

REQUEST FOR APPLICATION

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| Preschool Partnership Grant – Tier 3 Continuation | |
| DEADLINE: 4:00 P.M. (ET)  Friday, May 12, 2017 | ISSUED BY:  Kentucky Department of Education,  Division of Program Standards |
| **ADDRESS QUESTIONS TO:**  Jason Kendall  Kentucky Department of Education  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  **Question Deadline:**  **4:00 pm (ET), May 2, 2017** | **SUBMIT APPLICATIONS TO**:  Jason Kendall  [**KDERFP@education.ky.gov**](mailto:KDERFP@education.ky.gov)  Only Electronic Applications Accepted  No Hard Copies |

SPECIAL INSTRUCTIONS:

* Eligible co-applicant(s) must be identified on the cover sheet (page 13). If co-applicant(s) is not identified on the cover sheet, the application will be deemed non-responsive and will not move forward in the evaluation process.
* Applicant must demonstrate ability to implement or enhance a full-day, high-quality early childhood program to serve preschool children eligible for the Child Care Assistance Program.
* Applicants must agree to submit grantee-reported metrics in the following areas: CCAP partnership, activities completed for the grant, successes, collaboration, challenges and next steps.
* The Kentucky Department of Education reserves the right to waive minor technical deficiencies.

**REQUEST FOR APPLICATION**

Preschool Partnership Grant – Tier 3 Continuation

**Announcement**

The Kentucky Department of Education (KDE), in collaboration with the State Board of Education, the Early Childhood Advisory Council, the Child Care Advisory Council and the Cabinet for Health and Family Services, is pleased to announce a new grant program to be designed to incentivize cooperative public/private partnerships between public school districts and child care providers to develop full-day, high-quality programs for at-risk children. The incentive grant program represents an opportunity for school districts and child care providers to improve the quality of services in their communities.

Funding is available to applicants receiving Tier 2 funding in 2016-2017 only.

History and Background

With funding in House Bill 303, the Kentucky Department of Education is issuing a Request for Application (RFA) for school districts to partner with child care providers in an effort to develop a comprehensive plan to implement full-day, high-quality programs to serve preschool children eligible for assistance from the Child Care Assistance Program (CCAP). It is KDE’s intent that all school districts have a fair and equitable opportunity to receive a Preschool Partnership grant.

For Tier 3 grants, the focus should be on implementing or enhancing the implementation of full-day, high-quality early childhood services for at-risk preschool children. KDE expects that school districts will accomplish this goal in partnership with a CCAP provider or providers. Head Start may serve as the child care partner if and only if **the district does not duplicate services defined by existing full utilization agreements and does not supplant federal Head Start funding.**

Partnerships will be **expected to increase the availability of full-day, high-quality preschool services in their community**. A summary of activities completed for the grant, such as number of additional hours/days scheduled, number of additional at-risk preschool students served, improvements in quality as defined by Kentucky All STARS and training participation rates, will be expected from each grantee school district.

**Key Definitions**

**Full-Day, High-Quality Program**

For the purposes of this grant, a “full-day” program is defined as an early childhood program providing a minimum of six hours of operation, four or five days per week. “High-quality” means a STARS level three (3) rating or higher in Kentucky All STARS, the state’s five-star quality rating and improvement system for early care and education programs. Kentucky All STARS is based on Kentucky’s Early Childhood Standards and research-based indicators of quality. More information about Kentucky All STARS is available at:

[KidsNow AllStars information](http://kidsnow.ky.gov/Improving-Early-Care/Pages/KentuckyAllSTARS.aspx).

**Child Care Assistance Program**

The Cabinet for Health and Family Services provides subsidies to help working families with the cost of child care. CCAP is available to parents who are:

* Residents of Kentucky with child(ren) who are U.S. citizens or qualified aliens; and
* Employed an average twenty (20) hours per week for a single parent and forty (40) hours combined for a couple; or
* Authorized to have child protective or preventive services; or
* Participating in the Kentucky Works Program; or
* Teen parents attending high school or pursuing a general equivalency degree.

There are different categories of CCAP providers. These include:

* Licensed Type I Child Care Facility - provides child care services for four (4) or more children in a non-residential setting; or thirteen (13) or more children in a residential setting.
* Licensed Type II Child Care Facility – refers to the primary residence where child care is regularly provided for at least seven (7), but not more than twelve (12) children including related children.
* Certified Family Child Care Home – is a person who cares for a child in their own home; and does not exceed six (6) unrelated children at any one (1) time; or four (4) related children in addition to six (6) unrelated children for a maximum of ten (10) children at anyone (1) time.

