Pennsylvania Pre-K Counts
Request for Applications (RFA) Guidance

FY 2022-2023

Commonwealth of Pennsylvania
Tom Wolf, Governor

Department of Education
Noe Ortega, Secretary

Office of Child Development and Early Learning
Tracey Campanini, Deputy Secretary

Bureau of Early Learning Policy and Professional Development
Kesley Shaw, Director

Division of Standards and Professional Development
Deborah C. Wise, Chief

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INTRODUCTION

Pennsylvania is committed to ensuring that all children begin school ready to learn and succeed in their schooling careers, as lifelong learners, and productive citizens. Research confirms what most parents already know: all children can tap into their innate potential to learn when they receive high-quality instruction that takes into consideration what is known about brain development and how young children learn. Early childhood education is a proven strategy that ensures a child's readiness for school and school success.

Pennsylvania Pre-K Counts (PA PKC) was established by Act 45 of 2007 (and amended in 2008 and 2010) to expand the number of children able to experience a pre-kindergarten program of high quality. The standards for the program ensure a high return on the investment made in preparing young children for school and help close the achievement gap. Early education through PA PKC can open the doors of opportunity for every child to do well in school, in the workforce, and in life.

Governor Wolf's proposed 2022-23 state budget includes an additional $60 million for PA PKC . With this expansion funding, the state will be able to increase the current cost per child and increase the number of children served in high-quality pre-kindergarten.

The Pennsylvania Department of Education (PDE), Office of Child Development and Early Learning (OCDEL) will use a competitive PA PKC Request for Applications (RFA) process to award expansion funds beginning in fiscal year (FY) 2022-23.

This RFA is intended to support providers in preparing to serve and enroll children by September 2022. The RFA is being released in March 2022 to give providers time to conduct outreach to families; recruit, hire and train staff; and plan for implementing the program pending grant approval.

Applicants must submit Letters of Intent to RA-PAPreKCounts@pa.gov by 3 PM on May11, 2022. Only applicants that submit a complete Letter of Intent by the deadline may apply for funding.

All PA PKC applications must be submitted in eGrants by June 8th, 2022, at 3 PM.

The Project Officer for this competitive RFA process is:

Deborah C. Wise, M.Ed.
Chief, Division of Standards and Professional Development
Bureau of Early Learning Policy and Professional Development
Office of Child Development and Early Learning
Pennsylvania Department of Education

All questions regarding this competitive RFA process should be directed to the Project Officer only. Inquiries should be sent to RA-PAPreKCounts@pa.gov. To provide consistent messaging and an equitable application process, ONLY questions sent to RA-PAPreKCounts@pa.gov will be addressed. Questions and responses not already covered in either *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance* or within the Application Guidance document will be included in an on-going Frequently Asked Questions document posted at PKC How to Apply.

APPLICATION PROCESS

Eligible Applicants

Pennsylvania continues to be committed to a mixed delivery system. As such, eligible applicants include existing PA PKC grantees and new applicants from these five eligible entity categories:

a. School districts;

b. PDE Licensed nursery schools;

c. Head Start grantees;

d. Child care centers and group child care homes designated at Keystone STAR 3 or STAR 4; and

e. Third-party entities applying for PA PKC funding to administer the lead agency responsibilities for entities that are eligible to provide the classroom services under the categories listed above.

Eligible applicants must provide assurance that they operate in full compliance with *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance*. Applicants should thoroughly review *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance* prior to submission of a Letter of Intent to apply to ensure an understanding of the program requirements and expectations of compliance if an application is successful. The application review process will include evaluation of the extent to which the applicant demonstrates knowledge and understanding of the PA PKC statute and regulations.

Required Letter of Intent

Interested applicants must submit a fully completed Letter of Intent by **3 pm on May 11, 2022,** to RA-PAPreKCounts@pa.gov.

Because of the need to establish access to eGrants procurement system, applicants must submit a completed Letter of Intent to apply for funds using the template posted at PKC How to Apply. The Letter of Intent represents the applicant's intent to apply for PA PKC funding and includes the legal name of the eligible agency that will apply, the AUN associated with the applying legal entity, preliminary information about requested funding, program model, provider type, and area to be served. Except for the legal entity and AUN, information submitted in the Letter of Intent may be modified in the final eGrants application.

Programs that do not submit a timely Letter of Intent will not be able to apply in the eGrants system. Late submissions will not be accepted. Those agencies submitting a fully complete Letter of Intent by the due date will be notified when the PA PKC application is open in eGrants.

*Administrative Unit Number (AUN)

PA PKC applicants must supply a valid AUN number within the REQUIRED Letter of Intent*. A Letter of Intent without a valid AUN that matches the legal name of the applying entity will not be accepted.* To verify your AUN number or to check if you have one assigned to your agency, visit EDNA. If you are an Intermediate Unit, select Search for Intermediate Units. If you are not an Intermediate Unit, select Advanced Search and search for your agency.

Applicants that are not currently licensed by PDE and therefore do not have an AUN number should contact Brian Bell at bribell@pa.gov or 717-346-0038 or James Redd at jaredd@pa.gov or 717-705-2910 at OCDEL.

Pre-application Webinar

A pre-application webinar will be held on **April 28, 2022, from 10:30 am to 12:00 pm**. Please go to the Pre-Application Webinar link to register.

Meeting ID: 977 3789 5264

Passcode: 744526

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The recording will be posted at the PKC How to Apply page in the "Pre-application webinar" section **after April 29, 2022** to assist interested applicants in the completion of the application. The webinar will include information on the application process and program requirements.

