized and targeted toward the attainment and completion of identified goals

and activities. The monitoring plan will be provided to the selected grantee as part of a grant agreement.

MDE-OGS will monitor grantees utilizing three accountability elements—project plans, progress monitoring meetings, and reporting—as key mechanisms for tracking progress and the provision of on-going support.

As MDE-OGS is ultimately responsible for the success of each of the projects, a data-driven, performance-based infrastructure will be utilized to create accountability across projects. This component of the monitoring plan is based on the following four accountability framework elements: strategies for fostering accountability; performance metrics; reporting and tracking; and performance-based agreements.

MDE-OGS has an individualized monitoring plan and schedule that ensures regular opportunities to gauge progress, provide feedback, and engage in discussion about upcoming deliverables and performance targets. Key contact personnel will be identified within both MDE-OGS and the grantee organization to facilitate coordination of the grant. Project budgets will also be evaluated consistently with the understanding that payments will be delivered based on demonstrated progress toward delivery of agreed upon milestones and deliverables. Either MDE-OGS or the grantee may propose amendments to the monitoring plan, but both parties must agree to the proposed changes.

Performance monitoring will result in one or more of several possible outcomes:

- The monitoring will not identify any concerns;
- The monitoring will identify concerns of a minor nature resulting in recommendations for the grantee to modify existing project plans or expenditure processes; and/or
- The monitoring will identify substantial concerns resulting in a monitoring report and possible MDE-OGS response of financial penalties if satisfactory corrective action is not taken in a timely manner.

FINAL OBLIGATIONS AND STATEMENT OF EXPENDITURE REQUIREMENTS

Final SOEs are due thirty (30) days following the end of the agreement term. The final SOE must be clearly marked "FINAL". Final SOEs not received by the due date may result in a loss of funding requested per the report of estimated total agreement expenditures and may result in the potential reduction in the subsequent year's agreement amount.

ASSURANCES AND CERTIFICATIONS FEDERAL GRANTS

ESTIMATED GRANT AWARDS

Estimated grant awards are based on federal program estimated funds allocated to Michigan for the next federal fiscal year and are for informational purposes. Actual grant awards are contingent upon the Michigan Department of Education (MDE) receiving sufficient federal funding for the program. **An estimated award does not constitute any binding agreement on behalf of the MDE. The MDE is not responsible for any costs incurred prior to the start of an expenditure**

period for an actual or final grant award.

ASSURANCE REGARDING THE PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS

The applicant assures that it and their grant personnel are prohibited from text messaging while driving during official grant business. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. Subrecipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

ASSURANCE AGAINST TRAFFICKING IN PERSONS

The applicant or subrecipient assures that it adopts the requirements in the Code of Federal Regulations at 2 CFR 175 as a condition for this grant. A subrecipient and its employees may not:

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

Under this condition, the Federal awarding agency may unilaterally terminate the grant award, without penalty, if a subrecipient that is a private entity: (i) Is determined to have violated a prohibition named above; or (ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition named above through conduct that is either: (A) Associated with performance under this award; or (B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 85, "Governmentwide Debarment and Suspension (Nonprocurement)." [Code of Federal Regulations at 2 CFR 175]

ASSURANCE REGARDING COMPLIANCE WITH GRANT PROGRAM REQUIREMENTS

If awarded a grant, the grantee agrees to comply with all applicable requirements of all State statutes, Federal laws, Executive Orders, regulations, policies and award conditions governing this program. The grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Michigan Department of Education may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee complies with the conditions and the amount disallowed has been recaptured (forfeited), or the issue has been adjudicated. The Department may withhold up to 100% of any payment

based on a monitoring finding, audit finding or pending final report. [MDE Requirement]

SPECIAL CONDITIONS FOR DISCLOSING FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing this project or program, funded in whole or in part with federal money, all subrecipients shall clearly state: (1) the percentage of the total costs of the program or project which will be financed with federal money; (2) the dollar amount of federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. [Public Law 111-117, Title V, Sec. 506]

ASSURANCE CONCERNING MATERIALS DEVELOPED WITH FUNDS AWARDED UNDER THIS GRANT

The applicant assures that, if a grant is awarded, the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, presentation materials, brochures, posters, and fliers: These materials were developed under a grant awarded by the Michigan Department of Education and [name of federal agency]. [MDE requirement]

ASSURANCE REGARDING ACCESS TO RECORDS AND FINANCIAL STATEMENTS

A fiscal agency that expends \$750,000 or more of federal funds during its fiscal year is required to have a Single Audit performed for that year. [2 CFR 200.501] The single audit will be submitted by November 1 of the following year to meet the federal requirements.

