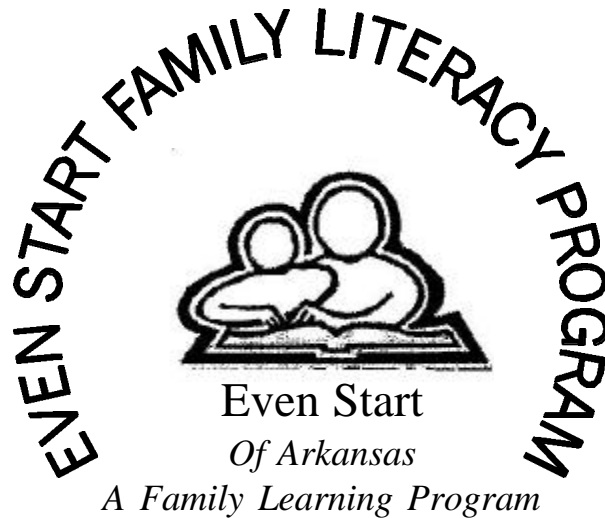


ARKANSAS DEPARTMENT OF EDUCATION
School Improvement/Professional Development



APPLICATION PACKET

New and Continuation 2000-2001 Projects
Deadline: Received by August 11, 2000

Susan Underwood, Even Start Coordinator
Arkansas Department of Education
4 Capitol Mall, Room 302-B
Little Rock, Arkansas 72201
501-682-4847 sunderwood@arkedu.k12.ar.us

Arkansas Department of Education
Even Start Family Literacy Program

FY 2000-2001 Request for Proposal Even Start Family Literacy Program
Submission Deadline:
Received by August 11, 2000

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**Arkansas Even Start Family Literacy Program
Request for Proposals (RFP)**

**September 1, 2000 - August 31, 2001
Deadline: Friday, August 11, 2000 by 4:30 p.m.**

PURPOSE:

To help break the cycle of poverty and illiteracy by improving the educational opportunities of low-income families by integrating child and adult literacy or basic education, parenting and parent/child literacy activities into a unified family literacy program.

ELIGIBLE APPLICANTS:

Applicants for grants under the federal Improving America's School Act, the Even Start Program must be an active partnership between two agencies:

- Local educational agency and
- One or more nonprofit community-based organizations, public agencies, or institutions of higher education.

LOCAL PARTICIPANTS IN EVEN START:

- Children birth through 7 years of age and
- Parents who participate (or are eligible to participate) in the Adult Basic Education program under the Adult Education Act.

EVEN START PROGRAM ELEMENTS:

- Identify and recruit families.
- Screening & preparation of parents and children.
- Design the program and services to accommodate:
 - Participants' work schedule and responsibilities.
 - Provide services for at least a three-year age range, which may begin at birth.
 - Schedule and locate services to allow joint participation by children and parents.
 - Child care while parents are involved in the program.
 - Transportation to enable participation.
- Provide a high quality, intense, instructional program that promotes adult literacy and empower parents.
- Provide staff training.
- Monitor and provide integrated center-based instructional services and home visits, which to include child and adult education, parenting, and parent/child literacy activities.
- Operate on a year-round basis.
- Coordinate with other programs.

- Serve families most in need.
- Provide an independent local evaluation of the program.
- Participate in national and state evaluation activities.

APPLICATION AND DEADLINE:

The original and four copies of the application must be received in the Arkansas Department of Education (ADE), at the address below, by 4:30 p.m. on Friday, August 11, 2000. No faxed copies will be accepted. Staple the application rather than using other forms of binding. In addition, the continuation applicants applying for the 3rd, 5th, and 7th years of funding will be notified by letter to arrange a time on August 23 to present the oral proposal to the review panel.

The application, instructions, and are available on the ADE web at: www.arkedu.state.ar.us

For further information, contact:

Susan Underwood, Even Start Coordinator
Arkansas Department of Education
#4 Capital Mall, Room 302-B
Little Rock, AR 72201
(501) 682-4847 or
Email: sunderwood@arkedu.k12.ar.us

PROJECT PERIOD:

Projects may receive start-up funding for a period not to exceed four years. These grants may apply to renew funding for an additional four year period upon state agency review. Projects have an opportunity to apply for funding each sequential year beyond the 8th year. These grants must apply annually as a new applicant and demonstrate a minimum of 65% match in funding. Fiscal and progress reports will be required during the project period.