More information about CCAP is available at:

[CHFS CCAP information](http://chfs.ky.gov/dcbs/dcc/ccap.html).

**Head Start Program**

Head Start promotes the school readiness of young children from low-income families through agencies in their local community. In addition to education services, programs provide children and their families with health, nutrition, social, and other services. Three- and four-year-olds made up over 80 percent of children served by Head Start last year. More information about Kentucky Head Start programs is available at:

[KidsNow Early Child Care information](http://kidsnow.ky.gov/Improving-Early-Care/Head%20Start%20Collaboration/Pages/default.aspx).

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**Kentucky State-Funded Preschool Program**

The Kentucky Education Reform Act of 1990 established a preschool education program to give children at risk of failing in school an early opportunity to become successful in school and life. The state-funded preschool program is available to all four-year-old children whose family income is no more than 160% of poverty, and three- and four-year-old children with disabilities. Income eligible children must reach the age of four on or before August 1 of the current school year. Program components focus on developmentally appropriate preschool experiences for young children in all areas of child development: cognition, communication, creative expression, physical, social and emotional development. Since parents are their child’s first and most important teacher, the state-funded program includes parent involvement activities to strengthen home/school relationships. More information about state-funded preschool is available:

[Education State Funded Preschool information](http://education.ky.gov/curriculum/conpro/prim-pre/Pages/default.aspx)

**Funding**

The purpose of these funds is **to increase the number of preschool children served in full-day, high-quality early childhood environments.** Funding amounts may vary depending on the number and quality of applications received. As a result some applicants may not receive the full amount requested. The award range for this grant is up to $75,000.

**Requirements**

1. An applicant is defined as one or more Kentucky school districts providing state-funded preschool services. The applicant will serve as the grant’s fiscal agent for the purpose of receiving and directing partnership funds in support of implementing or enhancing full-day, high-quality early childhood services to preschool children eligible for the CCAP program.
2. A co-applicant is defined as one or more child care partners responsible for working collaboratively with the applicant to implement or enhance full-day, high-quality early childhood services. Co-applicants must include licensed Type I provider(s) or Type II child care provider(s) or certified home child care providers. *Applicants not identifying co-applicants on the cover sheet will be deemed non-responsive and will not move forward in the application process.*
3. **This application is limited to 2016-2017 Tier 2 grantees seeking continuation funding only.**
4. Preschool children are defined as three- or four-year-old children with disabilities and four-year-old children eligible for state-funded preschool and CCAP services.
5. Full-day services are defined as a minimum of six hours of operation, four or five days per week. Applicants are encouraged to base comprehensive services and hours of operation on community needs.
6. High-quality program is defined by a level three (3) rating or higher in the Kentucky All STARS system.
7. Head Start may serve as a co-applicant but **partnerships must avoid duplication** **of full utilization agreements and must not supplant federal Head Start funding**.
8. Applicants must use funds to implement or enhance implementation of a full-day, high-quality early childhood program to serve CCAP eligible preschool children.
9. Applicants **cannot apply** for Tier 1 Planning and Tier 2 Implementation and/or Tier 3 Continuation grants in the same year.
10. Applicants must demonstrate collaboration and coordination with co-applicants, as well as collaboration and coordination with existing early childhood programs and services including Head Start.
11. Applicants must achieve (or have achieved) a quality rating under the Kentucky All STARS system.
12. Funds from this grant may not be used to replace regular preschool or child care services.
13. Services implemented with grant funding must be based on credible early childhood research and reflect best practices in early care and education.
14. Applicants must submit detailed reports and the final plan on timelines set by KDE in the following areas: CCAP partnership, activities completed for the grant, successes, collaboration, challenges, and next steps. Payments may be contingent upon receipt of these reports.
15. Applicants may be required to participate in partnership trainings, meetings, and/or conference calls.

