This packet includes:
Grant Announcement
Part I General Information for the Applicant
Part II Information Required From Applicants
Part III Work Statement
Part IV Application Information and Review Criteria
Application Checklist

NATURE OF ACTION REQUESTED: Voluntary

The Michigan Department of Education is pleased to announce the availability of funds for a grant to support the Early On field under Part C of Individuals with Disabilities Education Act (IDEA). This grant will include funds to support the following systems:

**Comprehensive System of Personnel Development (CSPD)** - Funds will be granted to provide support for the Comprehensive System of Personnel Development for the infant toddler early intervention system commonly referred to as Early On Michigan. There are three components included: 1) promote the preparation of early intervention service providers; 2) coordinate, implement, and manage in-service training for professionals, open as well to parents; and 3) coordinate and provide technical assistance to the 56 service areas.

**Child Find, Public Awareness, and Information and Referral (PAIR)** - Funds will be granted to provide a comprehensive child find system, a public awareness program focusing on early identification of children with disabilities. There are three components included: 1) implement a public awareness campaign for Early On Michigan; 2) promote and manage a child find system; and 3) update and maintain a central directory of IDEA resources in Michigan.

At the October 9, 2012, meeting, the State Board of Education approved criteria to guide the selection of proposals. The grant will be awarded by competitive application process.

Information on completing the Support to the Early On Field grant application is available on-line at [http://www.michigan.gov/earlyon](http://www.michigan.gov/earlyon). Applications must be received at the Michigan Department of Education by **Wednesday, December 5, 2012**. An **ORIGINAL AND SEVEN COPIES** of the completed application must be submitted at that time.

Questions regarding the Support to the Early On Field grant may be directed to Vanessa Winborne, Coordinator; or Laura Goldthwait, Consultant; Office of Great Start/Early Childhood Education and Family Services, at (517) 335-6426.
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APPLICATION FOR THE SUPPORT TO THE EARLY ON FIELD GRANT

Part I. General Information for the Applicant

I-1. Introduction

This grant application provides potential grantees with information for preparation and submission of a proposal for consideration by the Michigan Department of Education (MDE) to provide a statewide Comprehensive System of Personnel Development (CSPD) and the Public Awareness, Information and Referral (PAIR) System for Early On Michigan, the Infant and Toddler Early Intervention System, under Part C of the IDEA.

Part C of IDEA is the federal legislation which supports funding to states to assist in the planning, development, and delivery of a statewide, comprehensive, coordinated multidisciplinary, interagency system of early intervention services to infants and toddlers with special needs, and their families. In addition, IDEA Part C under Section 303 requires a comprehensive system of personnel development, as well as, child find, public awareness, and central directory components within the statewide system.

The State Board of Education has approved the use of up to $996,000 from the Part C of IDEA federal allocation to Michigan (dependent upon approval of the federal application and receipt of funds) for an award to support these components of Early On. The first year of this grant is effective October 1, 2013, through September 30, 2014. Annual renewal, contingent upon the performance of the grantee and the receipt of federal Part C allocations, will be available for an additional four years ending September 30, 2018.

I-2. Grant Purpose

The continuing success of the implementation of Part C of the IDEA in Michigan is greatly dependent upon an effective comprehensive system of personnel development and public awareness. Statewide self-assessment, in which both consumers and providers participate, identifies priorities for training, technical assistance, and preservice preparation of early interventionists, as well as, the effective components of a comprehensive public awareness information and referral system. Meeting identified needs is essential in order to improve the delivery of early intervention services to infants and toddlers with disabilities and their families.
Comprehensive System of Personnel Development Component (CSPD)

There are three components to the Comprehensive System of Personnel Development for the infant and toddler early intervention system commonly referred to as Early On Michigan. These include: 1) promoting the preparation of early intervention service providers (Preservice Training Component); 2) coordinating, implementing, and managing in-service training for professionals, open as well to parents (Inservice Training Component); and 3) coordinating and providing technical assistance to the 56 service areas (Technical Assistance Component).

**Preservice Training Component** - The purpose of this component is to identify, enhance, and promote model preservice curricula in institutions of higher education to improve the preparation of early intervention personnel.

**Inservice Training Component** - The purpose of this component is to support the coordination, implementation, and management of inservice training as part of the Early On comprehensive statewide system of personnel development.

**Technical Assistance Component** - The specific purpose of this component is to provide and coordinate technical assistance to the 56 local service areas.

Public Awareness, Information and Referral Component (PAIR)

There are three components of a comprehensive child find system, focusing on early identification of children with disabilities. These include: 1) implementing a public awareness campaign for Early On Michigan; 2) promoting and managing a child find system; and 3) updating and maintaining a central directory of IDEA resources in Michigan.

**Public Awareness Component** – The main purpose of this component is to provide a coordinated public awareness effort at both the state and local levels which is designed to provide information on the availability of the state collaborative multi-agency early intervention system.

**Child Find Component** – The overarching goal of the Child Find component is to identify and locate children eligible for Early On.

**Central Directory Component** – The main purpose of this component is to provide a central directory that is accessible to the general public which includes accurate, up-to-date information on the early intervention services, resources, and experts within the state.

I-3. State Board of Education Strategic Goal and Reform Priorities

The State Board of Education has adopted as its Strategic Goal “Continue developing an effective and equitable performance-based system that achieves academic growth and successful outcomes for all students.” In addition, the State Board has adopted the following priorities for 2012-2013 to implement the goal:
To the extent possible, all grant criteria and grant awards will include priority consideration of the Strategic Goal and Reform Priorities. This grant addresses the goal and priorities by increasing capacity and creating a more efficient early intervention system through a comprehensive professional development system, public awareness and identification of children to attain better outcomes for infants, toddlers, and their families.

I-4. Eligible Applicants

Eligible applicants include agencies, organizations, or institutions that can demonstrate previous experience in coordinating comprehensive systems of personnel development and child find. The successful applicant(s) should have knowledge of early intervention systems, a background in coordinating multiple systems, with: 1) expertise in providing training and technical assistance to a variety of personnel and disciplines, and experience working with faculty, staff, and students in higher education institutions; and 2) experience and expertise in locating and identifying eligible children and their families.

