

**WASHINGTON STATE
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
June 8, 2011 Grant Announcement
Application for 2011 Extension, Expansion, or Elimination of
William F. Goodling Even Start Family Literacy Programs Grants**

This application packet includes:

Grant Announcement

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Application Checklist

Application Form SPI 1672 (6/11)

NATURE OF ACTION REQUESTED: Mandatory for 2010–11 Grant Recipients

The Washington State Office of Superintendent of Public Instruction (OSPI) announces the availability of funds for enhancement grants to extend projects that provide intensive family literacy services to improve the literacy skills of parents, help parents become full partners in the education of their children, and assist children in reaching their full potential as learners. These projects are funded under the William F. Goodling Even Start Family Literacy Programs. Only currently funded projects are eligible to apply for an enhancement grant. Grantees that are not planning to provide services beyond August 31, 2011, must complete and submit forms and assurances. Finally, those projects that are planning to request an extended period to complete activities must also submit forms and assurances.

The Extension, Expansion, or Elimination Application for the 2011 William F. Goodling Even Start Family Literacy Programs grants, including the necessary forms and instructions for completing the application, is available online at www.k12.wa.us on the 2010–11 iGrants Form Package (205 Even Start Family Literacy) Profile Page. Applications must be submitted by **4:30 p.m., Monday, June 27, 2011**. To submit, grantees must upload the 2011 forms into the 2010–11 Form Package (205 Even Start Family Literacy) iGrants Application under page eight of the RFP tab.

In addition to the application forms, formal or informal letters of agreement and/or contracts (that clearly identify specific commitments of resources, match, direct services, and staff from primary partner agencies, and subcontractors for implementation of the core services) must be uploaded as attachments or faxed to (360) 664-3575 by **4:30 p.m., Monday, June 27, 2011**.

Questions regarding the 2011 William F. Goodling Even Start Family Literacy Programs Grants may be directed to Debra Williams-Appleton, Program Supervisor, at (360) 725-6049, or Debra.appleton@k12.wa.us.

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**WASHINGTON STATE
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
EXPANSION, EXTENSION, OR ELIMINATION APPLICATION
FOR 2011 WILLIAM F. GOODLING EVEN START FAMILY LITERACY
PROGRAM GRANTS**

Part I. General Information

INTRODUCTION

The Washington State Office of Superintendent of Public Instruction (OSPI) announces the availability of supplementary funds for 2010–11 projects that provided intensive family literacy services to improve the literacy skills of parents, help parents become full partners in the education of their children, and assist children in reaching their full potential as learners. These projects were funded under the William F. Goodling Even Start Family Literacy Programs. Only currently funded projects are eligible to apply for a grant. In addition, grantees that are not planning to provide services beyond August 31, 2011, must complete and submit forms and assurances. Finally, those projects that are planning to request an extended period to complete activities (whether or not providing Even Start services) must complete and submit forms and assurances.

GRANT PURPOSE

The primary intent of Even Start is to break the intergenerational cycle of illiteracy and school failure by supporting families through:

- Interactive literacy activities between parents and their children.
- Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children.
- Parent literacy training that leads to economic self-sufficiency.
- Age-appropriate education to prepare children for success in school and life experience, from birth through age seven.

ELIGIBLE APPLICANTS

An eligible applicant for extension, expansion, or elimination of an Even Start grant is a currently operating partnership between:

- A local education agency applying in collaboration with a non-profit community-based organization, public agency, institution of higher education, or other public or private non-profit organization of demonstrated quality. Or
- A community-based organization or other public or private non-profit organization of demonstrated quality applying in collaboration with a local education agency.

In Washington, a “local education agency” is defined as a local school district or educational service district. Federal legislation requires that the partner school district have available documentation of maintenance of effort, as well as certifying that private schools have been consulted regarding equitable participation for families’ involvement in Even Start services.

Federal legislation governing the disbursement of funds to eligible entities allows the Office of Superintendent of Public Instruction to consider waiving all or a portion of the required local contribution of the project proposed. Requests for this option must demonstrate that the program assisted by these federal funds would not be able to operate without the consideration of a waiver.

ELIGIBILITY FOR APPLICATION OF EXTENSION, EXPANSION, OR ELIMINATION FUNDS

The following grantee partnerships are invited to submit applications utilizing this application format. The proposal will cover a flexible period of September 1, 2010, through August 31, 2012.