The funding cycle for this award is September 1, 2000 through August 31, 2001.

BUDGET:

- Estimated number of awards: 1-3.
- Estimated average award: \$77,900
- Federal funds decrease by 10% annually.
- In-kind or direct cash contributions start at 10% and increase annually by 10%. The federal Even Start share is 50% if the project is funded for a second four-year cycle. The federal Even Start share is 35% if the project is funded beyond the 8th year.

APPLICATION CONTENT:

(100 total points, limited to 15 pages)

- Target population and need. Target area to be served has a high percentage or large number of children and families in need of Even Start services as indicated by high levels of poverty, illiteracy, unemployment, limited English proficiency, etc. and where there are gaps in existing resources. (30 points)
- Project design includes goals directly linked to needs assessment/target population and demonstrates coordination between a variety of relevant service providers for self-sufficiency. (30 points)
- Likelihood of success in meeting the purpose of the Even Start program and effectively implementing the ten program elements including any special features unique to the project. (30 points)
- Reasonableness of budget as listed on budget form and in the budget narrative. (10 points)

SELECTION:

Applications will be reviewed by a review panel consisting of at least three members: an early childhood educator, an adult education professional and a representative of an existing family literacy program.

**Arkansas Even Start Family Literacy Program
Application Contents and Checklist**

- | | |
|---|--------------------------|
| 1. Project Application Forms (cover pages, signed) | <input type="checkbox"/> |
| 2. Assurances (forms, signed) | <input type="checkbox"/> |
| 3. Project Narrative (limited to 15 pages)
utilizing the scoring guide, rubric, and checklist. | <input type="checkbox"/> |
| 4. Budget (must use forms provided) & Narrative | <input type="checkbox"/> |
| 5. Progress Report (only for continuation applicants) | <input type="checkbox"/> |
| 6. Attachments: | |
| a. Notice of Availability of Proposal for Review and Comment (public notice) | _____ |
| b. Participant eligibility form | _____ |
| c. Action Components (use format to complete one for each component) | _____ |
| d. Co-Applicant Agreement and Responsibilities | _____ |
| e. Vita of Proposed Project Director | _____ |
| f. Job Descriptions | _____ |
| g. Budget | _____ |

General Guidelines:

- One original and four copies (individually stapled)
- Faxed copies will **NOT** be accepted
- Place the name of the program at the top or bottom of each page
- Number all pages
- Proposal must be received by 4:30 p.m. on August 11, 2000

Mail or deliver to:

**Susan Underwood, Even Start Coordinator
Arkansas Department of Education
#4 Capitol Mall, Room 302-B
Little Rock, AR 72201**

Reference and Resource Materials for Application

- Frequently Asked Questions About Even Start
- Federal Definition
- Sample Even Start Budget Over 8 Years
- Suggested Personnel Qualifications
- Sample Co-Applicant Agreement
- List of Current Even Start Programs

The following documents are in separate attachments to the application.

- Even Start Family Literacy Federal Law
- U.S. Department of Education Performance Plan
- Federal Regulations
- Even Start Grant Rubric
- Application for Federal Education Assistance (a required cover sheet)

APPLICATION FORMS

For SEA Use Only Approved _____ Amounts _____ Project _____ Number _____ Tax ID _____ County _____ Urban _____ Rural _____	PROJECT APPLICATION EVEN START Arkansas Department of Education School Improvement / Professional Development #4 Capitol Mall, Room 302 B Little Rock, AR 72201 (501) 682-4847 (501) 6820-4441 (fax) Catalog of Federal Domestic Assistance Number 84.314A	For SEA Use Only APPROVED DATE: _____ By: _____ PROJECT TIME SCHEDULE Project Year _____ Beginning _____ Ends _____
---	---	--

The applicant designated below hereby applies for a grant of federal funds to provide instructional services to meet the special needs of educationally deprived families, as forth in this application.

Applicant Serving as Fiscal Agent	Applicant Serving as Fiscal Agent
Mailing Address (Street, City, Zip Code)	Mailing Address (Street, City, Zip Code)
Chief Executive Officer	Chief Executive Officer
Signature _____	Signature _____
Typed Name _____	Typed Name _____
Project Contact	Contact's Telephone No. () Fax No. ()
Contact's Work Mailing Address	

THIS APPLICATION REPRESENTS A CLAIM FOR FEDERAL FUNDS, AND AS SUCH SHOULD BE PROPERLY AUTHORIZED BY THE APPROPRIATE GOVERNING BODY.