I-5. Grant Range and Funding Limit

Up to $996,000 is available for the grant per contract year. The first year of this grant is effective October 1, 2013, through September 30, 2014. Annual renewal, contingent upon the performance of the grantee, the receipt of federal Part C allocations, and the priorities of the MDE, will be available for an additional four years, ending September 30, 2018. Levels of continued funding may vary depending on federal appropriations under Part C of IDEA.

I-6. Type of Grant

It is proposed that if a grant is entered into as a result of this announcement, it will be a time and materials negotiated grant. Negotiations may be undertaken with the applicant(s) who appears to be the most qualified, responsible, and capable of performing the work outlined in this application. The grant that may be agreed upon will be the most advantageous to the MDE, price and other factors considered. MDE reserves the right to consider proposals and modifications thereof received at any time before the award is made, if such action be in the interest of MDE.

I-7. Rejection of Proposals

MDE reserves the right to reject any and all proposals received as a result of this announcement, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of MDE. This announcement is made for information or planning purposes only. MDE does not intend to award the grant solely on the basis of any response made to this request or otherwise pay for the
information solicited or obtained. Additionally, past performance on other grants, demonstrated knowledge of the Early On system or other relevant factors will be considered when recommendations for the grant award are made to the Superintendent of Public Instruction.

I-8. Closing Date and Delivery Address

This announcement is issued for the state of Michigan by the MDE, Office of Great Start/Early Childhood Education and Family Services (OGS/ECE&FS), (517) 335-6426. The Issuing Office is the sole point of contact for this announcement.

Due to current security measures, THIS GRANT APPLICATION MAY NOT BE HAND-DELIVERED. The ORIGINAL application bearing ORIGINAL signatures (in blue ink) and seven (7) copies (FOR A TOTAL OF EIGHT) of the completed application must be documented by delivery agent for delivery on or before Wednesday, December 5, 2012.

- The postmark or other mailing validation must be documented by delivery agent for delivery on or before Wednesday, December 5, 2012. The checklist on page 29 must be completed and attached to the top of the original application for appropriate check-in by the unit secretary. If the applicant used a delivery service, the dated receipt for delivery service must be available to validate the December 5, 2012, delivery agreement.
- When the grant application is received, the checklist on the front of the application package will be signed by the appropriate MDE personnel and then faxed to the applicant to verify receipt of the application and participation in the competitive process at MDE. The applicant is responsible for contacting Cheryl Najm at (517) 335-6426 or najmc@michigan.gov by 9 a.m., Thursday, December 6, 2012, if the applicant does not receive a faxed copy of the signed check-in form.

In case of a late delivery of the grant application, verification of appropriate delivery efforts will be required to participate in the competitive grant process. Applications sent by mail should be addressed to:

Regular Mail
Michigan Department of Education
Office of Great Start/Early Childhood Education & Family Services
Early On® Michigan
P.O. Box 30008
Lansing, Michigan  48909

Overnight/Express
Michigan Department of Education
Office of Great Start/Early Childhood Education & Family Services
Early On® Michigan
Hannah Bldg., 4th Floor, Pillar H-16
608 W. Allegan Street
Lansing, Michigan  48933
(517) 335-6426

No facsimile transmissions will be accepted. Late application, an application submitted by facsimile, or an application submitted, but not in accordance with the
application preparation instructions (below), **will not** be accepted and will be returned to the applicant **without review**.

**I-9. Application Preparation, Page Limit, Font Size and Packaging**

Applications should be prepared simply and economically, providing a straightforward, concise description of the applicant’s ability to meet the requirement of the announcement. **Fancy bindings, covers, colored displays, promotional material, etc., are not permissible.** However, tabs and headings are recommended to assist in delineating the sections. The proposal should be stapled in the upper left hand corner. Emphasis should be on completeness and clarity of content.

Proposals should be limited to not more than 30 pages, exclusive of resumes, the separate price and cost analysis, and the assurance of compliance with state and federal law, including prohibiting discrimination. The proposals must be typed on 8½ x 11 paper, in the Verdana font no smaller than 10 point, using 1½ line spacing and margins no smaller than one-half inch. Reductions to a smaller size are not acceptable.

**I-10. Incurring Costs**

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

**I-11. Issuing Office**

The instructions contained in these materials are issued by the Michigan Department of Education, which is the sole point of contact in the state for this program. Questions regarding applications should be directed to the OGS/ECE&FS at the MDE at (517) 335-6426.

**I-12. Pre-proposal Webinar**

A pre-proposal webinar will be held Wednesday, October 24, 2012 from 1 p.m. to 4 p.m. The purpose of this webinar is to discuss general competitive grant information, as well as both the Support to the *Early On* Field and Qualitative Compliance Information Project (QCIP) applications, and allow potential applicants to ask questions related to the applications and implementation process. The OGS/ECE&FS staff will be available to provide technical assistance as needed. There is no charge for this technical assistance. **Pre-registration is required.** Individuals planning to participate in this webinar should fill out and return the Intent to Apply and Webinar Registration form posted at [http://www.michigan.gov/earlyon](http://www.michigan.gov/earlyon) by **Monday, October 22, 2012**. A confirmation, including instructions on how to connect to the webinar, will be e-mailed to the address provided on the form. Copies of the application will also be accessible at [http://www.michigan.gov/earlyon](http://www.michigan.gov/earlyon).
This pre-proposal webinar is for information only. The OGS/ECE&FS retains the right to make modifications to this announcement, if it is necessary, to comply with laws or ensure a clearer understanding of its content.

I-13. Addenda to the Announcement

In the event it becomes necessary to revise any part of this announcement, addenda will be posted on the http://www.michigan.gov/earlyon website

I-14. Proposals

To be considered, each applicant must submit a complete response to the components in this announcement, using the format in Part II. An original and seven (7) additional copies of each proposal must be submitted by the applicant. Proposals must be signed by an official authorized to bind the applicant to its provisions. The proposal must remain valid for at least sixty (60) days.

I-15. Acceptance of Proposal Content

The contents of the proposal of the successful applicant may become contractual obligations, if a grant ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

I-16. Cancellation

The OGS/ECE&FS may cancel the Contract for:

1. Default of the Contractor.
2. In the event OGS/ECE&FS no longer needs the services or product specified in the Contract, or in the event the program changes, changes in laws, rules or regulations, relocation of offices occur, or OGS/ECE&FS determines that statewide implementation of the Contract is not feasible, or if prices for additional services requested by OGS/ECE&FS are not acceptable to OGS/ECE&FS.