In addition to the specific pre-application webinar, applicants are encouraged to view the asynchronous Grant Writing 101 course found in the Professional Development (PD) Registry. This course provides general tips on how to approach grant writing. A PD Registry log-in is required to access this course. Click here for information on how to create a log-in.

Application Deadline and Submission Information

Applicants will apply using the Pennsylvania eGrants system. OCDEL staff will manage the application process through the eGrants system as well as notify applicants of the status of their award.

All applications must be submitted in eGrants by June 8, 2022, at 3 PM. Applications submitted after this date and time will not be accepted or reviewed.

The PA PKC instructions for using eGrants are available at eGrants.

Please refer to the training slides provided in Appendix C of this document for specific directions and considerations for use of the eGrants system.

Applicants must click the FINAL "Complete Step" **button once** within the eGrants system before the application is considered submitted for peer review.

Applicants are encouraged to FULLY review the full application prior to finalizing the submission process. Once submitted, the application workflow step will change to **"submitted for peer review."** This is the only notification the applicant will receive that the submission process has been completed.

SCOPE AND USE OF FUNDS

Please note that funding is contingent upon approval by the Pennsylvania General Assembly.

Eligible applicants may apply for the level of funding necessary to support the scope of project activities that are supported by relevant and credible data, are cost effective, and relate to the goals and priorities of this initiative. Applicants are encouraged to consider this information as guidance in the development of their initiative. Applicants are advised to determine their funding request based on the following funding priorities, and the scope and quality of their project.

Funding Priorities
PDE will consider the following funding priorities when determining awards:
- FY 2021-22 PA PKC grantees in good standing will receive priority points in the *PKC Status, Partnerships and Locations* section of the application. FY 2021-22 PA PKC grantees in which the most recent Program Review Instrument (PRI) score is in "needs improvement" status will not be considered for funding.
- County level unmet need: Funding will be distributed based upon county unmet need percentages (see Appendix A and Appendix B) relative to the amount of expansion funding allocated to the PA PKC state budget line item for FY 2022-23.
- School district risk: Risk level will be determined based upon the locations entered into the chart within the *PKC Status, Partnerships and Locations* section of the application. Applications proposing to serve children in school districts with higher levels of risk as defined by the percentages of economically disadvantaged children on the Future Ready PA Index will receive priority points within the *PKC Status, Partnerships and Locations* section of the application.

Applicants are eligible to apply for only one grant per fiscal year. PA PKC grants are funded with state dollars and, therefore, carryover funds are not permitted. All grant funds identified in this FY 2022-23 application must be encumbered or spent by June 30, 2023. Grant awards are based on the availability of funds to PDE to support this project.

APPLICANT REVIEW, SCORING RUBRIC, AND NOTIFICATION

The eGrants application is separated into two areas: narrative and budget. Each area is further divided into sections. Each section must be marked "complete" in eGrants before the application can be submitted. The sections are:

Narrative
    General Information
    Contact Information
    PA PKC Status, Partnerships, and Locations
    Program Description/Work Statement
    Program Assurances

Budget
        Budget Detail
        Budget Summary

Applications that are **complete** and **submitted on time by an eligible applicant** will be reviewed by a team of readers determined by OCDEL. These readers will be familiar with PA PKC regulations and guidelines. Applications will be awarded ratings based on the applicant's ability to provide concise and detailed responses that address the questions, adhere to the PA PKC requirements in the responses, and adhere to the application instructions. PA PKC requirements, which should be reviewed prior to application, can be accessed at PKC How to Apply.

The overall application is worth 510 points. Evaluation of the entire application will be based on the following criteria:

General Information:
Section Maximum points = 0
- Failure to fully complete the General Information section completely and accurately will result in the disqualification of the proposal. *Please take special care in providing information that aligns with the legal name of the applying entity.*
- The "Summary of Grant Request" information should be consistent with the information provided within the rest of the application.
- Applicants are asked to complete a question regarding acceptance of a lesser cost per child if the Governor's proposed expansion to increase the cost per child is not approved. If an applicant selects "no" and the increase is not approved, the application will not be considered for funding (at a lesser cost per child).

Contact Information:
Section Maximum points = 0
- Must be completed for consideration.
- Failure to fully complete the Contact Information section will result in the disqualification of the proposal.

PA PKC Status, Partnerships, and Locations:
Section Maximum points = 150
Applicants will receive priority points based on the status of their most recent Program Review Instrument (PRI):
- 50 points for current grantees with a "fully meets" score on their most recent PRI;
- 20 points for current grantees with a "partially meets" score on most recent PRI; or
- Zero points for new applicants.

FY 2021-2022 PA PKC grantees in which the most recent PRI score is in "**needs improvement**" status will not be considered for expansion funding.

Applicants may receive additional points based on maintenance of PA PKC funding and quality for previous years.

- 50 points for current grantees who have maintained PA PKC funding and quality for more than six consecutive years; and
- 25 points for current grantees who have maintained PA PKC funding and quality for two to six consecutive years.

Applicants who are current PA PKC grantees also will be asked to discuss their enrollment status in FY 2021-2022.
- Applicants will be asked: By March 1, 2022, did the PKC grantee enroll at least 90% of the number of slots it was contracted to serve for FY 2021-2022? This response will be verified using data submitted in Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN).
- Grantees should ensure PELICAN data is accurately reported by February 28, 2022 which reflects enrollments through March 1.
- FY 2021-2022 PA PKC grantees should respond with a "yes" or "no" and then further describe any reasons for under enrollment. This question will not receive points. However, information provided will be used when making funding decisions. Covid-19 related reasons for under enrollment which are supported by data in the response will be considered and will not result in loss of funding consideration when making funding decisions. Under enrollment unrelated to Covid-19, will be considered during the funding decision process.