[2 CFR section 200.331] The applicant assures that it will provide the Michigan Department of Education, officials of the federal agency, and auditors with access to records and financial statements as necessary for the Michigan Department of Education to meet the requirements of 2 CFR 200, sections 200.300 Statutory and National Policy Requirements through 200.309 Period of performance, and Subpart F—Audit Requirements. [Section 200.331(a)(5)]

ASSURANCE TO MAINTAIN A DRUG-FREE WORKPLACE

The applicant or subrecipient assures that it maintains a drug-free workplace as a condition of receiving any federally funded award. [34 CFR 84.200]

ASSURANCE TO SUPPLEMENT NOT SUPPLANT FEDERAL FUNDS

The applicant assures that it will use federal funds received to supplement funds that would, in the absence of an award, be made available for the program and uses specified in an approved application, and in no case will supplant such funds. [20 USC 6321(b)(1); PL 107-110 1120A(b)(1)]

PARTICIPATION OF NONPUBLIC SCHOOLS

The applicant assures that nonprofit private schools have been invited to participate in the planning and implementing of the activities of this application for applicable program areas. [Elementary and Secondary Education Act, Sections 9501-9504]

CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS

No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member Of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant, the applicant shall complete and submit form SF- LLL Disclosure Form to Report Lobbying, in accordance with its instructions.

Grantees shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

[34 CFR Part 82, Appendix A to Part 82 - Certification Regarding Lobbying; 31 U.S.C. 1352 - Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions; 2 CFR 200.450 - Lobbying]

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, EXCLUSION AND DISQUALIFICATION – LOWER TIER COVERED TRANSACTIONS

An entity who is debarred or suspended shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. Except to the extent prohibited by law, entities who have been proposed for debarment under 48 CFR part 9, subpart 9.4, debarred or suspended shall be excluded from participating as either participants or principals in all lower tier covered transactions. A lower tier covered transaction includes any transaction between a participant and an entity under a primary covered transaction, such as a grant or cooperative agreement, within restrictions.

[7 CFR 2200.11 and 34 CFR Part 85- Government-wide debarment and suspension (nonprocurement)]

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor any of its principals are presently excluded, disqualified, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department or agency.

At any time after you enter into a lower tier covered transaction with an entity at a higher tier, you must provide immediate written notice to that person if you learn either that—

- (a) You failed to disclose information earlier, as required; or
- (b) Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria. [2 CFR 180]

Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. [31 U.S.C. 1352 (Byrd Anti-Lobbying Amendment)]

CERTIFICATION REGARDING UNIVERSAL IDENTIFIER REQUIREMENTS

The applicant or grant recipient certifies it has or will meet the requirement for supplying a Universal Entity Identification (UEI) number. As a condition of a subrecipient of a federal grant award, you must supply a UEI number to MDE. No entity may receive a federal subaward without a UEI number. MDE will not make a subaward to an entity unless that entity has provided its UEI number. [UEIs are required in accordance with 2 CFR Part 25.]

CERTIFICATION REGARDING MANDATORY DISCLOSURES

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in § 200.338 Remedies for noncompliance, including suspension or debarment. [2 CFR 200.113]

CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERAL AND STATE FUNDED PROGRAMS

The applicant hereby agrees that it will comply with all Federal and Michigan laws and regulations prohibiting discrimination, and in accordance therewith, shall not discriminate against any person on the basis of religion, race, color, national origin or ancestry, age, sex, height, weight, familial status, or marital status, exclude from participation in, deny the benefits of, or otherwise subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from a U.S. Federal Agency or the Michigan Department of Education. [Michigan Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act)]; [Title VI and Title VII of the Civil Rights Act of 1964 (45 U.S.C. 2000d through 2000d-4); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683); Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)]

CERTIFICATION REGARDING COMPREHENSIVE CIVIL RIGHTS PROTECTIONS FOR INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services provided by State and local government entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." Title III of the ADA covers public accommodations and places of public accommodation (including commercial facilities). Title III requires that, "No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation." Title II requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with defined accessibility standards. In accordance with ADA requirements, the applicant certifies that it is, and will remain, in compliance with the Americans with Disabilities Act.