I-17. Oral Presentation

Applicants may be required to make oral presentations of the proposal to MDE. These presentations provide an opportunity for the applicant to clarify the submitted proposal to ensure thorough mutual understanding. The Issuing Office will schedule the presentation, if necessary.

I-18. Prime Responsibilities

The selected applicant will be required to assume responsibility for all services offered in the submitted proposal whether or not the applicant produces them. Further, MDE will consider the selected applicant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the grant.
I-19. Grant Payment Schedule

All grantees are required to request funds, as needed, to reimburse for expenditures incurred by the program. Requests for funds can be made by selecting “Requesting Funds for a Project” in the Cash Management System (CMS) at https://mdoe.state.mi.us/cms/. Payment to the grantee is made through the Michigan Department of Education, Office of Financial Management.

I-20. Financial Reporting

A Final Expenditures Report (FER) will be required within 60 days of the grant ending date each year. It is expected that programs have standard account audits completed prior to the submission of the FER. All financial reports are filed electronically with the Michigan Department of Education using CMS under “Reporting Expenditures.” Grantees that receive $500,000 in total federal funds are subject to the Circular A-133 Single Audit requirements.

I-21. Account and Audit Requirements

The grantee will maintain a separate accounting of expenditures for this contract for each fiscal year it is awarded. Funds will only be requested as needed to meet immediate obligations and shall not be drawn for purposes other than those directly related to this contract. Normally acceptable accounting procedures will be used. The agency’s independent auditor will be made aware of the contract so that the auditor can review expenditures as required by federal single audit requirements. The auditor must review all contracts over $25,000. Employees of MDE may not be employed or contracted under this grant.

Expenses charged to this contract will not be charged to any other state or federal source and this contract will not be used to supplement mandated state or local costs.

I-22. Release of Information

Grantee-initiated publication in or release to any media of any information pertaining to the grant, work performed under the grant, products of the work and materials based upon the products shall occur only with prior written permission of the Issuing Office and in coordination with its grant monitor, except:

A. That grantee-initiated publication of scholarly articles in referred, scholarly publication shall occur only after formal consultation with the Issuing Office’s monitor; and

B. That 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.
I-23. Disclosure

After the 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 also provides for complete disclosure of grant agreements and attachments thereto.

I-24. Independent Price Determination

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

1. 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;
2. 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
3. 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.

B. Each person signing the proposal certifies that:

1. He/she is 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 paragraph I-24. A.1, 2, and 3 above; or
2. He/she is 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 paragraph I-24. A.1, 2, and 3 above, and as their agent does hereby certify; and that he/she has not participated, and will not participate, in any action contrary to paragraph I-24. A.1, 2, and 3 above.

C. A proposal will not be considered for award if the sense of the statement required in the Budget Detail portion of the proposal has been altered so as to delete or modify paragraph I-24. A.1, 2, and 3 above. If paragraph A.2 has 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 Issuing Office determines that such disclosure was not made for the purpose of restricting competition.
I-25. Grant Control

A. The grantee will carry out the terms of the grant in coordination with the Issuing Office.
B. The grantee’s director will meet quarterly, or as determined by the grant monitor, via telephone, face-to-face on site or in Lansing, with the Issuing Office’s grant manager 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 the Issuing Office, as outlined in Part III Work Statement Section.
D. Within one month after the termination of work under the grant, the grantee will submit a detailed final narrative report as outlined in the Major Grantee Responsibilities section.
E. Within thirty (30) days following liquidation of the final expenditure, but no later than sixty (60) days after the ending date of the grant, the grantee will submit a final financial report in the format provided by MDE.

I-26. Period of Funding

Part III, the “Work Statement” of this announcement, contains the Grant Description, Description of Component Objectives, and Definitions for five project years. It is MDE’s intention, but not binding commitment, to fund an additional year or additional years.

In any case, the grant, if awarded, will be for five years or less. Award of funds for continuation of multiple-year grants will depend upon considerations which include, but are not limited to, the results of an annual evaluation of the work and grantee’s performance, the availability of funds, and the submission and acceptance of a continuation proposal.

I-27. Non-Discrimination and Other Compliance with Law

Applications must include a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the MDE and the U.S. Department of Education (ED).

The assurance must state that it is the policy of the applicant’s organization that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it received funding from MDE or ED.

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, MDE 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 comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). MDE may withhold up to 100 percent of any payment based on a monitoring finding, audit finding or pending final report.

I-28. Americans with Disabilities Act

MDE 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 MDE for assistance.

I-29. Ownership

All products, materials, and other tangible outcomes resulting from work performed under the grant(s) will be the exclusive property of MDE, which reserves the right to copyright or patent them, or otherwise protect their integrity and availability for public use. MDE reserves the right to review all products prior to statewide dissemination. All products and materials must include the statement:

“This document was produced through an IDEA grant awarded by the Michigan Department of Education. The opinions expressed herein do not necessarily reflect the position or policy of the Michigan Department of Education and no endorsement is inferred. This document is in the public domain and may be copied for further distribution when proper credit is given. For further information or inquiries about this project, contact the Michigan Department of Education, Office of Great Start/Early Childhood Education and Family Services, P.O. Box 30008, Lansing, Michigan 48909.”

I-30. 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.


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 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:

A. 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;
B. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees;
C. 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 $300,000 each occurrence and when applicable, $400,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards; and
D. 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.

Insurance for subparagraphs (C) and (D) non-automobile hazards on a combined single limit of liability basis shall not be less than $300,000 each occurrence and when applicable, $300,000 annual aggregate.

The insurance shall be written for not less than any limits of liability herein specified or required by law, whichever is greater, and shall include contractual liability insurance, as applicable, to the Grantee’s obligations under the indemnification clause of the Grant Amendment.
I-32. Assurance of Grant Conditions

The submission of a proposal, signed by an official authorized to bind the agency submitting the proposal contractually, shall constitute assurance that the proposing agency has accepted, unconditionally and without reservation, all conditions, requirements, and specification 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.