Grantee Fiduciary	In 2010–11, year of funding
Longview School District	9 Plus
Mount Vernon School District	5 Plus
Tacoma School District	13 Plus
Wahluke School District	9 Plus

GRANT RANGE AND FUNDING LIMIT

OSPI will make expansion of funding awards, based on federal requirements for disbursement of additional funds, unspent FFY 2010, criteria for funding, and agency staff review and recommendation. Applicants must demonstrate their commitment by providing a local contribution to the project of at least a 65 percent contribution. Again, federal legislation governing the disbursement of funds to eligible entities allows OSPI to consider waiving all or a portion of the required local contribution of the project proposed. Requests for this option must demonstrate that the program assisted by these federal funds would not be able to operate without the consideration of a waiver.

REJECTION OF PROPOSALS

OSPI 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.

SUBMITTAL DATE AND PROCESS

Applications must be submitted to OSPI by uploading the required forms into the 2010–11 iGrants Form Package (205 Even Start Family Literacy) under page eight

of the RFP, **by 4:30 p.m., Monday, June 27, 2011.** In addition to the application forms, *current* partner signatures for formal or informal letters of agreement and/or contracts that clearly identify specific commitments of resources, match, direct services, and staff from primary partner agencies, and subcontractors for implementation of the core services, *for the extended period of service* must be uploaded as attachments or faxed to (360) 664-3575. The applicant is responsible for contacting Susan Swanberg at (360) 725-6049 or Susan.swanberg@k12.wa.us to confirm submission of application in iGrants and arrival of faxed documents by the submittal due date.

Once notified of acceptance of proposed activities, applicants requesting an expansion of funding award must submit a negotiated budget revision request in the 2010–11 iGrants Form Package (205 Even Start Family Literacy), **by 4:30 p.m., Friday, July 15, 2011.** Carryover Budgets will be submitted in the 2011–12 iGrants Budget Only Form Package (205 Even Start Family Literacy), when a grantee has closed out the 2010–11 budgets.

In case of a late submission of the grant application or budget revision request, verification of appropriate submission efforts will be required to participate in the grant review process. A late application, an application submitted by facsimile, or an application submitted, but not in accordance with the application preparation instructions, will **not** be accepted and will be returned to the applicant *without review*.

DETERMINATION OF GRANT AWARDS

OSPI will make expansion of funding awards, based on federal requirements for disbursement of additional funds, and state funding priorities, and extended periods of obligation. Funds will be awarded based on progress in meeting the state and federal performance indicators, progress in meeting program objectives, compliance with state and federal program requirements, capacity to provide the required 4 components and 15 elements outlined in federal statute, intensity and duration of services proposed, maintenance of the eligible entity partnership, evidence of expanded match or local contributions to support sustainability, and adequacy of resources and reasonableness of budget.

ACKNOWLEDGEMENT

Publications, including reports, films, and brochures, and any project materials developed with funding from this grant program must contain the following statement: "These materials were developed under a grant awarded by the Washington State Office of Superintendent of Public Instruction under the federal Even Start Program."

NON-DISCRIMINATION AND OTHER COMPLIANCE WITH LAW

The 2010–11 application submitted in iGrants included a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination

and with all requirements and regulations of OSPI. All of these assurances and certifications remain intact for any extended period of obligation.

AMERICANS WITH DISABILITIES ACT

OSPI is committed to providing equal access to all persons in admission to, or operation of its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact OSPI for assistance.

WHERE TO OBTAIN HELP

The instructions contained in these materials are issued by OSPI, which is the sole point of contact in the state for this program. Questions regarding applications should be directed to Debra Williams-Appleton, Program Supervisor, at (360) 725-6049, or Debra.appleton@k12.wa.us.

Part II. Additional Information

The following requirements apply to the process used by OSPI for awarding the Even Start Family Literacy Programs Grants:

FUNDING PROCESS

Funding from the federal government for this grant will no longer be available. This application is the process by which OSPI will allocate any remaining FFY10 grant funds to bring closure to the projects which are currently funded.

PAYMENT SCHEDULE

All recipients are required to request funds electronically (as needed to pay bills) from OSPI. This system allows recipients of federal and state to report expenditures and request payment via the Internet. Grantees may request funds only for receipts in hand.

