

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District School Superintendents

FROM: Jim Warford

DATE: January 8, 2004

SUBJECT: Requests for Proposals – Even Start Family Literacy Program

The Florida Department of Education is pleased to announce the availability of funds through the William F. Goodling Even Start Family Literacy Program. The purpose of these funds is to support projects that are designed to integrate early childhood education, adult literacy, and parenting education into a unified family literacy program.

You are invited to submit an application on behalf of your institution. Project applications must be received no later than the close of business on March 1, 2004, and must include the original signature of the agency head. Applications will be reviewed using criteria specified in the Request for Proposals. We anticipate notifying applicants of the review outcome during late March 2004. The anticipated program period for the approved project will be April 1, 2004, through September 30, 2004.

JIM WARFORD
K – 12 Chancellor

District School Superintendents
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Applications should be prepared using the enclosed application instructions. The original and three copies must be received by the close of business on March 1, 2004, by:

Grants Management, Unit C
Florida Department of Education
Bureau of Grants Management
325 Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400

Applications received after the close of business on March 1, 2004, will not be reviewed. Faxed applications will not be accepted.

Assistance in developing the program content of the application may be requested from Lilli Copp or Natalie Katsaris with the Florida Partnership for School Readiness, Even Start Office. Ms. Copp may be reached at 904/794-9112 or via electronic mail at lilli.copp@schoolreadiness.org and Ms. Katsaris may be reached at 850/922-4408 or via electronic mail at natalie.katsaris@schoolreadiness.org. Assistance in meeting fiscal or technical requirements may be requested from Kay Caster, Program Specialist, at 850/245-0479 or via electronic mail at kay.caster@fldoe.org. Additionally, Cathy Bishop, Program Specialist, Exceptional Student Education (ESE) Program Development and Services, may also be contacted regarding program content.

We appreciate your interest in this program and look forward to the implementation of outstanding family literacy projects.

JW/cbm

Enclosure

cc: Presidents, Universities and Community Colleges
Katherine Kamiya
Mary Laura Openshaw
Members, Florida Partnership for School Readiness
Contact Persons, School Readiness Coalitions