Joint applicants must complete partnerships charts in eGrants; however, partnerships will not receive points in this application process. Single applicants do not need to complete these charts. In addition, a letter of commitment from each partner agency is required to be uploaded. Click on the "add" button at the end of each row to add additional lines. Please take special care in "saving" information in charts by scrolling to the bottom of the page and clicking on the blue "save" button. **Important Note:** eGrants will not automatically save this information after it is entered. The user must click on the blue "save" button or this information will be lost.

All applicants are asked to complete location charts in E-Grants to identify the locations where PKC slots will be served. The information entered in the location chart will be used to determine an overall risk score using the criteria detailed below. Click on the "add" button at the end of each row to add additional lines. Please take special care in "saving" information in charts by scrolling to the bottom of the page and clicking on the blue "save" button. **Important Note:** eGrants will not automatically save this information after it is entered. The user must click on the blue "save" button or this information will be lost.

School district level risk will be calculated using the most recent district fast fact information and will be based upon where the proposed location(s) are located. The risk calculation will be based upon the percentage of economically disadvantaged students.

- A maximum of 50 points for districts with higher percentages (70% or more) of economically disadvantaged children;
- 25 points awarded for districts with moderately-high percentages (60%-69.9%) of economically disadvantaged children;
- 10 points for districts with moderate percentages (40%-59.9%) of economically disadvantaged children;
- 5 points for districts with moderately-low percentages (20%-39.9%) of economically disadvantaged children; and

- 0 points for districts with low percentages (0%-19.9%) of economically disadvantaged children.

The separate risk level scores will be averaged if proposing locations in multiple school districts.

Program Description/Work Statement

Program History:

Section Maximum points = 20

Up to 20 points will be based on whether the applicant's response demonstrates a strong program history of service to pre-kindergarten children with a focus on providing quality services.

Rationale of Need, Enrollment Priorities, Funding Strategies:

Section Maximum points = 70

Applicants may earn up to 30 points based on the quality of the rationale for pre-kindergarten services within the proposed service area (i.e., the locations entered on the locations chart within the "PA PKC Status, Partnerships, and Locations" section of this application).

Applicants should not propose locations which would saturate pre-kindergarten services in one area while neglecting areas in which little or no pre-kindergarten services exist.

Overall, proposed locations and the rationale for service need should demonstrate commitment to collaborate, rather than compete, with other pre-kindergarten providers within their service area.

Up to 20 points may be awarded for the description of specific prioritization strategies. Applicants must demonstrate commitment to collaborate, rather than compete, with other pre-kindergarten providers within their service area.

Up to 20 points may be awarded for the description of maximizing resources, based upon quality of response. Applicants must demonstrate commitment to collaborate, rather than compete with other pre-kindergarten providers within their service area.

Collaborations:

Section Maximum points = 80

Up to 20 points may be awarded based on the quality of the applicant's description of collaborative relationships with Early Intervention.

Please note, applicants should fully respond to three of the next four questions. One question will not apply, based upon the provider type under which the applicant is applying.

- Up to 20 points awarded for described collaborative relationships with Head Start, based upon quality of response.

- Up to 20 points awarded for described collaborative relationships with school districts, based upon quality of response.

- Up to 20 points awarded for described collaborative relationships with child care centers, group homes, family child care, or private licensed nurseries, based upon quality of response.

- Up to 20 points awarded for described collaborative relationships with other community agencies, based upon quality of response.

Program Implementation:

Section Maximum points = 40

Applicants may receive up to 20 points for each of the two questions in this section, based upon quality of response and ability to demonstrate that children will receive high-quality services.

Staffing:

Section Maximum points = 30

Up to 20 points will be awarded based upon the quality of the applicant's response.

COVID-19 Post-pandemic Planning:

Section Maximum points= 20

Up to 20 points will be awarded based upon the quality of the applicant's response.

Program Assurances:

Section Maximum points = 0

This section must be completed as part of the application, even though no points are awarded. Failure to fully complete the Program Assurances in the affirmative will result in disqualification of the proposal.

Budget:

Section Maximum points = 100

Line item budget and justification are submitted and complete. The budget request and justification support the program description the grantee has proposed in the application.

Funding Distribution and Notification

OCDEL will use the application score along with information on the county level of unmet need (see Appendix B) to make funding decisions. The application score includes components which reflect statutory funding requirements related to prioritizing FY 2020-21 PA PKC grantees who provided programming consistent with PA PKC regulations and funding services area with the highest percentages of at-risk children. In addition, the application score reflects the applicant's ability to maintain high quality, pre-kindergarten services that comply with PA PKC regulations. The final statutory requirement related to geographic distribution will be met by providing funding to counties with the highest percentages of unmet need (see Appendix B).

Negotiations with potential applicants are anticipated to begin after the application deadline. Applicants will be notified of selection or non-selection in June 2022, with final selection pending enactment of the FY 2022-23 budget that includes program funding. Once contracting is completed, selected grantees may begin programming.

GRANT PERIOD AND REQUIRED REPORTING AND MONITORING

Grant Period

Contingent on the approval of PA PKC appropriation in the FY 2022-23 budget, funding will be available for program expenses from July 1, 2022, through June 30, 2023.