AUTHORIZATION AND CERTIFICATION	
<p>The filling of this application has been authorized by the governing board of the agency and the undersigned representatives have been duly authorized by formal action of said board to file this application, for, and in behalf or, said agency and otherwise to act as the authorized representatives of the agency in connection with this application.</p> <p>Further, the undersigned hereby certify that the information in this application is correct and complete. Assurances to the Arkansas Department of Education will be executed as applicable and Even Start project operation will comply with current Federal laws and regulations and the provisions of this application as approved.</p>	
_____ (Typed) Name of Superintendent/Chief Executive Officer	_____ Area Code and Number
_____ Signature of Superintendent/Chief Executive Officer	_____ Date

Standard Assurances

The _____ (applicant) hereby assures that:

1. The applicant will administer Even Start in accordance with all applicable statutes, regulations, program plans and applications.
2. Control of the funds received under Even Start and title to property acquired with such funds will be in a public agency or a non-profit private agency, institution or organization, (and that such entities will administer the funds and property) to the extent required by the authorizing law and for the purpose for which they are granted.
3. The applicant will adopt and use proper methods of administering Even Start, including:
 - (a) the enforcement of any obligations imposed by law;
 - (b) the correction of deficiencies in program operations that are identified through program audits, monitoring or evaluation;
 - (c) the adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of such programs.
4. The applicant will cooperate in carrying out any evaluation of Even Start conducted by or for the Arkansas Department of Education (ADE), the Secretary of Education or other Federal officials.
5. The applicant will use such fiscal control and fund accounting procedures so as to ensure proper disbursement of, and accounting for, Federal funds paid to the district under Even Start.
6. The applicant will:
 - (a) make reports to the ADE and the Secretary as may be necessary to enable such agency and the Secretary to perform their duties; and
 - (b) maintain such records, provide such information and afford access to the records as the ADE or the Secretary may find necessary to carry out their responsibilities.
7. Before the plan or program application(s) were submitted, the district afforded a reasonable opportunity for public comment on the plan and/ or application(s) and has considered such comment.
8. Where appropriate the applicant has consulted with appropriate private, non-profit school officials and has made arrangements in cooperation with such officials to assure equitable participation of children enrolled in private, non-profit schools.
9. The applicant will comply with the Single Audit Act.
10. The applicant will use fiscal control and fund accounting procedures to ensure proper disbursement of and accounting for federal/state funds paid to the applicant under Even Start.
11. The applicant will comply with the Civil Rights Act of 1964.
12. The applicant assures that it has described steps to ensure it will make equitable access to and equitable participation in the project or activities to be conducted with such assistance addressing the special needs of students, teachers and other program beneficiaries in order to overcome barriers to equitable participation, including barriers to gender, race, color, national origin, disability, and age (General Education Provisions Act (GEPA) Section 472).
13. The applicant will comply with the Stevens Amendment.
14. The applicant will comply with the Debarment, Suspension, and Other Responsibility matters regulation (34 CFR 85.110).
15. The applicant will comply with the Americans with Disabilities Act of 1990.
16. The Assurance of Compliance (Form HEW 441) or court ordered desegregation plan applies to this application.
17. The applicant will not utilize any federal funds to lobby Congress or any federal agency.
18. An applicant may receive funds under Even Start for any fiscal year only if the State Education Agency finds that either the combined fiscal effort per student or the aggregate expenditures of such agency and the State with respect to the provision of free public education by such agency for the preceding fiscal year was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second preceding final year.
19. The applicant will comply with the Gun-Free Schools Act of 1994.
20. The applicant will comply with the Pro-Children Act of 1994.