[Title II, Part A of the Americans with Disabilities Act (A.D.A.), P.L. 101-336, State and Local Government Services (42 U.S.C. 12101-12213); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)]

CERTIFICATION REGARDING BOY SCOUTS OF AMERICA EQUAL ACCESS ACT

A State or subgrantee that is a covered entity as defined in Sec. 108.3 of this title shall comply with the nondiscrimination requirements of the Boy Scouts of America Equal Access Act. Notwithstanding any other provision of law, no public elementary school, public secondary school, local educational agency, or State educational agency that has a designated open forum or a limited public forum and that receives funds made available through the U.S. Department of Education shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in title 36 of the United States Code (as a patriotic society).

DEFINITION - Covered entity means any public elementary school, public secondary school, local educational agency, or State educational agency that has a designated open forum or limited public forum and that receives funds made available through the Department.

- (1) DEFINITION - In this section, the term "youth group" means any group or organization intended to serve young people under the age of 21.
- (2) RULE - For the purpose of this section, an elementary school or secondary school has a limited public forum whenever the school involved grants an

offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory. [Section 9525 of the Elementary and Secondary Education Act of 1965, as amended.]

CERTIFICATION REGARDING GUN-FREE SCHOOLS - Federal Programs

The Gun-Free Schools Act requires each state that receives funds under the Elementary and Secondary Education Act (ESEA), as amended, to have in effect a state law requiring districts to expel for at least one year any student who brings a gun to school or possesses a gun in school. No funds shall be made available under the ESEA to any local educational agency unless such agency has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school served by such agency.

[Title IV, Part A, Section 4141, of the Elementary and Secondary Education Act (ESEA), as amended (Gun-Free Schools Act) and Section 380.1311, Subsection (2), Michigan Revised School Code]

The applicant certifies that it has in effect a policy requiring the expulsion from school for a period of not less than 1 year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, under the jurisdiction of the school district, except such policy may allow the chief administering officer of the agency to modify such expulsion requirements for student on a case-by-case basis. The policy must require referral to the criminal or juvenile justice system of any student who brings a firearm or weapon to a school served by the district. (The terms "firearm" and "weapon" are defined in Section 921(a) of Title 18, United States Code.)

SUPPLEMENT/NON-SUPLANT

This grant will not supplant nor duplicate an existing facility improvement grant or other federal funding source.

SPECIFIC PROGRAM ASSURANCES

Should the grant be awarded, the following provisions are understood by the grant recipients:

- The grant award is approved and is not assignable to a third party without specific approval.
- Funds shall be expended in conformity with the budget. Line-item changes and other deviations from the budget as attached to this grant agreement must have approval from the MDE, Office of Great Start, PDG B-5.
- MDE is not liable for any costs incurred by the grantee prior to the issuance of the grant award.
- Payments, records, and financial statements made to individual subrecipients under the provision of this grant will be made accessible and are subject to audit by the grantor.
- Recipient shall comply with all reporting requirements and due dates.
- Recipient acknowledges the program may be selected to participate in national, regional and/or state-wide data collection efforts.

PART III. INFORMATION REQUIRED FROM APPLICANTS

CLOSING DATE AND ONLINE SUBMISSION

Completed applications must be submitted via email to MDE-PDG-B-5@michigan.gov no later than March 1, 2023, at 11:59 p.m. Failure to complete submission will result in a disqualified application. Only those applicants meeting all conditions outlined will be eligible for consideration.

No fax or print versions will be accepted. A late application or an application submitted not in accordance with the application preparation instructions (described below) **may be disqualified.**

Questions or technical assistance for the submission process should be directed to MDE-PDG-B-5@michigan.gov. Technical assistance regarding application submission will be addressed through 4:00 pm on March 1, 2023; no additional assistance will be provided after the 4:00 pm deadline.

