

February 2008

Dear Applicant:

We are pleased to announce that we will be funding three grants under the Even Start Family Literacy Program. Each grant will be funded for a period of four years as long as funding is available. Please read the information below on how to apply for these Even Start funds.

The application is due on May 2, 2008. To ensure consideration for funding, your application for grant awards must be received on or before **5:00 p.m. (CDT), Friday, May 2, 2008**. Please complete the application per enclosed instructions and submit **one original and three copies** of the application to the following address:

ND Department of Public Instruction
Even Start Program Administrator
600 E. Boulevard Ave., Dept 201
Bismarck, ND 58505-0440

Any "eligible entity" may submit an application for Even Start Program funding. To qualify as an "eligible entity" a partnership is required of both a local education agency (LEA) and one of the following: a nonprofit community-based organization, or a public agency (other than an LEA), or an institution of higher education, or a public or private nonprofit organization of demonstrated quality (other than an LEA).

The document titled *Grant Announcement, 2003-2004, William F. Goodling Even Start Family Literacy Program* is available at <http://www.ed.gov/policy/elsec/guid/evenstartguidance02.doc>. Please use this document as guidance while completing your application. Review all application instructions carefully, as your application may be considered ineligible if it does not contain all of the information requested or follow the instructions identified throughout the application packet.

A draft of the *Federal Guidance for the William F. Goodling Even Start Family Literacy Programs* is available online at www.ed.gov/policy/elsec/guid/evenstartguidance02.doc to help you as you design your proposal and complete the application. The Even Start program was reauthorized as of December 21, 2001. Please note the reauthorization changes to the Even Start program. These changes have been included on the application.

Also available online is the ES Family Programs Statute at <http://www.ed.gov/policy/elsec/leg/esea02/pg6.html>. A list of Even Start definitions and a list of Even Start Program Contacts for Technical Assistance are also available on our DPI Even Start website.

Some important program information:

- The Even Start program does not allow for any local carryover of funds. Therefore, each project can only expend their grant monies through June 30, 2009. Remaining project funds are "pooled" to fund projects the next program year.
- Please note that the Even Start Office requires a limit of 5% of your federal Even Start funds to be spent on Even Start program administration. (Of course, your program can designate less than 5% if they wish.)

Unallowable Costs:

The following are some examples of unallowable costs. Other unallowable costs are found in EDGAR and the applicable cost principles.

- Indirect costs. Even Start projects may not use project funds (including Even Start funds and matching funds) for any indirect costs of a project. (See section 1234(b)(3) of the ESEA.) The differences between direct and indirect costs are explained in the applicable cost principles described above. In general, indirect costs are those costs that are incurred for common or joint purposes among multiple cost objectives (for example, the Even Start program and the school district's program) and cannot be readily and specifically identified with a particular final cost without effort disproportionate to the results achieved (for example, the cost of heating and lights for a building in which multiple programs are located).
- Constructing, renovating, or acquiring real property. An Even Start project generally may not use Federal Even Start funds or matching resources to acquire real property or for construction or renovation. (See EDGAR, section 75.533 for direct grantees of the Department, and section 76.533 for State-administered sub-grants.) Construction includes structural alterations to buildings, but does not include minor remodeling (see above).
- Organized fundraising. Under *OMB Cost Circular A-87*, the costs of organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. However, expenditures of funds to obtain the statutorily required cost or matching share for Even Start grants are not considered to be unallowable fundraising.

If you have questions, please contact me by e-mail at dpatrick@nd.gov or by telephone at (701) 328-1644.

Sincerely,

Dale P. Patrick, Assistant Director
Educational Support and Community Learning