Monitoring and Reporting

Successful applicants must submit reports through the PELICAN online data reporting system. PELICAN training system is available through OCDEL, and staff are available to offer technical assistance as needed.

PA PKC grantees receive periodic site visits to monitor and learn about program operations, and to identify model programs and practices. OCDEL staff is available to interpret program requirements and regulations and provide technical assistance.

Grantee meetings are held at least once a year and, in most cases, regionally. While attendance is required, grantees have the discretion to send select staff based on the meeting agendas.

APPLICATION TEMPLATE AND CONSIDERATIONS FOR A COMPETITIVE APPLICATION

Information in this section will provide direction to the applicant in completion of the eGrants application.

GENERAL INFORMATION:

Legal name of the applicant agency:

This is the name and address that an agency uses on its federal W-9 form. It is used when registering for the agency's federal ID number. Applicants for PA PKC grants should consult with the person who handles tax, legal, or accounting matters for the agency to determine the legal name, address, and federal ID number. The correct legal name and address must be provided where requested to process an application. Failure to do so will result in significant delays in providing funding. The application also asks for a "Doing Business As" name (if different from the legal name).

Vendor Number (SAP #):

The supplied vendor number MUST align with the legal name and address provided in the application. A vendor number and account can be set up by registering at Vendor Number Registration. All agencies applying PA PKC grants must be pre-registered. The Central Vendor Management Unit is a storage database. The Comptroller uses this account to store direct deposit information. If you have any questions about vendor numbers, please contact James Redd (jaredd@pa.gov or (717) 705-2910) or Brian Bell (bribell@pa.gov or (717) 346-0038) at OCDEL.

Master Provider Index (MPI):

The supplied MPI number MUST align with the legal name and address provided in the application. All PA PKC applicants will need an MPI number if the application is approved. The number is requested as part of the application process to ensure timely contracting for successful applications. MPI numbers are used by the Pennsylvania Department of Human Services to identify legal entities and service locations that participate in any of its programs. As such, they are used in PELICAN as a common identifier for all OCDEL programs, including child care licensing, Early Intervention, PA PKC, Head Start Supplemental Assistance Program, and Keystone STARS. Legal entities are assigned a unique nine-digit MPI number. In addition, service locations are assigned a unique 13-digit MPI number, which is created by adding a four-digit extension to the nine-digit MPI of the legal entity. Legal entities and service providers currently participating in any of these programs should have an MPI number. Applicants that are not currently participating in any of these programs should contact the Early Learning Network (ELN) Help Desk at (877) 491-3818, option 2 and provide their Federal Tax ID to determine their MPI numbers. MPI numbers will not be provided without a Federal Tax ID number.

Tax ID Number or Federal ID Number:

This is the number that an agency uses on its federal W-9 form. Applicants for PA PKC funds should consult with the person who handles tax, legal, or accounting matters for the agency to determine the federal ID number. Use the number that aligns with the legal name and address provided in this application. The correct number must be provided when requested to process an application. Failure to do so will result in significant delays in funding approved applicants. This number is often referred to as the "FEIN number" by OCDEL staff.

Address of Applicant Agency:

Fully complete the chart with street address, city, state, zip code, and county of the applying lead agency. The address provided should align with that of the legal entity applying for funding.

Applicant Provider Type:

The following entities are eligible to apply:

a. Existing PA PKC grantees that continue to meet at least one of the eligibility categories below; and
b. New applicants that meet one of the five eligible applicant categories:

- School districts (*please note that PA PKC statute specifically uses the term "school districts;" therefore, intermediate units, charter schools, and other LEAs, are not eligible to apply under the "school district" provider type*);
- Head Start grantees;
- PDE-licensed nursery schools;
- Child care centers and group child care homes designated at Keystone STAR 3 or STAR 4. *The applying agency MUST have at least one location designated at the Keystone STAR 3 or STAR 4 level to apply under this provider type;* or
- Third-party entities applying for PA PKC funding to administer the lead agency responsibilities for entities that are eligible to provide the classroom services under the categories listed above. *A third-party entity does not meet another eligible provider type, and therefore, cannot directly serve children with PA PKC programming.*

All applicants should choose one applicant provider type, even in cases where the applying agency may meet more than one provider type. When choosing which provider type to select, applicants meeting multiple types should consider the extent to which maintenance of the chosen provider will affect eligibility to offer PA PKC services.

Applicant Type:

Single grantees are lead agencies responsible for providing the PA PKC program slots at their service location(s) under this grant.

Joint grantees are lead agencies with partners. **Partnerships are defined as a provider receiving a pass-thru grant from the grantee and being responsible for providing the PA PKC program slots at their service location(s) under this grant.**

If the applicant selects, "joint" as the application type, they will be asked to provide a listing of the partnering agency(ies). In addition to listing partners, joint applicants must include a signed and completed letter of commitment from each partnering agency. The partner letter of commitment must be uploaded within the "PA PKC Status, Partnerships, and Locations" section within the eGrants system to complete a joint application.

Summary of Grant Request:

This section of the application asks for the following information:

Grant amount requested:

This the amount of funding requested to implement the proposed model. Please respond using whole numbers only. The amount entered in this section of the application must match the amount in the budget detail and the budget summary of this application.

Applicants should complete this FY 2022-23 PA PKC application based on projected funding of $10,000 per child for full-day students, and $5,000 per child for half-day students.

Number of full-day slots requested:

Include the total number of full day slots being requested. Full day refers to a minimum of five hours per day of instructional services or activities.