Part II. Information Required from Applicants

Proposals must be submitted in the format outlined below. The use of tabs and headings are recommended to assist in delineating the sections. Use only the Arabic numerals to designate sections of the submitted proposal which corresponds to the sections of the format. (Do not use the Roman numeral II used in the announcement to designate Part II, nor the III which indicates Part III. Failure to comply with these directions may cause confusion and result in a lower score for the sections identified.)

II-1. Cover (Page 1 of form IM-02-12)

Eligible applicants submitting the application and that will be the fiscal agent for the project must be fully identified, with information about the contact person for this program. Complete all boxes, including federal identification number, addresses, e-mail addresses and telephone numbers. This page must be signed by the authorized signatory, that is, the person within the agency/district who has legal oversight responsibility, e.g., the superintendent or chief executive officer.

II-2. Assurances and Certifications (Pages 1a-1e of form IM-02-12)

Signature of authorized official of the agency/district on the cover page also applies to the statements on pages 1a through 1e.

II-3. Project Abstract (Page 2 of form IM-02-12)

A Project Abstract of the proposed program must be completed and returned with the application. This page should explain enough of the project to be able to be duplicated and distributed to others who may ask for information about the Support to the Early On Field project. The Project Abstract is limited to one page ONLY. This page may be single-spaced with a 10-point Verdana font and have margins no smaller than one-half inch.

The Project Abstract must briefly describe the activities of the project to meet the objectives expressed (Description of Component Objectives), highlight key people who will be involved with the project (Qualifications of Key Personnel), and provide a statement regarding the applicant’s commitment to and capacity for carrying out
the project (Applicant’s Commitment and Capacity). Please note that the “Description of Project” will be used as a summary of the project.

**II-4. Business Organization**

On a separate sheet (not included in maximum page limit) provide the full name and address of your agency, organization or institution and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work proposed. Indicate whether the applicant will operate as an individual, partnership or corporation; if as a corporation, include the state in which the applicant is incorporated. State whether the applicant is licensed to operate in the state of Michigan, if appropriate.

**II-5. Proposed Project Overview**

Provide a narrative overview of the proposed effort noting key elements of the project and include a proposed outline of the final report specified in III-1, C.1.

**II-6. Adequacy of Resources and Commitment**

An agency, organization, or institution must provide, in narrative form, evidence of its ability to perform the work of this grant and should include, in this section, descriptions of qualifications or corporate experience which includes descriptions, costs, and starting and completion dates of projects successfully completed. Also, show the name, address, and phone number of the responsible official of the client organization who may be contacted regarding the projects listed.

Provide an overview of any direct or in-kind financial or other contribution to the implementation of the project. Also show how the project may be carried out with existing facilities, equipment, staffing and other resources.

**II-7. Quality of Project Design – Project Implementation Plan (Page 3 of form IM-02-12)**

Describe in narrative form a technical plan for accomplishing the work. Make specific reference to the Objectives listed in Part III Work Statement section.

Provide an overview of each program component or element, the objectives, strategies, services, research foundation, measurement/documentation of quality, timeline, and monitoring for continuous improvement using the Project Implementation Plan.

**II-8. Quality of Management Plan**

Provide, in the narrative, an overview of an implementation and management plan that incorporates improvement strategies and addresses all components of the subgrant. Include, in the narrative, a plan for evaluating the performance of the grant project.
II-9. Quality of Personnel (Page 4 of form IM-02-12)

The agency, organization, or institution must be able to staff a project team which possesses the talent and expertise necessary to accomplish the tasks involved. List the executive, professional and technical personnel who will be employed, noting individuals’ skills and qualifications which apply to the work proposed. Indicate where the personnel will be physically located when they are working on the project. Identify by name and title staff that are considered key to the successful completion of the project.

Describe the need for consultants, if any, and show how their efforts are directly related to the objectives of the project.

Indicate the number of hours allocated for each task on a staff person-by-task chart. Include consultants, if any. (Reviewers consider this chart a key component in the understanding and scoring of proposals.)

The amount and type of personnel time proposed should be commensurate with the tasks and activities required to achieve the objective of the project. The salaries and fringe benefits for project personnel should be commensurate with the amount of time (based upon a full-time annual base of 2080 hours) to be actually devoted to the project and to the level of responsibility of each project person.

Attach resume(s) or position description of the proposed project staff.

II-10. Significance

Discuss elements and evidence that assures that the applicant has the ability and knowledge to implement and effectively address all objectives and activities in the subgrant, thus having a significant impact on the quality of Michigan’s Early On system.

II-11. Budget (Page 5 of form IM-02-12)

The information requested in this section is required to support the reasonableness of your quotation. The data will be held in confidence and will not be revealed to or discussed with competitors as specified in the “Release of Information” section in Part I. Follow the form outlined below to detail the items that are summarized on the Budget Summary form.

Complete the Budget Form found on page 5 of IM-02-12 including the budget summary (part 1) and budget detail (part 2), as directed on the form. Ensure the budget summary, budget detail and budget narrative address all objectives of the proposal. Identify the announcement and your agency, organization, or institution on the budget summary and narrative section. The Budget Form must be completed and signed by the fiscal and administrative personnel of the district/agency/organization.
The budget summary should identify both function codes and object codes for anticipated expenses for the project being proposed. Applicants are advised to consult the Allowable Cost Guide provided at [http://www.michigan.gov/earlyon](http://www.michigan.gov/earlyon) on which has been modified for use with this grant. Additional guidance can be found in the Appendix of the Michigan Public School Accounting Manual available at [http://www.michigan.gov/mde/0,4615,7-140-6530_6605---,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_6605---,00.html).

Further guidance on allowable costs is provided in OMB Circular A-87 for those fiscal agents that are state, local and Indian tribal governmental agencies, OMB Circular A-21 for those that are institutions of higher learning, and OMB Circular A-122 for nonprofit community-based organizations that are assuming fiscal responsibility for the grant. The Circulars are available at: [http://www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html).

Complete a budget detail that explains the line totals presented in the budget summary. In addition, prepare a budget narrative to address items A-H below.

A. **General and Administrative Burden or Overhead.** The link between the work to be done and the need for indirect cost should be made clear. Indicate the percentage and total. Universities, private and public agencies, organizations, institutions or firms must propose not more than eight percent of their request as their indirect cost. Intermediate school district and local education agencies are limited to the restricted indirect rate established for them by the MDE.