Specific Title I, Part B, Even Start Assurances

1. The Even Start program will be of sufficient size, scope, and quality to give reasonable promise of substantial progress toward meeting the special education needs of families to be served.
2. In the case of families participating in Even Start who are also limited English proficient or are disabled, there will be maximum coordination between services provided under this chapter and services provided to address participant's handicapping conditions or limited English proficiency, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of instructional programs.
3. Eligible participants will be a parent or parents who are eligible for participation in an adult basic education program under the Adult Education Act and the child or children (from birth through age 7) of those parents.
4. Even Start funds shall not be used to provide services that the applicant is specifically required to provide by state law or pursuant to a formal determination under Title VI of the Civil Rights Act, Title IV of the Education Amendments of 1972 or Section 504 of the Vocational Rehabilitation Act of 1973, as amended or pursuant to a final order of a court.
5. The use of Even Start funds will not result in a decrease in the use of state or local funds.
6. The amounts of non-federal funds expended for free public instruction in the project areas will be maintained at the same level as they would have been maintained if no project had been approved for those areas.
7. Personnel or programs funded will not be included in state funding.

I hereby submit that these assurances and the programs they represent were presented to and approved by the

_____ on _____.

Agency Director Signature

Date

ACTION COMPONENT

Check (✓) the appropriate “Action Component” being addressed:

- Adult Basic Education**
 Parenting Education
 Adult Literacy
 Early Childhood Education

GOAL:

Objective(s):

Activity(s) <i>(activity or sequence of activities to achieve each objective)</i>	Evaluation	Personnel Responsible <i>(by title)</i>	Timeline <i>(be specific use month/date/year)</i>	Estimated Cost	Funding Source

**BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS
SECTION B-BUDGET CATEGORIES
GRANT PROGRAM FUNCTION OR ACTIVITY**

OBJECTIVE CLASS CATEGORIES	FEDERAL	LOCAL MATCH	TOTAL
a. Personnel	\$	\$	\$
b. Fringe Benefits			
c. Travel			
d. Equipment			
e. Supplies			
f. Contractual			
g. Other			
Total			

SECTION D - FORECASTED CASH NEEDS

	Total Year	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Federal	\$	\$	\$	\$	\$
Non-Federal					
Total					

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS

	First Year	Second Year	Third Year	Fourth Year
Grant Program Even Start	\$75,000	\$75,000	\$75,000	\$75,000
Totals				

ONLY FOR FIFTH THROUGH EIGHT YEAR APPLICANTES

	Fifth Year	Sixth Year	Seventh Year	Eight h Year
Grant Program Even Start	\$75,000	\$75,000	\$75,000	\$75,000
Totals				

ARKANSAS EVEN START FAMILY LITERACY

LINE ITEM BUDGET

Justify of Need for Proposed Budget Items (Please attach narrative)

BUDGET CATEGORY	EXPENDITURES	CATEGORY TOTAL
1. <u>Personnel</u>		
Program Manager:		
Salary		
Fringe Benefits		
Teachers		
Salary		
Fringe Benefits		
Support Staff		
Salary		
Fringe Benefits		
(Fringe benefits = insurance/sick days)		
2. <u>Support Services</u>		
Health Support Services		
Developmental/Health Screening		
Student Support Services		
Transportation For Students		
Food/Nutrition Services		
Parent Involvement Activities		
3. <u>Materials/Supplies</u>		
Instructional Materials		
Supplies		
4. <u>Equipment</u>		
5. <u>Operation and Maintenance</u>		
Lease or Rent Space		
6. <u>Staff Development</u>		
Staff Training		
CDA (Possible)		
7. <u>Travel</u>		
Local		
Out of State		
8. <u>Evaluation</u>		
(\$5,000 or less)		
Indicate the name of the independent contractor		
9. Other		
(Explain and Break Out)		
GRAND TOTAL:		

EVEN START BUDGET MATCH

Instructions: Provide an itemized breakdown and description for each item listed as an in-kind match source.
List monetary value and/or match source.

MATCH	SOURCE	AMOUNT
1. Space (Lease or rent at fair market value for area)		
2. Equipment (Attach list if necessary)		
3. Copying Services		
4. Office supplies		
5. Food for meetings		
6. Transportation costs		
7. Telephone equipment or use		
8. Donated professional services (hourly rates)		
9. Volunteers (time @ minimum wage)		
10. Gifts (food, clothing, toys, educational materials for families)		
11. Health services (EPSDT screening up to \$37.50 per student)		
12. Money / Local / State		
13. Other (Explain)		
GRAND TOTAL		

ESTIMATE OF FEDERAL PORTION AND MATCHING FUNDS

Estimate the amount of the federal and additional funds necessary to meet the requirement. The federal share of the total cost of the project may be no more than 90% in the first year of the project, 80% in the second year, 70% in the third year, 60% in the fourth, 50% in the fifth - eighth years, and 35% beyond the eighth year.