Number of half-day slots requested:

Include the total number of half day slots being requested. Half day refers to a minimum of 2.5 hours per day of instructional services or activities.

Acceptance of lesser cost per child:

Applicants are asked to complete a question regarding acceptance of a lesser cost per child if the Governor's proposed expansion to increase the cost per child is not approved. If an applicant selects "no" and the increase is not approved, the application will not be considered for funding (at a lesser cost per child).

CONTACT INFORMATION

Complete all requested information. If individuals' function in more than one role, repeat information when necessary. Click on the "add" button at the end of each row to add additional lines. Please take special care in "saving" information in charts by scrolling to the bottom of the page and clicking on the blue "save" button. **Important Note:** eGrants will not automatically save this information after it is entered. The user must click on the blue "save" button or this information will be lost.

If a new applicant is successful in their proposal, grant documents may be signed by Local Education Agencies (LEAs) and community organizations with a Board of Directors using the electronic signature (e-signature) option within the eGrants system (see Appendix D: eGrants electronic signature). Other community agencies will need to sign and return hard copies of the grant materials. FY 2021-2022 grantees who receive additional funding will be handled through a funding adjustment within the PELICAN system.

PA PKC STATUS, PARTNERSHIPS, AND LOCATIONS

This section asks about current and/or historical PA PKC grantee status. In addition, applicants are asked to complete charts detailing partnership relationships, as well as detailing ALL locations where PA PKC services are being proposed.

Question 1a: PA PKC Grantee Status/ yes or no response (0 points)/ Question 1b: PRI score for current grantees (50 points):

1a: Are you currently a PA PKC Lead Agency or Partner Agency? 1b: *What was the PA PKC agency FY 2021-2022 Program Review Instrument (PRI) score? This response will be verified using PRI score entered into the PELICAN system. If not a FY 2021-2022 grantee, your response should be "Not a FY 2021-2022 PA PKC grantee."*
Up to 50 points are awarded to approved providers that received grant funds in the immediately preceding school year and are based on the extent to which the provider has met program standards and has demonstrated satisfactory implementation of the program, based upon Program Review Instrument (PRI) scores. OCDEL staff will verify affirmative responses and use the most recent PRI score to determine the number of points awarded to FY 2021-2022 PA PKC grantees.

FY 2021-2022 PA PKC grantees in which the most recent PRI score is in "needs improvement" status will not be considered for expansion funding.

New applicants will receive zero priority points.

Question 2: Consecutive Years/numerical response (50 points):

This question asks for the number of **consecutive years** the applying agency has received PA PKC funding. The applicant should enter the highest number of **consecutive** years of providing PA PKC services.

Applicants may receive additional points based on maintenance of PA PKC funding and quality for previous years.

- 50 points for current grantees who have maintained PA PKC funding and quality for more than six consecutive years; and
- 25 points for current grantees who have maintained PA PKC funding and quality for two to six consecutive years.

Question 3a (yes/no response) and 3b (text response): Enrollment Status as of March 1, 2022 (0 points):

Question 3a asks about current grantee enrollment status as of March 1, 2022. It is a yes/no response. There is also an option for non-current grantees (i.e., not a FY 2021-2022 PA PKC grantee). This response will be verified using PELICAN data. Grantees should ensure PELICAN data is accurately reported BY February 28, 2022, which reflects enrollments through March 1.

Question 3b asks current grantees to describe any reasons for under enrollment and any efforts taken to achieve full enrollment. Data should be included to support the response. This question will not receive points. However, information provided will be used when making funding decisions. Covid-19 related reasons for under enrollment which are supported by data in the response will be considered and will not result in loss of funding consideration when making funding decisions. Under enrollment unrelated to Covid-19, will be considered during the funding decision process.

Question 4: Partnerships (0 points):

Applicants should review 22 Pa. Code §405.32 (Partnerships) to understand how partnerships are defined under PA PKC regulation and guidance. Partnerships are specifically defined for PA PKC as a provider receiving a pass-thru grant from the grantee and being responsible for providing the PA PKC program slots at their service location(s) under this grant.

The partnership model is efficient and effective for assuring responsible use of state dollars allowing one fiduciary agent (lead agency) to manage the specific needs for multiple agencies providing PA PKC services. The partnership model also effectively provides consistency in program fidelity across multiple programs.

No points will be awarded to joint applicants however, joint applicants should attach letters of commitment to application to confirm the proposed partnerships.

Single grantees not requesting partnerships should not complete the partnership charts.

For joint grantees, please complete charts for ALL partners that you are proposing to provide funds to for PA PKC classroom(s) as part of your grant. **Joint applications without a completed partnership chart WILL NOT be reviewed.** Click on the "**ADD**" button at the end of each row to add additional lines. Please take special care in "saving" information in the charts by scrolling to the bottom of the page and clicking on the blue "**SAVE**" button. **Important Note:** eGrants will not automatically save this information after it is entered. The user must click on the blue "save" button or this information will be lost.

An Excel template for entering this information is also provided in the event applicants are having any issues with these eGrants tables. This information is REQUIRED, so please assure you have either completed the eGrants table correctly OR uploaded a completed Excel template within this section of the application. Partnerships are defined as a provider receiving a pass-thru grant from the grantee and being responsible for providing the PA PKC program slots at their service location(s) under this grant.