APPLICATION PREPARATION, PAGE LIMIT, AND FORMATTING

Applications should be prepared simply and economically, not more than 25 pages in length, presenting data succinctly, with an easily readable font (like Arial, Verdana, or Times New Roman) no smaller than 11-point. Page margins should be maintained at 1" on all sides. All pages must be numbered. Responses should be a straightforward, concise description of the applicant's ability to meet the requirements of the grant. Emphasis should be on completeness and clarity of content. Relevant examples should be seminal research or derived from the last ten (10) years. Relevant support documents may be attached to the application and will not count against the page limit but must be kept to a maximum of five pages each. Incomplete applications may not be reviewed or considered for funding. Screenshots, figures, tables, etc. may be included but must be easily readable. Any pages past the 25-page limit will be detached from the application and not considered in scoring. Any unreadable content will be detached from the application and not considered in scoring.

NEEDS ASSESSMENT OF THE EARLY CHILDHOOD SYSTEM GRANT APPLICATION

GRANT OVERVIEW

This grant will fund a needs assessment of the early childhood (EC) system, with specific focus on the EC workforce and family engagement structures in the state of Michigan. Funding for this grant is provided by the Preschool Development Grant Birth-Five (PDG B-5) Planning grant awarded to Michigan in December 2022.

The purpose of the PDG B-5 Planning grant is to strengthen the state's integrated EC system to prepare low-income and disadvantaged children to enter kindergarten by investing in the early childhood workforce; identifying opportunities to expand access to high-quality early care and education programs; and supporting a comprehensive and mixed delivery system. States are required to conduct or update a needs assessment of their early childhood systems with the funds to develop, update, and begin to implement a strategic plan that recommends strategies to address those identified needs.

Based on the work completed during the PDG B-5 Initial and Renewal grants, Michigan will focus attention on assessing areas not sufficiently addressed in its existing needs assessment: (a) a full landscape to describe EC workforce and identify their needs, including pre- and post-pandemic effects and (b) assessment of its existing system structures for family and community engagement. The results of the Renewal grant family engagement study will be available in 2023 to inform a needs assessment of these structures.

EARLY CHILDHOOD WORKFORCE STUDY

The workforce needs assessment will focus on all professionals who make up the EC workforce, drawing on the metaphor of a "lattice," which is more equitable and appropriate than a "pathway" to trace the avenues available to the EC workforce as they enter and move through the system. The study should start with the previous workforce study completed in 2018, which focused exclusively on early care and education providers. The Planning grant study will go farther and include broader representation across the entire EC system, including at a minimum early intervention, special education, home visiting, and social emotional consultants. The study should also be designed to engage key leaders within MDHHS to ensure programs that serve children prenatal to age five and their families are included. The collaborative process will also include leaders within the Michigan Economic Development Corporation, Department of Labor and Economic Opportunity, Department of Licensing and Regulatory Affairs, and workforce preparation programs to bring an interdisciplinary lens to the research questions and study goals. This partner group will inform the purpose, scope, and participants of the workforce study.

Other statewide, regional, and local partners and interested partners will be included in the **collaborative process** via engagement of Trusted Community Partners to ensure that all voices have input into the study design, information gathering, and assessment of the strengths, gaps, and needs across the breadth of

the early childhood system. To ensure the essential data gathering occurs, funds are included in the grant to work with the Trusted Community Partners, which engages trusted organizations to better connect with the vulnerable populations within those communities. The grantee will work with these Trusted Community Partners to gather data, review findings, and help strategically engage their communities to address the gaps and needs that are uncovered.

The goals of the study are to (a) update and expand the information gleaned from the 2018 Race to the Top—Early Learning Challenge grant workforce study to tell the story of Michigan’s EC workforce: who they are, why they chose EC, why they stay in positions and in EC, why they’ve left positions or EC, what pathways or lattices have they followed throughout the system, what is the flow of knowledge into and through the workforce within EC, what has changed due to the COVID-19 pandemic, their stressors, their professional development needs and preferences (culturally affirming practices, types of offerings, etc.); (b) discern the strengths that can be built upon to improve the working conditions within EC programs and services; (c) document specific changes participants have experienced due to the COVID-19 pandemic; and (d) provide recommendations that draw upon national, state, and community-driven solutions to achieve the vision of ensuring the state has a highly skilled, well-compensated, and sustainable EC workforce.