FINANCIAL CONTRIBUTION

Applicants receiving grant funds must maintain and document local resources to contribute at the following ratio:

Years 5 through 8	50 to 65 percent of total project cost
Years 9 through 12	at least 65 percent of total project cost
Years 13 through 16	at least 65 percent of total project cost

The eligible applicant's contribution may be obtained from any source, including any federal funds made available for other programs including those under Title I and

may be provided in cash or as in-kind goods and services. All items used as the local contribution must be designated for the purposes of this project and must not be used to provide match to any other project. The timing of acquiring the local contribution may be extended into any requested period of obligation. Should a project not garner and document sufficient local contribution, OSPI will recover any federal funds according to the ratio of required contribution versus that obtained.

Those applicants who wish to request a waiver from all or part of the required local contribution must include a request, prepared on the applicant's organization's letterhead, which demonstrates that the program being proposed would not be able to operate without the consideration of a waiver. The request should highlight specific barriers to achieving full contribution that the applicant partnership is anticipating, and should propose the extent to which the project can be supported with local contributions.

DISCONTINUATION OF FUNDING

Expansion grants will be awarded to currently operating eligible recipients that demonstrate they are implementing all elements of Even Start and are making sufficient progress toward meeting program objectives and state and federal performance indicators.

The Even Start legislation requires states to develop performance indicators for all programs and, after the first year, utilize the indicators to evaluate program performance and improvement when considering continued funding. The Washington State Performance Indicators will be used in making decisions for extension of projects and discontinuation of funding.

PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES

The final data submission for the period of July 1, 2010, through June 30, 2011, is due on or before July 21, 2011. Those grantees who will seek extension and/or expansion will have data reporting responsibilities for the period beginning July 1, 2011, and beyond. Data entry must occur on a monthly basis through the expanded period of obligation.

Grantees are required to submit an annual report of the **mandated local evaluation (due no later than August 15 each year for the previous year)**. On-site monitoring by the OSPI Even Start Program staff will be conducted through desk audits, self assessment checklist, on-site monitoring, phone conference, or interactive video conference.

PROGRAM EVALUATION

The final evaluation report should follow the required evaluation template that is posted on the Web site, www.k12.wa.us on the 2010–11 iGrants Form Package (205 Even Start Family Literacy) Profile Page. A complete evaluation is expected to offer recommendations with regard to continuous program improvement in the areas of needed focus. Current program evaluations are due August 15, 2011, for

the 2010–11 year. An addendum to the current evaluation will be submitted sixty days after the end of the extended period of obligation.

Section 1235 (15) requires an “independent evaluation of the program, to be used for program improvement.” The partnerships that request an extended period of obligation are required to be implementing all of the 4 core services and 15 program elements; however, the local evaluation design for that period may take on a very limited focus and result in a more abbreviated report. Programs may need to allocate additional resources for evaluation activities for an extended period of obligation.

Part III. Review Process Information

REVIEW PROCESS

All applications will be reviewed by staff from the OSPI Learning and Teaching Support Unit. Only those expansion proposals meeting all the identified criteria and not exceeding the total amount of funds available will be recommended for funding. All funding will be subject to approval by the Superintendent. All applicants will be notified of action and have the right to appeal.

Part IV. Definition and Program Characteristics

The definition of family literacy has been standardized across various authorizing legislation at the national level. The definition that now appears in section 9101(20) of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act indicates that the term “family literacy services” means:

Services provided to participants on a voluntary basis that are of sufficient intensity in terms of hours, and of sufficient duration to make sustainable changes in a family, and that integrate all of the following activities:

- Interactive literacy activities between parents and their children.
- Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children.
- Parent literacy training that leads to economic self-sufficiency.
- Age-appropriate education to prepare children for success in school and life experience.

Families served by Even Start must include at least one parent who is eligible for participation in adult education and literacy activities under the Adult Education and Family Literacy Act or who is within the compulsory school attendance age range, so long as a local education agency provides (or ensures the availability of) the basic education component required, or who are attending secondary school, and at least one child of that parent, aged birth through age seven. Legislation allows for families whose adults meet the eligibility noted above and who have children older

than eight years, may be enrolled, as long as the focus remains on younger children.

Part V. Application Information and Instructions

The Extension, Expansion, or Elimination Application for the 2011 William F. Goodling Even Start Family Literacy Programs Grants includes a Cover Page, Status and Change Matrix, Key Personnel Form, Partner Letters of Agreement, and Budget and Budget Narrative Pages that include both the grant amount and the local contribution for the extended period of funding.