For each chart, please provide the Partner MPI number (9 digits) as the identifier. All partners will need an MPI number as part of the application process. MPI numbers are used by the Pennsylvania Department of Human Services to identify providers and service locations that participate in any of its programs. As such, they are used in PELICAN as a common identifier for all OCDEL programs, including child care certification, Early Intervention, PA PKC, Head Start Supplemental Assistance Program, and Keystone STARS. Providers currently participating in any of these programs should have an MPI number. Applicants that are not currently participating any of these programs should contact the Early Learning Network Help Desk at (877) 491-3818 and provide their Federal Tax ID to determine their MPI. An MPI Number cannot be provided without a Federal Tax ID.

In addition to the MPI number the following information for each partnering agency is also required:

- Federal Tax ID #
- Legal Name of the Partnering Agency
- School District where located
- Provider type
- Address
- Pass-thru grant amount
- Number of full-day PA PKC slots
- Number of half-day PA PKC slots

In addition to completing the partnership charts, a joint applicant must include signed and completed partner letter of commitment **from each partnering agency.** A template is available at PKC How to Apply and must be uploaded within the eGrants system to complete a joint application.

Question 5: Locations / chart (50 points)

BOTH joint and single grantees should complete these charts. Charts should be completed for ALL locations that you are proposing to enroll children for PA PKC. A location is defined as any physical address where a PA PKC classroom will be located. **Applications without a completed Locations Chart WILL NOT be reviewed.** Click on the "add" button at end of each

row to add additional lines. Please take special care in "saving" information in charts by scrolling to the bottom of the page and clicking on the blue "save" button. **Important Note:** eGrants will not automatically save this information after it is entered. The user must click on the blue "save" button or this information will be lost.

An [Excel template](#) for entering this information is also provided in the event applicants are having any issues with these eGrants tables. This information is REQUIRED, so please assure you have either completed the eGrants table correctly OR uploaded a completed excel template within this section of the application.

For each chart, please provide the Location MPI number (13 digits) as the identifier. All locations will need an MPI number as part of the application process. Each Location Base MPI number (9 digits) must match either the Lead Agency MPI number or a Partner MPI number. MPI numbers are used across the Pennsylvania Department of Human Services to identify providers and service locations that participate in any of their programs. As such, they are used in PELICAN as a common identifier for all OCDEL programs, including child care certification, Early Intervention, PA PKC, Head Start Supplemental, and Keystone STARS. Providers currently participating in any of these programs should have an MPI number. Applicants not currently participating any of these programs should contact the Early Learning Network Help Desk at (877) 491-3818 and provide their Federal Tax ID to determine their MPI number. An MPI cannot be provided without a Federal Tax ID.

In addition to the MPI number the following information for each partnering agency is also required:

- Federal Tax ID #
- Legal Name of the Location
- Provider type: *For current locations, please enter the location's current status. For new locations, please enter the location's anticipated status as of December 1, 2022. For fiscal year 2021-2022, ALL child care centers and group homes must be a STAR 3 level or higher and maintain this STAR designation throughout the life of their PA PKC program.*
- STAR Level (if applicable)
- School District where located
- School Districts served
- Number of full day PA PKC slots requested
- Number of half day PA PKC slots requested: *The total locations for full-day and half-day slots must match the grantee's total requested full day and half day slots in the General Information section of the application.*
- Address

In addition, please note that the information is collected using charts which cannot be required in the eGrants system. It is up to the applicant to ensure the information that is entered is saved, is accurate, and that all sections are fully completed. Click on the "add" button at the end of each row to add additional lines. Please take special care in "saving" information in the charts by scrolling to the bottom of the page and clicking on the blue "save" button. **Important Note:** eGrants will not automatically save this information after it is entered. The user must click on the blue "save" button or this information will be lost.

Risk level will be determined based upon the locations entered into the chart and the following:

School District level risk will be calculated using the most recent [district fast fact information](#) and will be based upon where proposed location(s) are located. The risk calculation will be based upon the percentage of economically disadvantaged students.

- 50 points will be awarded for districts with high percentages of economically disadvantaged children (over 70%),

- 25 points awarded for districts with moderately-high percentages of economically disadvantaged children (60%-69.9%),

- 10 points for districts with moderate percentages of economically disadvantaged children (40%-59.9%),

- 5 points for districts with moderately-low percentages of economically disadvantaged children (20%-39.9%), and

- 0 points for districts with low percentages of economically disadvantaged children (0%-19.9%).

The separate risk level scores will be averaged if proposing locations in multiple school districts.

PROGRAM DESCRIPTION / WORK STATEMENT

Each question must be answered completely with enough detail to understand exactly what is being proposed and responses should be in compliance with *[Pennsylvania Pre-K Counts Statute, Regulations, and Guidance](#)* to receive the maximum number of points.

Program History:

The section has one question which asks applicants about history related to offering quality pre-kindergarten services.

Question 1: Pre-Kindergarten Program History/ text response (20 points):

Discuss the program history of serving pre-kindergarten children for the applying agency and any proposed locations. Describe the mission and vision for pre-kindergarten services.

PDE is interested in funding programs with a strong history of offering quality pre-kindergarten services. As such, applicants should respond with details about currently operating pre-kindergarten programs that show commitment to quality. It is important for applicants to provide relevant information about the extent to which currently operating pre-kindergarten programs align with the PA PKC requirements. Reviewers will determine the "goodness-of-fit" between existing pre-kindergarten programs and the PA PKC requirements.

Rationale of Need, Enrollment Priorities, Funding Strategies

This section has three questions which ask applicants:

1. to provide a rationale for the need to operate PA PKC programming in the proposed service area,

2. how enrollments will be prioritized beyond age and income, and

3. how services will compliment, not compete, with other pre-kindergarten service providers.