B. **Personnel Costs.** Itemize to show the following for each category of personnel with a different rate per hour:
   1. Category; e.g., project manager, evaluation specialist, system analyst, etc.;
   2. Estimated hours/FTE;
   3. Rate per hour; and
   4. Total cost for each category and for all other personnel.

C. **Cost of Supplies and Materials.** Itemize.

D. **Transportation Costs.** Itemize by person and task to make clear that the amount and nature of travel is directly linked to the accomplishment of the objectives of the project. Show travel costs and per diem separately. Provide rates and multipliers (e.g. miles, days, persons) such that reviewers can see how you arrived at the amounts proposed.

E. **Equipment Costs.** For the purposes of the QCIP grant, equipment is defined as any individual item or unit valued at $5,000 or above. Itemize.

F. **Other Costs.** Itemize.

G. **Total Price Bid for Project.** Provide the total request per component, as well as, the total cost for the entire proposed activities.
H. **Independent Price Determination.** Include a statement as follows: “This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled “Independent Price Determination” in Part I of this announcement.

II-12. **Additional Information and Comments**

Include any other information that is believed to be pertinent to the implementation of the grant, but not specifically asked for elsewhere. These pages are subject to the page limitation stated in the “Application Preparation, Page Limit, Font Size and Packaging” section of Part I (I-9).

II-13. **Appendices**

Include the certification of Non-Discrimination and Other Compliance with Law as specified in Part I (I-27), and brief resumes or job descriptions of principal staff. Do not include lengthy general lists of publications or other documents unless their inclusion is ESSENTIAL to reviewer’s understanding of your proposal and you make explicit reference to them in the body of proposal. Appendices are not part of the page limitation stated in the “Application Preparation, Page Limit, Font Size and Packaging” section of Part I (I-9).

**Part III. Work Statement**

**Description of Component Objectives**

Applicants are required to submit a quality project design which includes the following objectives.

**III-1. General**

These objectives are required as part of the overall grant management:

A. Provide support to MDE for the state’s continuous improvement monitoring process.
B. Collaborate with other grantees to collect and share information and expertise relevant to statewide implementation of Part C of the IDEA.
C. Maintain communication with other agencies and groups including collaborating with other major grantees technological capabilities including voice mail, fax, e-mail, and access to the internet.
D. Develop an evaluation plan to measure the effectiveness of the project and incorporate suggestions for improving the project in future years.
E. Maintain a communication network with state and national early intervention information centers, organizations and associations to insure innovative activities and strategies are utilized.
F. Update *Early On* materials based on changes in federal and/or state rules, regulations and policies, as necessary.
G. Provide quarterly progress reports to the MDE and the Michigan Interagency Coordinating Council (MICC).

H. Provide, within one month of termination of work:
   1. A detailed final narrative report to the MDE which discusses activities completed, goals met, and not met.
   2. Copies of all products developed as a part of this grant.

III-2. Comprehensive System of Personnel Development (CSPD)

There are three components to the Comprehensive System of Personnel Development for the infant and toddler early intervention system commonly referred to as Early On Michigan. These include: 1) promoting the preparation of early intervention service providers (Preservice Training Component); 2) coordinating, implementing, and managing in-service training for early intervention providers, including parents (Inservice Training Component); and 3) coordinating and providing technical assistance to the 56 service areas (Technical Assistance Component).

Preservice Training Component Objectives

The overarching objective of this component is to identify, enhance, and promote model preservice curricula in institutions of higher education to improve the preparation of early intervention personnel, including paraprofessionals. Part C of the IDEA requires participating states to establish and implement personnel standards for early intervention personnel. This component must convene and work with a higher education advisory group to develop linkages between community-based student field practicum and Early On agencies, and support faculty partnering with parents in preservice training.

The purpose of the Preservice Training Component is to increase the awareness and knowledge of those preparing students to work with young children.

The grantee will:

  A. Implement innovative strategies and activities for the recruitment of early intervention services (EIS) providers on an interdisciplinary basis to the extent appropriate.
  B. Promote the preparation of EIS providers who are fully and appropriately qualified to provide EIS, including how to coordinate transition services.
  C. Work with an advisory group to identify and enhance higher education early intervention interdisciplinary models for practice.
  D. Increase awareness of Early On philosophies, values, and methodologies among higher education entities in the state.
  E. Develop linkages between Early On agencies and higher education entities at the state, regional, and local levels.
  F. Encourage and support higher education faculty and parent partnerships to improve preservice training on Early On philosophies, values, and methodologies, to include families participation in development and implementation of the child’s IFSP.
G. Promote the training of personnel to work in rural and inner-city areas.
H. Promote training in the emotional and social development of young children.
I. Identify and promote research conducted in the state related to infants and toddlers with disabilities.

**Inservice Training Component Objectives**

The specific purpose of this component is to support the coordination, implementation, and management of inservice training as part of the *Early On* statewide CSPD. Part C of the IDEA requires participating states to implement a CSPD which provides training to a variety of personnel including private providers, paraprofessionals, primary referral sources and persons who act as service coordinators.

Training must be provided to individuals in a variety of disciplines, including but not limited to the following: audiology, early childhood education, medicine, nursing, nutrition, occupational therapy, physical therapy, psychology, social work, special education, and speech and language pathology.

This component’s purpose is to prepare and deliver adult education, formal and informal learning experiences, and other planned educational events, through the use of technology and other media. The component’s effect should be to increase the competence of providers and administrators involved in *Early On* as evidenced by increased compliance with Part C requirements. In order to attain increased competence, educational opportunities should be based upon a formal assessment of needs.