**Allowable Activities and Expenses**

Direct costs must be used only for continuation related activities. Funds may be used to:

* Provide or supplement salaries to extend program hours or open new classrooms
* Travel and participate in regional, state or national early childhood training or meetings for the purpose of improving early childhood quality
* Purchase supplies related to trainings and/or meetings, such as paper, pens/pencils, etc.
* Conduct marketing and recruitment activities

**Unallowable Activities and Expenses**

Funds may not be used for any of the following:

* Capital construction projects
* Rent or lease of building space
* Playground equipment
* Computers, iPads, televisions, etc.
* Food or refreshments
* Fees for grant writers
* Funds to promote school or child care providers
* Gifts, rewards or prizes
* Entertainment or social activities

Award

Districts will receive preliminary notice of award on or around August 15, 2017. At the conclusion of the RFA process, Memorandums of Agreement (MOA) will be developed with all successful applicants. The MOA effective date is anticipated to be July 1, 2017 and funds will be eligible for use from the MOA effective date through June 30, 2018. Activities prior to the effective date of the MOA are not allowable charges.

### Intent to Apply

In order to secure an adequate number of grant reviewers, return the intent to apply on page 8 via email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) by 4:00 P.M. (ET) May 3, 2017. This letter is for planning purposes only and does not obligate you to submit an application.

### Application Components

Each component shall be clearly labeled within the application. Failure to include any of the components below may deem your application non-responsive.

1. Cover Page (must use attached form)
2. Table of Contents
3. Narrative
4. Budget summary form (must use attached form)
5. Budget narrative

Formatting Requirements

Failure to follow the formatting requirements may deem your application non-responsive.

1. All pages MUST be single-sided.
2. Text MUST be in Arial font (do not use a condensed or narrow version) of 12 or greater and double-spaced.
3. Pages MUST be numbered consecutively with the Narrative beginning page one. (Please do not number the application cover or the table of contents.)
4. The narrative description (i.e., application components 1 through 4) of the Preschool Partnership Grant – Tier 3 Continuation application MAY NOT exceed 15 double-spaced pages, including all appendices, attachments, exhibits, etc.
5. MUST have side, top and bottom margins of one inch.
6. The original and all copies should be secured using ONLY clips, staples, or rubber bands. Do NOT bind them or place them in notebooks.

### Submission of Application

***Submission of FULL Application must be received in the KDERFP email inbox no later 4:00 pm ET, Friday, May 12, 2017.*** *Applications received after this time and date stamp will not be reviewed or considered for award.*

Applicants are responsible for contacting the Kentucky Department of Education (at [kderfp@education.ky.gov](mailto:kderfp@education.ky.gov)) confirming the receipt of their applications.  Upon request, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does open attachments to check for accuracy.

1. Scan the completed application in its entirety, including all signatures, to PDF format.  Save the original application as ***PPGT3-17-District-Original***.  (For example:  Franklin County would save the original application as *PPGT3-17-Franklin County-Original*.)
2. To submit applications:

* On the subject line of the email, type ***PPGT3-17/name of district***.
* Email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).
* **The date/time on the received email must be on or before 4:00 pm ET, Friday, May 12, 2017.**
  + Keep in mind that email coming into the Kentucky Department of Education is routed for security purposes through multiple networks and servers.  Allow ample time for this and the possibility that email is not always sent or received on the first try.
  + Applications not received by the deadline will not be reviewed or considered for award.

**Evaluation of Applications**

Independent reviewers will be trained and will evaluate applications using the criteria established in the RFA.

###### INTENT TO APPLY

Preschool Partnership Grant – Tier 3 Continuation

Please assist us in determining the number of reviewers needed to evaluate the Preschool Partnership Grant – Tier 3 Continuation applications. **This notice does not bind you to submit an application.** The purpose of this notice is for planning only.

Please let us know if you plan to submit an application. You may respond by returning this form via email to [KDERFP@education.ky.gov](mailto:KDERFP@kde.state.ky.us). Thank you for helping us plan for the review process.

DISTRICT(S):

CHILD CARE PROVIDER(S):

PLANNING GRANT COORDINATOR:

PLANNING GRANT COORDINATOR’S POSITION:

PHONE:

EMAIL:

Submission of Questions

All questions, including those pertaining to the budget, must be submitted via email to the contacts listed on the cover by 4:00 P.M. (ET) Tuesday, May 2. All questions with responses will be posted on the KDE website by 4:00 P.M. (ET) on or about Friday, May 5. It is the responsibility of the applicant to periodically review the FAQ for further clarification of requirements, both programmatic and technical.

**Technical Assistance**

To assist districts and child care providers in preparing a quality application, KDE will offer one (1) live recorded webinar. The session will address essential grant requirements, budget preparation and state guidance.