Applications must be submitted by uploading the 2011 forms into the 2010–11 Form Package (205 Even Start Family Literacy) iGrants Application under page eight of the RFP tab, **by 4:30 p.m., Monday, June 27, 2011.**

In addition to the application forms, formal or informal letters of agreement and/or contracts that clearly identify specific commitments of resources, match, direct services, and staff from primary partner agencies, and subcontractors for implementation of the core services, must be uploaded as attachments or faxed to (360) 664-3575 by **4:30 p.m., Monday, June 27, 2011.**

Guidance regarding the budget can be downloaded as part of the Even Start Essential Information in the iGrants application. Further guidance on allowable costs is provided in OMB Circular A-87 for those fiscal agents that are local education agencies, OMB Circular A-21 for those that are institutions of higher education, and OMB Circular A-122 for nonprofit community-based organizations that are assuming fiscal responsibility for the Even Start partnership. The OMB Circulars can be found on the following Web site www.whitehouse.gov/omb/circulars/.

Application Cover Sheet (Form SPI 1672)

The fiduciary partner for the project must be identified with information about the contact person for this program. The primary partner/applicant for the project must also be identified. All boxes are to be appropriately completed, including addresses, e-mail addresses, and telephone numbers.

Status and Changes Table (Form SPI 1672)

The Status and Change Table on the lower half of the cover sheet requires the applicant to identify information regarding the current elements proposed for change in the Program Summary Component of the 2010–11 iGrants Even Start Application. The Status and Changes Table for Service Delivery and the Program Elements requires the applicant to identify information regarding the current elements, services, or activities proposed for change in the Program Model and Plan of Operation and Continuous Improvement Components of the 2010–11 iGrants Even Start Application.

The applicant should complete only those sections for which changes are being proposed, listing the current element, service, or activity from the current approved

continuation application, and the proposed change for the period of obligation extending beyond June 30, 2011. All 15 program elements must be addressed for which changes are proposed. The form is formatted for 530 characters. If more space is needed to provide pertinent information, an attached sheet may be included. For those projects which will not continue beyond June 30, 2011, the entire side-by-side section will remain blank.

Key Personnel (Form SPI 1672)

For those applicants that are requesting an extension and/or enhancement, provide the names, positions, and certification(s) of all individuals who will be working in the Even Start Program. It is recommended that the form be duplicated so that those individuals who are being paid in part or fully with Even Start funds can be listed separately from those individuals who are budgeted into the partnership and activities of the program as part of the local contribution of expenditures. Include the percentage of time and date of hire (into this Even Start program) for each individual. For any staff providing instruction or providing paraprofessional support for instruction, please check any/all of the four components in which they deliver that component service to enrolled families or directly supervise delivery of that service component (for example, an individual who is responsible for the design of the parenting education and interactive literacy, would have both these components checked).

Transition Plan and Letter of Agreement (Form SPI 1672)

A list of all the required report due dates are included and a Letter of Agreement Form requires original signatures of the partner organizations and administrative team. In addition, signed letters of agreement demonstrating commitment of resources and match from each partner agency or entity must be uploaded into iGrants or faxed to OSPI at (360) 664-3575.

Proposed Budget and Budget Narrative Justification (Form SPI 1672)

Complete the Budget forms including the enhanced fund request plus anticipated unexpended funds from 2010-11, for a total budget amount for the extended period of obligation. Guidance and definitions for budget development are consistent with the instructions for the 2010–11 iGrants Form Package (205 Even Start Family Literacy) and can be accessed in iGrants.

**EXTENSION, EXPANSION, OR ELIMINATION APPLICATION FOR
2011 WILLIAM F. GOODLING EVEN START FAMILY LITERACY PROGRAM
APPLICATION CHECKLIST FOR GRANT APPLICANTS**

Applicant Name _____ Fax (_____) _____

- ☐ Are the forms completed in the following order?
 - ☐ Application Cover Sheet
 - ☐ Completed Status and Changes Tables
 - ☐ Additional Narrative to explain status changes requested (if necessary)
 - ☐ Qualifications of Key Personnel (if necessary)
 - ☐ Partner Letter of Agreement Form
 - ☐ Budget and Budget Narrative Form
 - ☐ Formal/Informal Letters of Agreement from each partner
 - ☐ Letter requesting local contribution waiver (if indicated)

**APPLICATIONS NOT MEETING THE ABOVE STANDARDS WILL BE DENIED
AND RETURNED TO THE APPLICANT.**

Package received by OSPI:

Staff initials: _____ Date: _____