



**RULE-MAKING ORDER**  
(RCW 34.05.360)

**CR-103** (10/1/89)

Agency: State Board for Community and Technical Colleges (SBCTC)

Permanent Rule  
 Emergency Rule

(1) Date of adoption: June 17, 1993

(2) Purpose:  
Readoption of Emergency Rules for Project Even Start until September, 1993 when the State Board for Community and Technical Colleges will adopt permanently.

(3) Citation of existing rules affected by this order:  
Repealed: SPI will repeal 392-315 WAC after we adopt emergency rules.  
Amended:  
Suspended:

(4) Authority for adoption:  
Statute: RCW 28A.610 and RCW 28B.50  
Other Authority:

(5.1) **PERMANENT RULE ONLY**  
Pursuant to notice filed as WSR \_\_\_\_\_ on \_\_\_\_\_ (date).  
Describe any changes other than editing from proposed to adopted version:

(5.2) **EMERGENCY RULE ONLY**  
Pursuant to RCW 34.05.350 the agency for good cause finds:  
 (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.  
 (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.  
Reasons for this finding: The state's five vocational technical institutes merged with our system in 1991. At that same time, Project Even Start administration transferred from SPI to our agency. The emergency rule adoption will formalize that transfer and allow for any final language to be considered prior to permanent rule adoption by the State Board for Community and Technical Colleges in September, 1993.

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?  
 Yes  No If yes, explain:

(6) Effective date of rule:  
**Permanent Rules**                      **Emergency Rules**  
 31 days after filing                       Immediately  
 Other (specify) \_\_\_\_\_ \*                       Later (specify) \_\_\_\_\_  
\*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

NAME (TYPE OR PRINT)  
Claire C. Krueger  
SIGNATURE  
*Claire C. Krueger*  
TITLE  
Exec. Asst./Agency Rules Coordinator  
DATE  
6/30/93

**CODE REVISER USE ONLY**

CODE REVISER'S OFFICE  
STATE OF WASHINGTON

JUN 30 1993

TIME: 10:00 PM  
WSR: 93-14053

Chapter 131-47 WAC

PROJECT EVEN START

NEW SECTION

**WAC 131-47-010 Authority.** The authority for this chapter is chapter 28A.610 RCW which authorizes the state board for community and technical colleges to promulgate rules for the establishment and administration of project even start.

NEW SECTION

**WAC 131-47-015 Purpose.** The purpose of this chapter is to set forth policies and procedures for the administration of project even start, including the establishment of eligibility criteria for the award of grants to eligible grantees.

NEW SECTION

**WAC 131-47-020 Public policy goals of project even start.** The public policy goals of project even start are to:

(1) Recognize that parents can be the most effective teachers for their children.

(2) Provide illiterate or semiliterate parents with opportunities to acquire basic skills and child development knowledge that will enhance their ability to assist and support their children in the learning process.

(3) Enhance children's learning experiences in the formal education environment by providing children with the motivation and positive home environment which contributes to enhanced academic performance.

NEW SECTION

**WAC 131-47-025 Project even start--Definition.** As used in this chapter, the term "project even start" means a program primarily designed to provide illiterate or semiliterate parents with basic skills instruction and which may include instruction in child development knowledge and other eligible program components as provided in WAC 392-315-030.

NEW SECTION

**WAC 131-47-030 Child development knowledge--Definition.** As used in this chapter, the term "child development knowledge" means information about characteristics of child growth, including differences in development, and the role of child-parent interaction in supporting the developmental process.

NEW SECTION

**WAC 131-47-035 Other eligible program components--Definition.** As used in this chapter, the term "other eligible program components" means one or more of the following:

- (1) Transportation.
- (2) Child care.
- (3) Other activities and/or resources determined by the state board for community and technical colleges to be directly necessary activities to accomplish the purpose of project even start.

NEW SECTION

**WAC 131-47-040 Eligible grantee--Definition.** As used in this chapter, the term "eligible grantee" means any public agency or private nonsectarian program or organization.