Please note, that OCDEL will review the applicant's submitted proposed location information at the zip-code level to assure proposed locations will not impact already available Head Start, PA PKC, or local pre-kindergarten enrollments. Local communities are the best determinate of need; therefore, applicants should be intentional about the locations where they are proposing to serve PA PKC children to assure there is not an over saturation of pre-kindergarten services in one area while other areas are being left unserved.

Question 1: Rationale/ text response (30 points)

Provide a rationale for the need to operate PA PKC programs in the identified service area. If you currently have pre-kindergarten services, include specific information about your current waiting list.

Applicants must complete a Community Needs Assessment prior to the application process (22 Pa. Code § 405.14). The Community Needs Assessment should include a scan of high-quality early learning programs operating in the community, as well as consideration for the needs of working families in the targeted service area. The purpose is to ensure services to working families are not disrupted and provide information to lead to potential partnerships and collaborations. If other pre-kindergarten services are available in the proposed service area, the applicant should provide a strong rationale for the requested PA PKC services, and describe how the proposed PA PKC services will compliment, and not compete with, the already available pre-kindergarten services. Applicants are also encouraged to include data-driven information about additional risk factors beyond age and income in the rationale for the need for pre-kindergarten services.

Question 2: Prioritization Strategy/ text response (20 points)

Describe the additional risk factors (beyond income and age) that will impact selection and enrollment decisions. Detail the proposed prioritization strategy, including explicit reference to how enrollment decisions will be made based on those risk factors. If other pre-kindergarten opportunities exist within the proposed service area, include information on how enrollments will be prioritized to ensure each child is placed in the most appropriate placement based on their needs and risk factors.

Applicants should review 22 Pa. Code §405.21 (Targeting Children to be Served) and §405.24 (Enrollment) within *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance* in developing the response to this question.

PA PKC programs must demonstrate need, and recruit and select those children and families with the greatest need.

As part of that process, programs must develop prioritization strategies and verification and documentation processes and assure they will maintain full enrollment for the duration of their school year. Age and income are the two primary eligibility requirements that all children must meet in order to be considered for enrollment in PA PKC.

Additional priorities for enrollment must be developed at the local level that reflect collaborative efforts with local and regional pre-kindergarten efforts.

Applicants should provide a detailed strategy for how enrollment will be determined based on the pre-kindergarten landscape and risk factors. A rationale for the detailed strategy should also be provided.

Question 3: Maximizing Resources/ text response (20 points)

Describe how your program will utilize PA PKC funding to maximize resources within your community to supplement and not supplant funds across early learning programs.

Applicants should review 22 Pa. Code §405.22 (Maximizing Resources) within *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance* to develop a response to this question. Programs receiving multiple funding streams (e.g., Head Start funding, child care subsidy, local pre-kindergarten investments) should describe strategies to "braid" or leverage multiple resources to provide wraparound services to children who may need a longer day or year of service, and to provide braided classrooms for equity purposes. In addition, programs receiving child care subsidy should describe plans to utilize PA PKC funding to prioritize children currently receiving child care subsidy or who are on the subsidy waiting list. Programs applying to fund pre-kindergarten services solely through PA PKC funding should describe how the PA PKC services will support a systematic approach to early learning in the proposed community.

Collaborations:

This section asks applicants to answer **four of five questions** describing various collaborative relationships. *Applicants should fully respond to four of the five collaboration questions. One question will not apply, based upon the provider type under which the applicant is applying. Please read questions carefully and respond accordingly.*

Question 1: Early Intervention/ text response (20 points)

Describe collaborations with Early Intervention (EI) (both infant/toddler and preschool). Detail the programs' inclusion policies and practices. How will EI, and other behavioral and/or mental health agencies, be utilized to support inclusion, and to reduce or eliminate suspension and expulsion?

Applicants should review the following in developing a response to this question: 22 Pa. Code §405.31 (Coordination and Collaboration with Agencies Providing Services to Young Children), §405.51 (Inclusive Environments) within *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance*, OCDEL policy statement on Inclusion, and OCDEL policy statement on Suspension and Expulsion.

Question 2: Head Start/ text response (20 points)

Please note, if you are applying as a Head Start agency, please answer this question with: "applying as a Head Start agency." *Describe collaborations with Head Start, including the strategy for promoting Head Start enrollment for children meeting 100 percent of Federal Poverty Level (FPL). If there is a formal agreement in place with Head Start, please attach to this application. Describe the planning process with Head Start as preparations were made for this application process. If a planning meeting was held, provide the date and the contact.*

In order to maximize funding resources and assure a systematic approach to the early learning services provided within communities, PA PKC providers must commit to avoid enrolling children into PA PKC programming who are already being served in a Head Start program or who are eligible to participate in Head Start. The purpose of this requirement is to avoid impact on enrollments in Head Start such that federal Head Start or state Head Start Supplemental Assistance Program resources would be supplanted.

Head Start eligible families may have unique needs that are best supported by a program that is designed to meet those needs and offers a broad array of services. The applicant's response to this question should describe cooperative, rather than competitive, relationships between Head Start and PA PKC.

Question 3: School District/ text response (20 points)

Please note, if you are applying as a school district, please answer this question with: "applying as a school district." *Describe relevant collaborations with school districts, excluding transition practices, which will be addressed in a subsequent question. In what ways were districts included in the planning process for this application? If there is a formal agreement in place with any relevant districts, please attach to this application. If a planning meeting was held, provide the date and the contact.*

To maximize funding resources and assure a systematic approach to the early learning services provided within communities, PA PKC providers should involve school districts which will directly benefit from the proposed PA PKC programs in the planning process for the application. Applicants should consider how the proposed PA PKC services might enhance pre-kindergarten offerings within the community, and ways in which collaborations with school districts might occur to support PA PKC programming.