**Recorded Webinar**

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| **DATE** | **TIME** | **LOCATION** |
| May 1, 2017 | 1:00 p.m. | [KDE Competitive Grants page](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) |

Preschool Partnership Grant – Tier 3 Continuation

EVALUATION CRITERIA

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| CRITERIA FOR THE NARRATIVE DESCRIPTION | |
| **PART 1: NEED** | **10** |
| The application summary:   * Establishes compelling need to collaborate with child care partners to deliver a full-day, high-quality early childhood program to serve preschool children eligible for CCAP. * Provides analysis of community early childhood needs using multiple sources of data, including but not limited to the 2017 Early Childhood profile, district kindergarten entry screener results (Brigance), KIDS COUNT data, free-reduced lunch eligibility data, etc. * Provides clear link between identified needs and expected outcomes. | |

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| **PART 2: PROGRAM QUALITY** | **50** |
| * Demonstrates ability to implement or enhance full-day, high-quality early childhood program services for CCAP eligible preschool children, including definition of partnership roles and responsibilities. * Describes process of support and collaboration between applicant and co-applicant(s), as well as other child care partners, including Head Start and the Community Early Childhood Council (CECC). * Describes implementation or enhancement of services in at least five areas: (1) high-quality early childhood education; (2) full-day schedule; (3) recruitment and enrollment of preschool children eligible for CCAP; (4) high-quality professional learning for early childhood instructional and leadership staff; and (5) family involvement activities. * Includes **target number of preschool children** eligible for CCAP to be served through implementation of the grant. * Provides strategies for implementing the plan successfully and sustaining partnership services beyond the grant period, including milestones, deliverables and timelines. | |

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| **PART 3: COMMUNICATION** | **10** |
| * Describes process for communicating about new or enhanced full-day, high-quality services in a manner that is understandable and accessible to all families. * Presents a comprehensive communication plan to recruit eligible preschool children and engage their families. * Demonstrates coordination with Head Start and other child care providers to avoid competition and not to supplant federal Head Start funding. | | |

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| **PART 4: BUDGET** | **30** |
| * Demonstrates clear connection between activities to develop plan and expenses. * Reasonably reflects the costs associated with implementing program services. * Identifies sufficient resources necessary to implement grant activities and sustain services beyond the grant period, including identification of non-grant funds (i.e., matching funds). * Includes a detailed budget that itemizes specific uses of funds and **budget match of 50% of total budget** (i.e., if the grant continuation request is $75,000, the match amount must equal $75,000 for a total budget of $150,000). | |

PRESCHOOL PARTNERSHIP GRANT – TIER 3 Continuation

**Budget Summary Form**

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| **DISTRICT:** |  |
| **CO-APPLICANT:** |  |

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| **1** | **2** | **3** | **4** | **5** |
| **MUNIS CODE** | **ITEM** | EXPLANATION OF EXPENDITURES | **Amt. Of PPG Grant Funds** | **Source & Amt. Of Matching Funds** |
| *Example:* | *Communication: Postage* | *Communication: Postage – postage and fees associated with completing and mailing GRADE assessment materials for all primary students to the assessment vendor. This will occur twice per year (spring and fall).* | *$500* |  |
| *550* |
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| **TOTAL AMOUNTS** | | |  |  |

PRESCHOOL PARTNERSHIP GRANT COVER PAGE – TIER 3 CONTINUATION

*This page must be complete and returned with the application to be responsive*

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| **DISTRICT:** |  |
| **SUPERINTENDENT:** |  |
| **DISTRICT ADDRESS:** |  |
| **DISTRICT TELEPHONE:** |  |
| **CHILD CARE PROVIDER:** |  |
| **CHILD CARE PROVIDER LICENSE NUMBER:** |  |
| **CHILD CARE DIRECTOR:** |  |
| **CHILD CARE DIRECTOR’S EMAIL:** |  |
| **PLANNING GRANT COORDINATOR:** |  |
| **GRANT COORDINATOR’S EMAIL:** |  |
| **FISCAL AGENT:** |  |
| **DISTRICT FINANCE OFFICER:** |  |
| **DISTRICT FINANCE OFFICER’S EMAIL:** |  |

I swear under oath, subject to penalty for perjury, that I am authorized to execute this document and assure that the attached application has been reviewed and approved for implementation by all stakeholders and the district will comply with all requirements, both technical and programmatic, pertaining to the Preschool Partnership grant. I acknowledge that failure to comply may significantly impact future funding, in addition to any applicable penalties under law.

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Superintendent Date

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Child Care Director Date

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Notary Public My commission expires

Notary seal