NEW SECTION

**WAC 131-47-045 Eligible parents--Definition.** As used in this chapter, the term "eligible parents" means one or more parents, which may be a biological or foster parent, a guardian, or a person with whom a child resides, and who meets the following two part test:

(1) Is illiterate or semiliterate, i. has less than an eighth grade ability in one or more basic skill areas: Provided, That in the case of parents whose primary language is other than English, eighth grade ability shall be determined on the basis of performing basic skill activities in their native language.

(2) Has a child enrolled in one of the following programs:

(a) State early childhood education and assistance program.

(b) Federal head start program.

(c) State or federally funded elementary school--i.e., grades K-8--basic skills program serving students who have scored below the national average of the basic skill areas of reading, language arts, or mathematics.

(d) A cooperative nursery--e.g., preschool or day care--at a community or technical college.

(e) A bilingual education/ESL program which includes children who are eligible for programs listed in (a) through (d) of this subsection.

(f) A program that serves children with special needs who are eligible for programs listed in (a) through (d) of this subsection.

#### NEW SECTION

**WAC 131-47-050 Basic skills--Definition.** As used in this chapter, the term "basic skills" means reading, language arts, and mathematics, including the readiness skills associated with such skills.

#### NEW SECTION

**WAC 131-47-055 Standardized test--Definition.** As used in this chapter, the term "standardized test" means any recognized test of adult basic skills and/or ESL that has received the prior approval of the state board for community and technical colleges.

#### NEW SECTION

**WAC 131-47-060 Transportation--Definition.** As used in this chapter, the term "transportation" means transport of the eligible parents or children thereof provided directly by the eligible grantee or reimbursed by such eligible grantee pursuant to the allowances provided in WAC 392-141-190(2).

NEW SECTION

**WAC 131-47-065 Child care--Definition.** As used in this chapter, the term "child care" means adult supervision of children of eligible parents provided directly by the eligible grantee or reimbursed by such eligible grantee pursuant to a written contract either with the provider of the day care or with the eligible parent.

NEW SECTION

**WAC 131-47-070 Directly necessary activities--Definition.** As used in this chapter, the term "directly necessary activities" means reasonable services and activities that are needed to remove barriers that inhibit participation of eligible parents in the even start project.

NEW SECTION

**WAC 131-47-075 Indirect expenditures--Definition.** As used in this chapter, "indirect expenditures" means those expenditures for administration of the organization as well as support service, fiscal support, and maintenance of facilities.

NEW SECTION

**WAC 131-47-080 Assurance of nonsupplanting--Program standard.** No application for an even start project grant shall be approved by the state board for community and technical colleges unless the authorized agent of the eligible grantee provides assurance to the state board for community and technical colleges of compliance with RCW 28A.610.030(4)-- i.e., "State funds . . . shall be used solely to expand and complement, but not supplant, federal funds for adult literary programs."

NEW SECTION

**WAC 131-47-085 Assurance of cooperation with the department of social and health services regarding public assistance reports--Program standard.** No application for an even start project grant shall be approved by the state board for community and technical

colleges unless the authorized agent of the eligible grantee agrees to assist eligible parents in any reporting requirement of the department of social and health services related to compliance with RCW 28A.610.030(3)—i.e., "fulfillment of . . . work and training obligation for the receipt of public assistance."

#### NEW SECTION

**WAC 131-47-090 Assurance to submit annual evaluation report to the state board for community and technical colleges.** No application for an even start project grant shall be approved by the superintendent of public instruction unless the authorized agent of the eligible grantee agrees to submit to the state board for community and technical colleges on a date established by the state board for community and technical colleges an annual evaluation report which shall contain the following:

(1) Progress made by adult enrolled as evidence by:

(a) Grade equivalent or standardized test scores by basic skills at beginning and end of enrollment in even start programs.

(b) Total number of instructional hours offered.

(c) Total number of instructional hours actually received by participants.

(2) Effect of parents' participation in even start on children of enrollees as evidenced by:

(a) Preinterviews and post interviews of parents; and/or

(b) Other independent verifications of the parent's effect on the child's education.

(3) Summary impressions on the most effective methods and materials for serving specific populations.