Year	Federal Grant	Match	Total Budget
1	\$ _____ (90%)	+ \$ _____ (10%)	= \$ _____
2	\$ _____ (80%)	+ \$ _____ (20%)	= \$ _____
3	\$ _____ (70%)	+ \$ _____ (30%)	= \$ _____
4	\$ _____ (60%)	+ \$ _____ (40%)	= \$ _____

For Reapplicants Only:

Year	Federal Grant	Match	Total Budget
5	\$ _____ (50%)	+ \$ _____ (50%)	= \$ _____
6	\$ _____ (50%)	+ \$ _____ (50%)	= \$ _____
7	\$ _____ (50%)	+ \$ _____ (50%)	= \$ _____
8	\$ _____ (50%)	+ \$ _____ (50%)	= \$ _____
9+	\$ _____ (35%)	+ \$ _____ (65%)	= \$ _____

Additional funds may be provided in cash or in-kind (fairly evaluated) from any source, including other federal funds under the Improving America's School Act (reauthorization of Elementary and Secondary Education Act).

DOCUMENTATION MUST BE KEPT ON FILE LOCALLY VERIFYING THAT THE ABOVE AMOUNTS FROM THE IDENTIFIED SOURCES WERE DEDICATED TO EVEN START.

Arkansas Department of Education

Even Start Family Literacy Progress Report

Grantee _____ Grant Period FY 1999-2000

A. Enrollment: (For purposes of this section, consider participants who were enrolled one month or more during the year.)

1. Number of families served: _____
 2. Adult Literacy:
 - a) Number of adults who participated in adult literacy _____
 - b) Number of adult literacy hours offered: _____
 - c) Average number of hours of adult literacy participation: _____
 - d) _____% of Even Start adults achieved significant learning gains in math skills.
 - e) _____% of Even Start adults achieved significant learning gains in reading skills.
 3. Adult Education:
 - a) Number of adults who participated in adult education: _____
 - b) Number of adult education hours offered: _____
 - c) Average number of hours of adult education participation: _____
 4. Parenting Education:
 - a) Number of adults who received parenting education: _____
 - b) Number of parenting education hours offered: _____
 - c) Average number of hours of parenting education participation: _____
 - d) _____ % of Even Start parents showing significant improvement in parenting skills, home environment, and expectations for their children.
 5. Early Childhood Education:
 - a) Number of children who received early childhood education:
(consider age at time of enrollment)
Infants _____ 2 yr. olds _____ 3 yr. olds _____
4 yr. olds _____ 5 yr. olds _____ 6 - 7 yr. olds _____
 - b) Number of early childhood education hours offered: _____
 - c) Average number of hours of early childhood education participation: _____
 - d) _____% of Even Start children attained significant gains on measures of language development and reading readiness.
 6. Additional children who received *child care only*:
Birth - 2 yr. ____ 3 yr. olds ____ 4 yr. olds ____ 5 yr. olds ____ 6-7 yr. olds ____
 - a) Number of *child care only* hours offered: _____
 - b) Average number of hours of *child care only* participation: _____
- B. Program Completers:
1. Number of adults enrolled at end of year: _____
 2. Adults who received GED / or high school diploma during year: _____
 3. Adults who completed ESL courses: _____
 4. Adults who completed work skills training: _____
 5. Number of children receiving early childhood education at end of year: _____
 6. Number of children receiving child care only at end of year: _____

PROJECT NARRATIVE

PROJECT NARRATIVE

The following details should be included in the program narrative using the outline below. Points will be assigned to each section to compile the overall score for the project.

The narrative, without attachments, is limited to: 15 pages, 8 1/2" by 11", 12 point font, double spaced, 1" margins. At the top or bottom of each page, indicate the name of the program or the name of the applicant and the page number.