The grantee will:

A. Promote the retention of interdisciplinary EIS providers who are fully and appropriately qualified to provide EIS using innovative strategies and activities.
B. Provide training to paraprofessionals and primary referral sources with respect to the basic components of early intervention services available in the state.
C. Train personnel to work in rural and inner-city areas; in the emotional and social development of young children; and to support families in participating fully in the development and implementation of the child’s IFSP.
D. Define goals and objectives to implement statewide in-service training module(s).
E. Conduct an annual training needs assessment for *Early On* personnel development, including parents and administrators, and integrate with an annual evaluation of the project at state-wide, regional, and local levels.
F. Analyze the annual training needs assessment and other data sources to determine focus of trainings.
G. Develop training programs using a variety of evidence-based training modalities, utilizing technology to the extent possible without eliminating broad accessibility. A majority of trainings must be available in an online format.
H. Maintain a system for disseminating *Early On* information, resources, and updates.
I. Utilize parents as co-trainers and include them in training.
J. Collaborate with other *Early On* grantees.
K. Offer a bi-annual *Early On* Conference.
L. Maintain a current evidence-based service coordinator training and work towards building a service coordinator culture that includes reflective practices and relationship building. This could include the development of online training, professional learning communities or certification for service coordinators.
M. Maintain a data base of information related to relevant personnel development activities. The project will serve to facilitate communication and collaboration between the various individuals and agencies in the *Early On* system responsible for or who have information related to personnel development.

**Technical Assistance Component Objectives**

The specific purpose of this component is to provide and coordinate technical assistance to the 56 local service areas. This grantee will support the local service areas to develop locally-driven service area improvement and strategic plans. The Technical Assistance Component will also provide support to the local interagency teams for state monitoring process. This project will maintain a regional component through the use of Regional Technical Assistance Facilitators.

The grantee will support the local service areas to respond appropriately to state monitoring and enhance local service areas progress for the Part C of the IDEA Results and Compliance Indicators. The Technical Assistance component will also provide support to the local early intervention systems to collect data and track their progress in the state monitoring process, including developing improvement plans.

Technical assistance impacts compliance and accountability. The Technical Assistance Component will meet the needs of *Early On* stakeholders throughout the early intervention system. The successful bidder will help assure that the public policies are implemented appropriately and effectively throughout the state and will assist community programs and service providers in adopting or adapting practices to achieve compliance and improve results for infants, toddlers, and their families.

The grantee will:

A. Serve as a central resource for personnel and systems development.
B. Facilitate technical assistance learning communities for various personnel within the *Early On* system.
C. Assist in the development of capacity and sustain integration of services through planning and evaluation.
D. Develop a system to address technical assistance issues, including data systems.
E. Develop online trainings addressing State Performance Plan/Annual Performance Reports Results Indicators (see Indicators 2, 3, 4, 5, and 6).
F. Develop online trainings addressing State Performance Plan/Annual Performance Reports Compliance Indicators (see Indicators 1, 7, and 8).
G. Support service areas in meeting federal Part C regulations and the Michigan State Plan through implementation of public policies.
H. Assist service areas in adopting or adapting specific innovations or practices.
I. Work with service areas to develop strategic plans, service improvement plans and corrective action plans related to monitoring activities.

III-3. Public Awareness, Information and Referral (PAIR)

The continuing success of the implementation of Part C of the IDEA in Michigan is dependent, in part, upon an effective public awareness, information and referral system. Families and other primary referral sources in contact with children under three years of age who may benefit from early intervention services must have access to information and materials regarding the availability of early intervention services in Michigan. A coordinated public awareness effort at both the state and local levels is designed to provide information on the availability of the state collaborative multi-agency early intervention system. The audience is service providers, parents, and the general public. Thus, an ongoing public awareness campaign, including the continued development and dissemination of informational materials is a central part of Early On.

To ensure the success of public awareness efforts, the early intervention system must provide technical assistance to support a referral process, the creation and/or continuation of awareness activities and appropriate materials, and the maintenance of the central directory. The staff must also have knowledge of Michigan’s Special Education System under Part B of IDEA.

Eligible applicants must be able to demonstrate: (1) the capacity to develop and maintain computer databases; (2) experience providing training and technical support for database users; (3) knowledge of primary referral sources; and, (4) understanding of the requirements of Part C and Part B of IDEA, as well as rules governing Michigan Special Education. The applicant will have successful experiences in the development of public awareness materials such as brochures, newsletters, marketing campaigns, and in the provision of information and referral services.

There are three components of a comprehensive Public Awareness, Information and Referral (PAIR) system. These include: 1) implementing a public awareness campaign for Early On Michigan; 2) promoting and managing a child find system; and 3) updating and maintaining a central directory of IDEA resources in Michigan.
**Public Awareness Component Objectives**

The grantee will:

A. Define goals and objectives for achieving a statewide Public Awareness system, with a focus on the early identification of infants and toddlers with disabilities.

B. Describe methods for how to increase awareness of *Early On* and referrals from primary referral sources, thereby increasing the availability of information to parents of infants and toddlers.

C. Prepare information describing early intervention services under Part C.

D. Assist with the dissemination of the information to be given to parents of infants and toddler, especially parents with premature infants and other physical risk factors associated with learning or developmental complications to all primary referral sources (especially hospitals and physicians).

E. Develop strategic partnerships that will enhance public awareness.

F. Collaborate with other Part C grantees and partner agencies.

G. Collaborate with local service areas to develop plans for local outreach.

H. Evaluate on a state and local level the effectiveness of activities undertaken.

I. Review and revise public awareness resources based on any changes in federal or state regulations or policies.

**Child Find Component Objectives**

The grantee will:

A. Define goals and objectives for identifying, locating, and evaluating all infants and toddlers eligible for *Early On*, including those living on a reservation, who are homeless, in foster care, wards of the state, subject of a substantiated case of child abuse or neglect, or identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure.

B. Collaborate annually with MDE in the preparation of the State Performance Plan and Annual Performance Report regarding Child Find.

C. Prepare, in collaboration with MDE, the confidentiality notice to parents as required in the federal regulations implementing IDEA.

D. Support primary referral sources to understand *Early On* eligibility.

E. Define procedures for tracking referrals from primary referral sources.

F. Develop protocols to make referrals to locals and track referrals, providing for referral of a child as soon as possible, but in no case more than seven days, after the child has been identified.

G. Measure extent to which primary referral sources distribute information to families.

H. Coordinate with other agencies and/or organizations, including other Part C and partner agencies.

I. Develop protocols for this component defining processes and procedures for day-to-day operation.

J. Evaluate on a state and local level the effectiveness of activities undertaken.

K. Review and revise Child Find resources based on any changes in regulations or policies.
Central Directory Component Objectives

The grantee will:

A. Define goals and objectives for creating a central directory, accessible to the general public.
B. Create a central directory of early intervention resources in Michigan that complies with Part C regulations (34 CFR 303.117).
C. Compile and update a database of directory resources.
D. Describe the method of maintaining the database.
E. Develop protocols for this component, defining processes and procedures for day-to-day operation.
F. Coordinate with other agencies and/or organizations.
G. Collaborate with other Part C grantees and partner agencies.
H. Evaluate on a state and local level the effectiveness of activities undertaken.