(4) Observations regarding the effect of support services on program participation.

(5) Recommendations for program improvements.

(6) Estimated need for even start programs in service area versus number of participants enrolled.

(7) Such additional information as the state board for community and technical colleges shall request related to the effectiveness of the funded project even start.

#### NEW SECTION

**WAC 131-47-095 Reporting requirements.** Successful applicants for project even start will be required to report fiscal, program, and client data to state board for community and technical colleges upon request.

At a minimum, applicants are required to ensure that:

(1) Financial systems allow for effective control and accountability for all program funds, property, and other assets, including use for authorized purposes only.

(2) Accounting systems will meet and comply with generally accepted accounting principles. Transactions will be supported by source documentation which identifies the source and use of the contract funds.

(3) The agency records management system provides for systematic accumulation; filing; retention of appropriate records; all contract documentation of accountability and an inventory of nonexpendable items. Included are vouchers; receipts; materials and equipment cost; facilities usage; and, general indirect costs.

(4) Program and client data are available at a minimum on a quarterly basis. Monthly attendance records are kept on all participants.

#### NEW SECTION

**WAC 131-47-100 Request for even start project grants to the state board for community and technical colleges.** Any eligible grantee may submit a request to the state board for community and technical colleges for an even start project grant. Such request must be reviewed and approved by the governing board of the requesting public or private agency and shall include the assurances required by WAC 392-315-075, 392-315-080, and 392-315-085.

#### NEW SECTION

**WAC 131-47-105 Assurance of cooperation with state auditor.** No application for an even start project grant shall be approved by the state board for community and technical colleges unless the authorized agent or eligible grantee agrees to provide written assurance that an audit will be permitted if deemed appropriate by the state auditor.

#### NEW SECTION

**WAC 131-47-110 Assurance of service to targeted groups.** No application for an even start project grant shall be approved by the state board of community and technical colleges unless the authorized agent or eligible grantee agrees to provide written assurance that even start programs will serve one or more of the following groups:

- (1) Single heads of household.
- (2) Parents of early childhood education assistance program (ECEAP) participants.
- (3) Parents of federal head start program participants.

(4) Public assistance recipients.

(5) Ethnic minorities.

(6) Limited English-proficient parents who are below the eighth grade literacy level in their own language.

(7) Parents of children with special needs.

#### NEW SECTION

**WAC 131-47-115 Priority groups.** Programs funded under project even start shall give priority to serving parents with children who have not yet enrolled in kindergarten or are in grades kindergarten through three.

#### NEW SECTION

**WAC 131-47-120 Date of receipt of even start project proposals.** In order to be considered for possible funding, an even start project proposal must be received in the office of the state board for community and technical colleges by 5:00 p.m. of the date set forth in the bulletin of the state board for community and technical colleges requesting the submission of even start project proposals.

#### NEW SECTION

**WAC 131-47-125 Even start advisory committee.** An advisory committee composed of at least one representative from among the following agencies/groups shall make recommendations to the state board for community and technical colleges regarding the implementation and operation of project even start and the proposal selection process:

Office of superintendent of public instruction, department of social and health services, department of community development, community-based agencies, adult basic education directors, local literacy councils, parent-education specialists, state university colleges of education, common school districts, education service districts, ethnic minority commissions, a local board of education, a business or industry with a commitment to education, and professional organizations devoted to early childhood education, reading instruction, and English as a second language (ESL) instruction, and department of social and health services or common school programs serving children with special needs in grades P-3. A selection committee approved by the advisory committee shall evaluate the proposals submitted under project even start. Members of the selection committee will not be from commissions, agencies,



organizations, or schools which have submitted proposals, and, must not personally benefit from the outcome of the selection process.

#### NEW SECTION

**WAC 131-47-130 Duties of even start advisory committee.** The even start advisory committee shall select subcommittees of not more than seven members of the committee, or individuals approved by the committee to:

(1) Evaluate requests for proposals and make recommendations for funding to the state board for community and technical colleges, including the need for the state board for community and technical colleges to negotiate the terms, conditions, or funding of any grant proposal. Members of the selection subcommittee will not be from commissions, agencies, organizations, or schools which have submitted even start proposals and must not personally benefit from the outcome of the selection process.