<p>Section I: Target Population and Need (30 points 4-5 pages)</p>	<p>Scoring Guide: A high-quality application will</p> <ul style="list-style-type: none"> • Show a significant need for the project through supporting evidence • Demonstrate a clear focus and data on children and families most in need of Even Start services
<p>A. Needs Assessment</p>	<ul style="list-style-type: none"> • Demonstrate need for Even Start services as indicated by high levels of poverty, illiteracy, unemployment, and limited English proficiency. • Describe the needs assessment process used to identify families. • Describe gaps in existing resources and lack of family literacy programs and other family literacy providers. • Cite sources of data used to identify needs including the district or school improvement plan. • Describe gaps in resources which will be addressed by the Even Start project. • Include multiple agencies and individuals in developing the proposal. • Include a copy of public notice and any comments in response.
<p>B. Target Population</p>	<ul style="list-style-type: none"> • Describe specific population to be served (catchment area, specific needs, etc.) • Identify a 3 year age range of children to be served based on gaps in existing services. • Include a copy of eligibility criteria form for identifying and recruiting families most in need of Even Start services. • Identify the number of families to be served. • Describe methods to identify eligible families to ensure project will serve most in need. • Describe provisions for Even Start services to individuals with limited English proficiency and individuals with disabilities • Describe steps to ensure equitable access to and participations in the Even Start project.

<p>Section II: Project Design (30 points, 3-5 pages)</p>	<p>Scoring Guide: A high-quality application will</p> <ul style="list-style-type: none"> • Show a clear relationship between the needs identified, project objectives and the overall project goal (outcome). • Show commitment to utilizing available services to meet the needs of children and families
<p>A. Project Goal and Objectives</p>	<ul style="list-style-type: none"> • Complete the Action Component with the Goal, main objectives, and activities for each of the four Even Start components which relate directly to the needs assessment and target population. • Define objectives in measurable terms which relate to the project goal (outcome for families) as a result of project services. • Identify co-applicant(s) including responsibilities, commitment and resources and attach a copy of Co-Applicant(s) Agreement . • Describe unique or special features which will contribute to the success of the project and provide a model for others.
<p>B. Coordination with Existing Resources</p>	<ul style="list-style-type: none"> • Describe collaborative efforts with public schools, institutions of higher education, community-based organizations, public and state agencies, private schools or other eligible organizations in carrying out the program. • Demonstrate integration such as: Title I, Migrant, Homeless, Head Start, Preschool, Primary, Parent Involvement, Youth Centers and other education programs. • Identify collaborative activities with adult education service providers, community education, family and children’s agencies and other appropriate service providers. • Provide a plan for integrating with the local adult education program(s).
<p>C. Plan for Self-Sufficiency</p>	<ul style="list-style-type: none"> • Describe co-applicant’s involvement in projects and services relating to the target population. • Describe administrative or other resources which co-applicants have in place to assure the long-term success of the project. • Identify key partners, specific resources and services which will be provided for the success of the proposed project. • Describe a systematic plan and a timeline for utilizing resources to sustain project services after federal funding ends.

<p>III. Likelihood of Success (30 points, 2-3 pages)</p>	<p>Scoring Guide: A high-quality application will</p> <ul style="list-style-type: none"> • Demonstrate best practices for self-study plan and evaluation, a clear vision of the desired impact of project services and a clear plan for getting services initiated in an effective, efficient way. • Reflect best practices in service delivery models to include intensity of services. Use staff with strong training and/or experience in the target area.
<p>A. Plan of Operation</p> <p>project and</p>	<ul style="list-style-type: none"> • Describe activities and services that will be provided to meet the goals of the project. • Provide assurance of space for center-based activities. • Address and describe the methods for implementing the ten (10) Even Start Program Elements: <ul style="list-style-type: none"> • Identify and recruit families. • Screen and prepare children and parents. • Accommodate participants' work schedule. • Provide high quality, intensive, instructional programs that promote adult literacy and empower parents. • Provide staff training. • Monitor and provide integrated center-based instructional services and home visits which include the four components. • Operate on a year-round basis. • Coordinate with other programs. • Serve families most in need. • Participate in statewide independent evaluation (see budget section). • Complete the Action Component Form for each component, with an integrated plan for starting the implementing the first year of operation with major milestone activities and timelines. • Describe both direct and indirect services to families allowing for flexibility to meet intensive needs. • Include sample of center-based and home visit activities which include the four required components.
<p>B. Proposed Project Staff</p>	<ul style="list-style-type: none"> • Describe duties related only to direct and indirect services to children and families. • Identify the proposed project director/coordinator with current job title and vita attached. • Attach <i>job descriptions</i> for paid staff with duties, supervisor qualifications, skills required, time assigned to project. A minimum of a baccalaureate degree and experience in Family Literacy or related programs is recommended for staff. • Identify minimum training for all staff to be funded through grant funds. • Describe staff (roles, qualifications) for key positions to be funded through other sources.

