

# Chapter 131-47 WAC

## PROJECT EVEN START

### WAC

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### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

131-47-115	Priority groups. [Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-115, filed 9/15/93, effective 10/16/93.] Repealed by WSR 98-15-003, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapter 28B.50 RCW.
131-47-120	Date of receipt of even start project proposals. [Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-120, filed 9/15/93, effective 10/16/93.] Repealed by WSR 98-15-003, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapter 28B.50 RCW.

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-010, filed 9/15/93, effective 10/16/93.]

**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.

(7/2/98)

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-015, filed 9/15/93, effective 10/16/93.]

**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 parents with low-literacy skills 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.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-020, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-020, filed 9/15/93, effective 10/16/93.]

**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 parents with low-literacy skills 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.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-025, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-025, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-030, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-035, filed 9/15/93, effective 10/16/93.]

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**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-040, filed 9/15/93, effective 10/16/93.]

**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) Demonstrates low-literacy skills, i.e., has less than a ninth grade ability in one or more basic skill areas.

(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.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-045, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-045, filed 9/15/93, effective 10/16/93.]

**WAC 131-47-050 Basic skills—Definition.** As used in this chapter, the term basic skills means the ability to read, write, and speak in English, compute, and solve problems at levels of proficiency necessary to function on the job and in society, to achieve one's goals, and to develop one's knowledge and potential.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-050, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-050, filed 9/15/93, effective 10/16/93.]

**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 and the adult education advisory council.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-055, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-055, filed 9/15/93, effective 10/16/93.]

**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).

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-060, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-065, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-070, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-075, filed 9/15/93, effective 10/16/93.]

**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 literacy programs."

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-080, filed 9/15/93, effective 10/16/93.]

**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."

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-085, filed 9/15/93, effective 10/16/93.]

**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 state board for community and technical colleges unless the authorized agent of the eligible grantee agrees to submit an annual evaluation report containing the information requested by the state board for community and technical colleges as outlined in the request for proposals.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-090, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-090, filed 9/15/93, effective 10/16/93.]

**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. Attendance records are kept on all participants.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-095, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-095, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-100, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-105, filed 9/15/93, effective 10/16/93.]

(7/2/98)

**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) Recipients of funds from the temporary assistance for needy families program.

(5) Ethnic minorities.

(6) Parents who are below the ninth grade literacy level.

(7) Parents of children with special needs.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-110, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-110, filed 9/15/93, effective 10/16/93.]

**WAC 131-47-125 Even start advisory committee.** An advisory committee composed of at least ten representatives from citizens and groups within the state having an interest in family literacy shall make recommendations to the state board for community and technical colleges and the adult education advisory council on the administration and operation of project even start, including the need to change any statute or rule affecting family literacy programs.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-125, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-125, filed 9/15/93, effective 10/16/93.]

**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 and the adult education advisory council on the administration and operation of project even start, including the need to change any statute or rule affecting family literacy programs.

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

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-130, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-130, filed 9/15/93, effective 10/16/93.]

**WAC 131-47-135 Preference for existing programs before developing new programs.** In accordance with RCW 28A.610.040, "before developing and funding new adult literacy programs to carry out the purposes of project even

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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.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-135, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-135, filed 9/15/93, effective 10/16/93.]

**WAC 131-47-140 Coordination of programs.** Even start programs shall coordinate their services with programs that enroll the participants' children and programs that serve adult literacy. Such coordination is essential so that:

- (1) Parents can practice and receive feedback and guidance on the ways they interact with their children.
- (2) Parents can take advantage of the resources and services offered by both the children's program and the program.
- (3) Parents can continue to gain support from adult and child programs after their period of active involvement in the even start program is completed.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-140, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-140, filed 9/15/93, effective 10/16/93.]

**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 plan for evaluating the effect of the program on both the parent participants and their preschool or school aged children;
- (4) The cost-effectiveness of the program; and the reasonableness of the budget;
- (5) The applicant's administrative capability; and
- (6) The applicant's ability to meet the even start indicators of program quality as approved by the even start advisory committee.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-145, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-145, filed 9/15/93, effective 10/16/93.]

**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;

- (4) Meet the even start indicators of program quality as approved by the even start advisory committee.

[Statutory Authority: Chapter 28B.50 RCW. WSR 98-15-003, § 131-47-150, filed 7/2/98, effective 8/2/98. Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-150, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-155, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-160, filed 9/15/93, effective 10/16/93.]

**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.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. WSR 93-19-079, § 131-47-165, filed 9/15/93, effective 10/16/93.]