III-4. Definitions

**Early Intervention Services:** Developmental services, provided under public supervision, selected in collaboration with the parents, and provided at no cost, which are designed to meet the needs of infants’ and toddlers’ with a disability and the family to assist appropriately with the child’s developmental needs in the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development. Services may include, but are not limited to: family training; counseling, and home visits; special instruction; speech pathology and audiology; nursing; occupational therapy; physical therapy; psychological services; service coordination services; medical services only for diagnostic or evaluation purposes; early identification, screening, and assessment services; health services necessary to enable the infant or toddler to benefit from the other early intervention services; social work services; vision services; assistive technology devices and assistive technology services; and transportation and related costs that are necessary to enable an infant or toddler and the family to receive early intervention services.

**Early On Michigan:** The copyrighted name for the interagency early intervention system in Michigan under Part C of IDEA.

**Families:** Primary caregivers for the targeted population; this may include biological or adoptive parents, foster parents, guardians, or other, as situations prescribe.

**Infants and Toddlers:** An individual under three years of age.

**Part C of IDEA:** The portion of the IDEA that pertains to infants and toddlers with disabilities and their families.

**Michigan Interagency Coordinating Council (MICC):** The federally-mandated, state advisory body appointed by the Governor to advise and assist the lead agency
Strategic Plan/Service Area Improvement Plan: A design within which an organization establishes its direction, intent, and parameters or rules for implementation. The design should include: a vision; a clear statement of what is to be addressed; a broad goal statement; expected outcomes; strategies and actions; and operational definitions, standards, and guidelines for implementation.

Technical Assistance: Targeted and time-limited instruction, support, and consultation to individuals and groups to revise, improve, and enhance policies, procedures and practices.

Training: Planned interactive instruction, guidance, and consultation provided over time which facilitates measurable change and improvement in practice, group processes, and policy development.

Part IV. Review Criteria

IV-1. Application Review and Approval

Proposals will be reviewed and scored by a review team. Only those proposals which meet the identified criteria and are in compliance with submission requirements will be considered for funding. Grants will be awarded upon approval of the Superintendent of Public Instruction.

IV-2. Review Criteria Information

Proposals will be evaluated on the basis of the criteria described. Narrative sections of the proposals should be developed to address each criterion, with reference to information contained on any forms or in the appendices, if necessary. One hundred (100) points is the maximum score that can be accumulated. The value assigned for each criterion (section) is indicated below.

Applicant responses should include the objectives of both the CSPD and PAIR system listed in Part III Work Statement and address all six components listed below, unless otherwise noted.

- Comprehensive System of Personnel Development:
  - Inservice Training Component
  - Preservice Training Component
  - Technical Assistance Component
- Public Awareness, Information and Referral:
  - Public Awareness Component
  - Child Find Component
  - Central Directory
**Adequacy of Resources and Commitment (10 Points)**

The applicant should describe past projects that have been undertaken in the past related to this grant, addressing elements of the objectives identified for both systems including all six components.

<table>
<thead>
<tr>
<th>Not Recommended for Funding (0-2 points)</th>
<th>Recommended for Funding only with Major Revisions (3-5 points)</th>
<th>Recommended for Funding with Modifications (6-8 points)</th>
<th>Recommended for Funding (9-10 points)</th>
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<tbody>
<tr>
<td>The proposal:</td>
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<tr>
<td>does not provide a discussion that allows one to determine that the applicant has implemented a program that could serve as a basis for a successful program related to this grant.</td>
<td>provides a discussion of activities that have occurred in the applicant’s organization without providing information on the activities, OR success of activities may be discussed, but the activities discussed do not align with the anticipated activities necessary to achieve the goals of this grant.</td>
<td>gives evidence that applicant has successfully implemented program related this grant. The success of that program is discussed.</td>
<td>provides objective evidence that the applicant has implemented comprehensive, complex programs in the past. Evidence of operating program is prominently discussed. Evidence includes qualitative and quantitative data on positive outcomes of previous programs.</td>
</tr>
</tbody>
</table>
Quality of Project Design (40 Points)

The applicant is asked to describe the strategies, activities and services (with anticipated timelines) for implementing a project that will address all of the objectives of both systems including all six components.

<table>
<thead>
<tr>
<th>Not Recommended for Funding (0-10 points)</th>
<th>Recommended for Funding only with Major Revisions (11-21 points)</th>
<th>Recommended for Funding with Modifications (22-32 points)</th>
<th>Recommended for Funding (33-40 points)</th>
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<tr>
<td>The proposal:</td>
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<td>does not articulate objectives that are connected to determining the success of the project.</td>
<td>provides objectives, some of which are measurable, or objectives are not provided for the entire scope of the project.</td>
<td>contains objectives that are attainable and will assist in determining the success of the entire project.</td>
<td>contains clear, attainable, measurable objectives against which the progress and success of the full project will be measured.</td>
</tr>
<tr>
<td>does not demonstrate the capacity to utilize technology.</td>
<td>demonstrates the capacity to utilize technology. One tier of training is present.</td>
<td>demonstrates the capacity to utilize technology. At least two tiers of training are present, one introductory and one for on-going development.</td>
<td>demonstrates the capacity to effectively utilize technology and shows significant technological capability. More than two tiers and methods of training are present, including one introductory and one for on-going development.</td>
</tr>
<tr>
<td>does not directly relate activities to the project objectives.</td>
<td>contains activities that are not necessarily in direct support of the objectives or a majority of the objectives are not addressed.</td>
<td>indicates time-framed activities that will support the project objectives. Refers to the majority of the objectives.</td>
<td>includes a description of appropriate activities and timelines to achieve project objectives and incorporates all of the objectives identified in this announcement.</td>
</tr>
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</table>
**Quality of Management Plan (20 Points)**

Applicants address the methods by which the project will meet deadlines, achieve goals and attend to continuous improvement. Ensure the grantee addresses the objectives identified for both systems including all six components.