<i>Section III continued</i>	
	<ul style="list-style-type: none"> • Include plan for a self-study. • Describe activities to use results from the independent and national evaluations. • Describe a staff development training plan which includes adult education, early childhood, parenting education and other related areas. • Include plan for assisting staff with identifying training needs and providing follow-up activities.
Section IV. Reasonableness of Budget (10 points, 1-2 pages)	<p>Scoring Guide: A high-quality application will</p> <ul style="list-style-type: none"> • Reflect reasonable costs. • Demonstrate applicant's and community's commitment to financial and other supports.
A. Project Budget	<ul style="list-style-type: none"> • Include an itemized budget as an attachment for the first two years of the project; first year 10% match; second year 10% decrease in federal funds and 20% match. • Include allowable costs such as salary and benefits, staff development costs, instructional materials for the target population. No administration or indirect cost may be charged to this grant. • Include annual budget of \$5,000 or less for an independent evaluation. Include \$2,000 or less (first year only) for national evaluation training. • Identify the name of the independent contractor/evaluator.
B. Matching Contributions	<ul style="list-style-type: none"> • Describe type and source of in-kind contributions that the co-applicant(s) and others will provide to support the project. • Describe community commitment and support through cash and in-kind contributions such as space, utilities, phone service, postage, clerical, transportation, administrative services, staff training, instructional materials, and technology.

REFERENCE & RESOURCE MATERIALS

Frequently Asked Questions About Even Start

1. What are the components of Even Start?

The law requires the following components:

- literacy activities between parents and children
- age-appropriate child education
- adult education
- parent education

2. What is meant by “serving families most in need?”

Consideration is given to:

- poverty level
- illiteracy
- unemployment
- limited-English proficiency
- other need-related factors

3. How many Arkansas counties are currently being served by Even Start?

There are sixteen (16) local projects serving fourteen (14) counties. (1999-2000)

4. What’s the difference between Even Start and Migrant Even Start?

Even Start is administered through the Arkansas Department of Education and Migrant Even Start is administered by the U.S. Department of Education with support provided at the same level.

5. What is the Even Start federal share limitation?

The Even Start share of the total project budget may not exceed:

- 90% in the first year
- 80% in the second year
- 70% in the third year
- 60% in the fourth year
- 50% in the fifth – eighth years
- 35% beyond the eighth year

6. What are some examples of in-kind contributions for local match (non-Even Start share)?

Salaries-part or all (non-Even Start funds)

- Other staff (such as: nurse, counselor, adult educator can claim percentage of time devoted to Even Start)

- Child care-provided by another group
- Training-speakers, etc.
- Rental-offices, meeting space
- Donations
- Community agency contributions such as public health nurse services, “free” immunization for the children
- Early childhood slots funded through state, Title 1, Head Start, or local sources
- Transportation

7. Who is the Panel Review Committee?

At least a three member committee consisting of:

- an early childhood professional
- an adult education professional
- a representative of an existing family literacy program

8. What is the role of the Panel Review Committee?

Evaluate and recommend funding of new applicants (those applying for the 1st, 5th, and beyond the 8th year).

9. How are new projects selected?

New projects are selected using the total number of points according to the guidance of the Even Start Family Literacy Law (Section 1208).

10. What is a partnership?

The Even Start law requires, Section 1202(e)(1), a partnership composed of:

- (A) “a local educational agency and
- (B) a nonprofit community– based organization, a public agency other than a local educational agency, an institution of higher education, or a public or private nonprofit organization of demonstrated quality.”

11. How long do Even Start funds last?

Projects have the potential to be funded for two, four-year cycles. Beyond the 8th year shall be considered a new grant.

12. Is Even Start funding available beyond the two, four-year cycle?

Yes. A ninth year and beyond applicant must compete annually with new applicants and will be required to have a 65% match of the total budget.

13. Once a project is funded, are funds guaranteed for the rest of the four-year cycle?

No. “In awarding subgrant funds to continue a program for the 2nd - 4th and the 6th - 8th years, the state educational agency shall evaluate the program based on the indicators of program quality developed by the state.”