(2) Make recommendations to the state board for community and technical colleges on the administration and operation of project even start, including the need to change any statute or rule affecting project even start.

(3) Develop the bylaws that govern the activities of the advisory committee.

#### NEW SECTION

**WAC 131-47-135 Priority projects.** In accordance with RCW 28A.610.040, "before developing and funding new adult literacy programs to carry out the purposes of project even start.", the state board for community and technical colleges shall fund the existing adult literacy programs and parent related programs which meet the conditions established in this chapter and are offered by the following agencies:

(1) Common schools.

(2) Community and technical colleges.

(3) Community-based, nonprofit organizations.

#### NEW SECTION

**WAC 131-47-140 Coordination of programs.** Even start programs shall coordinate their services with programs that enroll the participants' children. Such coordination is essential for several reasons:

(1) Parent participation opportunities in the children's programs enable parents to become involved in their children's learning and development.

(2) Resources available to children and parents through state funded early childhood education and assistance programs and federally funded head start programs and other programs serving at risk children complement those available to parents through even start.

(3) The support network of parents and instructional personnel offered through the children's programs will complement, extend, and continue the parent education component beyond participants' period of active involvement in the even start program.

#### NEW SECTION

#### **WAC 131-47-145 Evaluation criteria for project even start.**

Proposals for even start funds shall be evaluated according to the following criteria:

(1) The applicant's likely success in meeting the goals of this program;

(2) The need for literacy, basic skills, and child development instruction for illiterate and semiliterate parents of young children in the geographical area served by the applicant. All proposals must contain data which identify the estimated number of males and females to be served, the estimate of limited English-speaking adults and ethnic minorities to be enrolled, the number of anticipated public assistance recipients to be served, and the number of anticipated percentage of participants with children enrolled in early childhood education and assistance programs (ECEAP) and head start programs;

(3) The applicant's ability to design a unique program of instruction for parents which integrates instruction in literacy, basic skills, and child development knowledge;

(4) The linkages between the applicant's program and the instructional programs serving the children of the parents being served: Head start programs, early childhood education assistance program (ECEAP), state or federally funded elementary school basic skills programs serving students who have scored below the national average on basic skills tests, and cooperative preschools at community or technical colleges;

(5) The applicant's plan for evaluating the effect of the program on both the parent participants and their preschool or school aged children;

(6) The cost-effectiveness of the program; and the reasonableness of the budget;

(7) The applicant's administrative capability; and

(8) The applicant's ability to cooperate and coordinate between a variety of relevant service providers in all phases of the program and the ability and willingness to leverage other resources to support the participants and the program.

NEW SECTION

**WAC 131-47-150 Performance standards for project even start.**

Programs proposed under project even start shall:

(1) Reflect instructional methods, staffing patterns, curricula, and utilization of resources which reflect current research in adult learning theory, first and second language literacy acquisition, the role of parents in the child's acquisition of language, and effective parenting skills;

(2) Be sensitive to the social, cultural, and ethnic differences of the participants, and shall respond to those differences in the program design;

(3) Offer adult services at least ten hours per week for a minimum of ten weeks and for at least thirty weeks within a fifty-two week period.

NEW SECTION

**WAC 131-47-155 Administrative expenditures.** Administration expenditures (i.e., direct and indirect) for programs funded under project even start may not exceed ten percent of the total grant awarded.

NEW SECTION

**WAC 131-47-160 Liability insurance.** The state board for community and technical colleges assumes no liability with respect to bodily injury, illness, accident, theft, or any other damages or losses concerning persons or property, or involving the applicant's equipment or vehicles. Successful applicants who are nonpublic entities shall have the responsibility of providing adequate insurance coverage to protect against legal liability arising out of activities.

NEW SECTION

**WAC 131-47-165 Bonding.** Every officer, director, or employee of a nonpublic entity who is authorized to act on behalf of the applicant or any subcontractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs will be bonded to provide protection against loss.