The expected **outcomes** of the workforce study include:

- A description of the current and former EC workforce, including demographics, professional preparation, longevity, intentions, values, beliefs, preferences, pathways, or lattices into and through the EC system.
- Assessment of factors that inhibit or assist the EC workforce to continue in the system.
- Effects of COVID-19 on the EC workplace and on workforce participation.
- Solutions to the EC workforce shortage and for increasing diversity of and support for workforce.
- Improvements to EC workplace and professional development offerings.

FAMILY AND COMMUNITY ENGAGEMENT STUDY

The family and community engagement study will draw from the PDG B-5 Renewal collaboration evaluation that features a network analysis (particularly of the Great Start Collaboratives and Parent Coalitions [GSCs and PCs]) and family engagement case studies. The goal of the study will be to assess the existing local, regional, and state-level community and family engagement structures to identify strengths and gaps; how to connect with other school, health, social service (especially those in maternal and child health), community, and family structures; how to meaningfully connect between the community, regional, and state levels to improve the EC system; and how to ensure these community-based entities feel less decentralized. The intended output is recommendations for evolving Michigan’s community- and family-system structures and the level of funding that would be necessary to achieve the goals set out under [Michigan's Collective Early Childhood Action Plan](#) and [Michigan's Top 10 Strategic Education Plan](#).

The expected outcomes of the community and family engagement study include:

- A description and an assessment of the existing regional, community, and family engagement structures in the EC system.
- Identification of the strengths within the system that should be built upon.
- Enumeration of the gaps in the system that contribute to inequitable engagement.
- Recommendations for how Michigan can improve its current structure and the level of funding necessary to achieve this revision.

COVER PAGE

On the cover page, the agency/organization submitting the application must be fully identified, as well as the contact person for this program and the region of the state for which the agency/organization is applying. Complete all boxes appropriately, including contact name, address, telephone and fax numbers, and e-mail address.

ASSURANCES AND CERTIFICATIONS

Assurances and certifications for federally funded grants appear in Section II. A signed cover page also serves as acknowledgement of the Assurances and Certifications included with the application.

APPLICATION QUESTIONS

Applicants should respond to the following requirements to describe their proposed project.

CRITERION 1: Research plan to accurately describe the landscape of the early childhood workforce and Michigan's family engagement structures.

1. Describe the plan and approach to both needs assessment studies, including:
 - a. proposed research questions,
 - b. methodological frameworks (including citations),
 - c. methods, and
 - d. work products or deliverablesto support the goals and outcomes as expressed in Michigan's PDG B-5 Planning proposal.
2. Provide a detailed timeline that will fit the required time frame of the PDG B-5 Planning grant.

CRITERION 2: Data collection and interested partner engagement plans to describe the strengths, gaps or weaknesses, and opportunities to strengthen the workforce and family engagement structures and practices.

1. Describe the intended approach to data collection.
2. Describe the plan to engage interested partners in the research process.
 - a. What voices need to be included in the studies and how will you engage them.

- b. The grantee will be expected to work with trusted community partners to recruit and engage harder to reach voices in the state; describe how this has been accomplished in the past or how you envision creating and supporting a collaborative partnership with these partners.
- 3. Describe data analysis approach to assess the needs, gaps, strengths, opportunities, and effects of COVID-19 in a way that can be incorporated into the Michigan Collective Early Childhood Action Plan.
 - a. The grantee will be expected to provide data on a rolling basis to inform strategic planning; provide a plan for how this requirement will be accomplished.

CRITERION 3: Demonstrable expertise in needs assessment, workforce, and family engagement research and with Michigan’s early childhood system.

- 1. Briefly provide details of past work performing needs assessments, workforce studies, family engagement studies, especially in an early childhood context. (Examples should be within the last 10 years.)
- 2. Describe your knowledge of Michigan’s early childhood system.

BUDGET

The applicant must complete the included line-item budget, providing as much detail as possible regarding the line items and totals presented in the budget. An optional narrative to describe and justify costs can be included but is not required. If in-kind costs are included and/or other resources (not required), these must be included in a narrative appended to the application, which will not be counted against the page requirement.