14. Who are eligible participants?

A parent who is eligible for adult education services and the child or children, from birth through age seven.

See “Section 1206(a)(1) of the Even Start Family Literacy Law.”

Federal Definition of Family Literacy

(Head Start, Improving America's Schools, Reading Excellence and Workforce Investment Acts)

The law defines family literacy services “as 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 integrates 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 their children's education.
- Parent literacy training that leads to economic self-sufficiency.
- An age-appropriate education to prepare children for success in school and life experiences.”

“Sample” Even Start Budget Over 8 Years

The total budget for an Even Start project includes the total of the federal grant plus the match (non-Even Start share).

$$\begin{array}{l} \text{Even Start grant} + \text{Match}^* = \text{Total Budget} \\ \text{Year 1: } 90\% + 10\% = 100\% \end{array}$$

**Match = 10% of Total Budget (not 10% of Even Start grant)*

The following table illustrates a total budget for an Even Start project over 8 years. The Even Start federal funds share of the total budget, if greater than \$75,000, decreases annually by 10%. At the same time, the non-Even Start share of the total project must increase annually by 10%.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Beyond 8
Even Start	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Match	\$ 8,333	\$18,750	\$32,143	\$50,000	\$75,000	\$75,000	\$75,000	\$75,000	\$139,286
% Match	10%	20%	30%	40%	50%	50%	50%	50%	65%
Total Budget	\$83,333	\$93,750	\$107,143	\$125,000	\$150,000	\$150,000	\$150,000	\$150,000	\$214,286

Some examples of non-Even Start match (in-kind) contributions include: space, utilities, phone service, postage, instructional materials, staff training, clerical and administrative services. Sources of non-Even Start share may include state, local and other federal funds, including Title 1.

Suggested Personnel Qualifications

Choosing the right people for the teaching team is essential to a family literacy program. Teachers must embrace the philosophy as a family education program and view themselves as a team of family literacy educators, rather than as solely an adult or early childhood specialist. Staff expertise and commitment are directly related to recruitment and retention success. Family literacy teachers must be knowledgeable of family literacy services, self-motivated and organized persons who are willing to learn non-traditional methods of instruction. They must be able to communicate respect for participants and be responsive to their needs.

Supervisor/Director: The person who provides leadership for the program is extremely important. Family literacy is not just another program, it is a philosophy. The supervisor or director is an advocate, supporter, mentor – the standard bearer for the families and the teachers. This person must develop a partnership between the program and the business community to provide work opportunities for adult students.

Even Start is locally designed. The director could be employed by the school district or agency, e.g., Title 1, preschool, or federal programs director.

Other personnel needed in an Even Start Literacy Program should include an:

Adult Education Teacher

Early Childhood Teacher

Teaching Assistant

Family Educator

Even Start programs are required by law (Section 1205, Title 1, Part B) to “include special training of staff, including child care staff, to develop the skills necessary to work with parents and young children in the full range of instructional services.”

SAMPLE... (to be completed for each co-applicant)

Co-Applicant Agreement

**Sunshine Public Schools
and
Community Agency for Families**

hereby enter into an agreement to enable the applicant, Sunshine Public Schools, and co-applicant, Community Agency for Families, to maximize resources to support and jointly coordinate services for children and families participating in Sunshine Public Schools' Even Start Program.

The Community Agency for Families thereby agrees and is committed to the following responsibilities to support the Sunshine Public Schools Even Start Program:

- Promote awareness of program
- Provide parent trainer 12 days per year
- Provide one family advocate 24 days per year to assist with recruitment
- Provide space for monthly family activities as needed
- Assist with home visits when requested by Even Start to provide resources to families
- Provide transportation to and from center, three days per week
- Attend Even Start collaborative meetings
- Jointly sponsor professional development activities for staff of both parties
- Share responsibility for program outcomes and assist with action plan for improvement
- Review and comment on annual Even Start local evaluation for program improvement

It is agreed by both parties that this co-applicant agreement will focus on coordination of services to build local support for the Even Start program. Through this process of communication, potential barriers to collaboration can be discussed, analyzed, reduced or eliminated.

Co-Applicant Signature

Date

Applicant Signature

Date

1999-2000 ARKANSAS EVEN START PROGRAMS

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