<table>
<thead>
<tr>
<th>Not Recommended for Funding (0-4 points)</th>
<th>Recommended for Funding only with Major Revisions (5-10 points)</th>
<th>Recommended for Funding with Modifications (11-16 points)</th>
<th>Recommended for Funding (17-20 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposal: does not address how the applicant anticipates implementing, reviewing and adjusting all activities over the course of the project.</td>
<td>The proposal: contains a plan to administer the project.</td>
<td>The proposal: suggests a management plan that will ensure the project be implemented in the manner prescribed by the objectives of the project.</td>
<td>The proposal: includes an effective plan to ensure proper and efficient administration of the project, assuring review of actions for continuous improvement of the implementation of all components of the training, technical assistance, public awareness, child find and central directory activities.</td>
</tr>
<tr>
<td>gives few details about a plan for evaluation. The evaluation described relies heavily on satisfaction surveys or other less rigorous measures.</td>
<td>The proposal: discusses an evaluation designed to measure some goals of the overall project, but may not address all elements of the required activities.</td>
<td>The proposal: provides the framework for a complete evaluation that measures the degree to which the project succeeds in reaching its goals and objectives.</td>
<td>The proposal: describes a preliminary rigorous and objective evaluation plan that measures the progress and success of the project in achieving its clearly stated and attainable objectives, utilizing concrete and quantifiable means of measurement. Evaluates effectiveness of activities undertaken on a state and local level.</td>
</tr>
</tbody>
</table>
Quality of Personnel (10 Points)

The applicant should identify individuals who will be associated with the project and its implementation. In lieu of actual named individuals, the applicant should address the qualities and qualifications of the individuals who would be sought for implementation to ensure the grantee will be able to address the objectives identified for both systems including all six components.

<table>
<thead>
<tr>
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<td>The proposal:</td>
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<tr>
<td>is missing the description or provides a weak description of how personnel integrate into the administration of the project</td>
<td>suggests personnel to implement the project that have little or no experience in a project of the scope proposed or not exhibiting the skills and training necessary to ensure attention to the elements of a strong Early On system.</td>
<td>discusses how specific staff will be assigned to the project and ensure implementation, but may need additional training prior to full implementation of the project.</td>
<td>designates responsibilities to specific personnel who are qualified to develop, administer and implement the project. Personnel have significant knowledge of the operations required for each component of Early On Michigan required within the scope of this grant.</td>
</tr>
</tbody>
</table>

Significance (10 Points)

Points are ascribed for projects that are most likely to be successful in meeting the goals, implementing the required elements, and thus have a significant impact on the quality of Michigan’s local Early On programs and their ability to impact the lives of families and their young children through addressing the objectives identified for both systems including all six components.

<table>
<thead>
<tr>
<th>Not Recommended for Funding (0-2 points)</th>
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<tr>
<td>The proposal:</td>
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<tr>
<td>does not provide a sense that the applicant has the wherewithal to implement a program with the support necessary to significantly impact the lives of families.</td>
<td>addressed all goals and expectations of the grant, but the activities discussed do not align with the anticipated activities necessary to achieve the goals of this grant.</td>
<td>provides a sense that the applicant has the ability to implement activities that will provide support to the local programs, addressing all goals that are outlined for this grant.</td>
<td>elucidates a plan that assures that the applicant has a strong foundational knowledge of Early On, the ability to implement a timely, effective, and comprehensive program to address all goals outlined for this grant, thus having a significant impact on the quality of Michigan’s Early On system.</td>
</tr>
</tbody>
</table>
**Budget (10 Points)**

This section provides information to demonstrate that the project has an appropriate budget and is cost effective. The budget must be reasonable in relation to the scope of the project and the expected outcomes. Reviewers will be instructed to score this section after reviewing the narrative portion of the application.

The budget summary must be completed and signed by the fiscal and administrative personnel of the district/agency/organization. Attach both a budget narrative as well as a budget detail that explains the line totals presented in the budget summary. See page 14 for further explanation.

<table>
<thead>
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</tr>
<tr>
<td>contains a summary, but does not provide a budget detail.</td>
<td>provides a budget and detail of expenditures not directly related to the activities proposed in the plan.</td>
<td>provides a detail of expenditures directly related to the activities proposed in the plan. Budget summary and/or detail contain minor transposed numbers or addition errors. Some costs may not support or are in excess of what is needed to implement the plan.</td>
<td>provides clearly detailed expenditures directly related to the activities proposed in the plan. The expenditures are accurately reflected in the budget summary. Costs detailed are reasonable for the quality of the project activities proposed and align with budget guidelines.</td>
</tr>
</tbody>
</table>
APPLICATION CHECKLIST FOR GRANT APPLICANTS

Applicant Name _____________________________ Fax (_____)_____________

☐ Is the application in a font no smaller than 10 point?

☐ Is the application no more than 30 pages in length (minus Appendices and Certifications/Assurances)?

☐ Is the Application Cover sheet page signed by the authorized signatory?

☐ Is the Budget Summary signed by the authorized signatories?

☐ Are the forms and narrative completed and bound to the original and ALL seven copies in the following order?

☐ Application Cover sheet (II-1)
☐ Assurances and Certifications (II-2)
☐ Project Abstract (II-3)
☐ Narrative
  ☐ Proposed Project Overview (II-5)
  ☐ Adequacy of Resources and Commitment (II-6)
  ☐ Quality of Management Plan (II-8)
  ☐ Significance (II-10)
☐ Appendices (II-13)
  ☐ Business Organization (II-4)
  ☐ Quality of Project Design - Project Implementation Plan (II-7)
  ☐ Quality of Personnel (II-9)
  ☐ Budget (II-11)
    ☐ Budget Summary
    ☐ Budget Detail
    ☐ Budget Narrative
  ☐ Relevant support documents (II-12)

ATTACH THIS FORM TO THE ORIGINAL APPLICATION, ACCORDING TO PACKAGING AND MAILING INSTRUCTIONS IN SECTIONS I-8 AND I-9. APPLICATIONS NOT MEETING THE ABOVE STANDARDS WILL BE DENIED AND RETURNED TO THE APPLICANT.

Package received by MDE:

Staff initials_________________ Date_________________