Each application is reviewed for information that shows the project has an appropriate budget for the scope of the work and is cost-effective. Budgetary detail for estimated expenditures must be provided. In making this determination, the Department looks at:

- how the budget relates to the proposed activities and various project components; and
- whether the estimated costs are reasonable and justified.

There are a total of 60 points available in this application. Applicants must score at least 48 points to be considered for funding.

SELECTION CRITERIA

Criterion	3-5 Points	0-2 Points	Total Score
1.1. Data Collection Approach	The proposal provides a clear and complete description of how the	There are gaps or questions about the applicant’s ability to	

	applicant envisions carrying out the needs assessment studies; both family engagement and workforce are described; proposal shows evidence of knowledge of research methods to successfully carry out both projects; proposal shows evidence that the applicant has done their research and understands the context of the state early childhood workforce and family engagement. The plan as described will lead to a successful and actionable needs assessment.	perform a needs assessment research study in general, or specifically in Michigan; some, most, or all of the elements (see scoring for 3-5 points) have questions which do not allow for a score above a 2.	
1.1.a. Research Questions	Strong, feasible and/or interesting research questions are proposed for both workforce and family engagement; questions proposed fulfill the goals and outcomes contained in Michigan's approved PDG Planning grant proposal.	The research questions are not complete or comprehensive enough to fulfill the stated goals and outcomes for the needs assessment studies.	
1.1.b. Methodology/ies	The proposed methodology/ies are fitting and differentiated to the requirements of the studies and type of studies	The proposed methodologies are questionable or not suitable to the requirements of the studies.	
1.1.c. Methods	The proposed methods are fitting to the requirements of the studies and to the proposed methodologies	The proposed methods are questionable or not suitable to the requirements of the studies or methodologies.	
1.1.d. Work Products or Deliverables	The proposed work products will provide data and information that can be incorporated easily into	The proposed work products will not be complete or robust enough to allow for	

	strategic planning and acted upon.	strategic planning or actionable data usage.	
1.2. Timeline	The studies can be carried out in a high-quality manner while on a timeline that fits the requirements of the grant.	The studies will likely suffer from a lack of quality or will not be within the prescribed timeline.	
2.1. Data Collection and Analysis Approach	The data collection and analysis approaches are appropriate for the methodologies and methods cited in Criterion 1; the approach will gather the breadth and variety of data that is necessary for a high-quality study; the applicant’s approach demonstrates a strong understand of human subject research, confidentiality, and data security guidelines; analysis will allow for gaps, strengths, opportunities, etc. to be assessed and addressed in an actionable way.	Collection and analysis approaches are lacking, not rigorous, do not match the requirements of the studies, or do not match the data that is being collected; analysis will not allow for actional assessment of needs, gaps, strengths, etc.; there is a lack of scholarly and/or high-quality research standards displayed in the response.	
2.2.a, b. Voices and Collaboration	The applicant displays a strong equity and inclusion framework for considering partner engagement, shows an understanding of Michigan’s communities, and provides a substantial response that exhibits a passionate and convincing commitment to collaborating with partners to empower their participation and leadership in these studies.	The response is lacking in elements that display a commitment to equity, inclusion, partnership, collaboration, and shared leadership and/or a concern for understanding Michigan’s context.	
2.3.a, b. Needs, gaps, strengths, opportunities, effects of	After reading the applicant’s response, it is clear there is a logical	The applicant’s response creates doubts that there is a clear throughline	

COVID-19, assessment and reporting	analysis and connection between the data collected, how it will be used to assess the needs of the workforce and family engagement system, and how those working on addressing the findings of the study will be able to receive and act upon the data and information shared.	between the data, the assessment of needs, and the reporting of findings that will lead to action.	
3.1. Previous research experience	Applicant provides evidence of similar and applicable types of research that provides assurance this type of project is within their knowledge and expertise.	Applicant's experience is limited, not robust, not recent, or not applicable so that there are doubts about their capability of completing the project.	
3.2 Previous Michigan early childhood system experience	Applicant provides evidence that they understand Michigan's context and the early childhood system.	Applicant's evidence of Michigan's context and/or the early childhood system is lacking or dubious.	
Budget	Budget is present, aligns with the proposed scope of work and is reasonable.	Budget is not included is not aligned with scope of work or is not reasonable.	