Question 4: Childcare, Privately Licensed Nursery schools/ text response (20 points)

Please note, if you are applying as a child care center or group home or as a privately licensed nursery, please answer this question with: "applying as a child care center or group home" or "applying as a privately licensed nursery."

Describe relevant collaborations with child care centers or group homes, family child care providers, or privately licensed nurseries. In what ways were community child care providers or privately licensed nursery schools included in the planning process for this application? If there is a formal agreement in place with any relevant child care providers, please attach to this application. If a planning meeting was held, provide the date and the contact.

In order to maximize funding resources and assure a systematic approach to the early learning services provided within communities, PA PKC providers should involve community agencies who provide child care services to young children in the proposed service area in the planning process for the application. Applicants should consider how the proposed PA PKC services might enhance, and not compete with, other pre-kindergarten offerings within the community. In addition, applicants should consider the full early learning continuum of services in their response, e.g., how collaborations occur with programs serving birth to three-year-old children.

Question 5: Community Agencies/ text response (20 points)

Please note, if you are applying as a third party entity, please answer this question with "applying as a third party entity." *Describe relevant collaborations with any other community agencies that have not already been included in the above questions. If there is a formal agreement in place with any relevant community agencies, please attach to this application. If any planning meetings were held, provide the dates and contacts.*

In order to maximize funding resources and assure a systematic approach to the early learning services provided within communities, PA PKC providers should involve a wide array of other community agencies in the planning process for the application. Some examples of other community agencies might include libraries, institutions of higher education, or health agencies. Applicants should first identify the agencies with whom collaborations will occur. Then applicants should describe how the proposed PA PKC services might enhance, and not compete with, services provided by these other community agencies, and ways in which the community agencies might support the PA PKC program.

Program Implementation:

This section has two questions that ask applicants to describe their program's family engagement approach, and transition efforts.

Question 1: Family Engagement/ text response (20 points)

Describe the program's family engagement approach. In your response, explicit connections to each area of the Family Engagement Framework should be made. Detail the extent to which PA PKC funding will be utilized to enhance the family engagement approach.

Family engagement is an important element that contributes to the overall success of a PA PKC program and the children receiving services. Family engagement extends beyond point-in-time events, and requires vigilant planning, and an understanding of the diverse situations of each family. Applicants should use the six (6) standards found within *[The Pennsylvania Family Engagement Birth through College, Career, Community Ready Framework](p.32-50)* in crafting a response to this question. The areas are:

1. *Learning communities connect families to community resources that support families' interests, goals, and needs.*

2. *Learning communities build partnerships with families that are strengths-based, authentic, reciprocal, and respectful.*

3. *Learning communities partner with families to identify information, resources, and strategies to support them in their roles as teachers, models, encouragers, monitors, and advocates as they support their child's learning and development.*

4. *Learning communities provide intentional opportunities for families to connect and engage with each other.*

5. *Learning communities support families as they develop their leadership and advocacy skills.*

6. *Learning communities build partnerships with families during times of transition.*

Question 2: Transition/ text response (20 points).

Explain your program's transition efforts. How have you worked to coordinate smooth transition for the children who enter and exit your program to and from other schools and programs? What are your program's long- and short-term goals for transition?

Applicants should review 22 Pa. Code §405.48 (Program Transition Planning) within *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance* in developing a response to this question. Applicants should provide a detailed response which includes information on how families, children, and other agencies are involved in the transition process INTO and OUT of the PA PKC program. The information provided should be explicitly connected to the shared short term and long terms goals for transition.

Staffing:

This section asks one question related to staffing.

Question 1a Staffing Yes/No Response (0 points) / Question 1b: Staffing/ text response (20 points)

PA PKC classrooms are staffed with teachers and teacher aides who are trained to provide high-quality learning experiences for pre-kindergarten children. PA PKC regulations require that lead teachers hold a Pennsylvania Early Childhood Education teaching certificate (N-3 or PK-4) and assistant teachers must meet at least one of the following criteria:

1. *Completion of at least two years of full-time postsecondary study or the equivalent;*
2. *Possession of an associate's degree or higher; or*
3. *Ability to meet a rigorous standard of quality and demonstration of knowledge through a formal state or local academic assessment, or possession by the teacher aide of a Child Development Associate's certificate.*

Do you currently have staff to fill these positions and/or a plan to recruit staff? Respond by selecting "yes" or "no." Then, complete the narrative response: describe the program's approach to staff recruitment and retention. Include salary ranges for teachers and aides, as well as which benefits these staff can access. Include the program's approach to on-going training and professional development. Detail the extent to which PA PKC funding will be utilized to enhance this approach

Applicants should review the following in developing a response to this question:

22 Pa. Code §405.44 (Staffing and Professional Development), and §405.64 (Teacher Induction Plans and Evaluations) within *Pennsylvania Pre-K Counts Statute, Regulations, and Guidance* .

Staffing recruitment and retention are critical to ensuring the quality of PA PKC programming. While recruitment allows for the acquisition of distinctive teachers, retention helps maintain classroom and program consistency. The applicant's response should detail both recruitment and retention strategies and should include information regarding the provision for salaries that are comparable to local school districts.

COVID-19 Post-pandemic Planning

This section asks one question related to post-pandemic planning.

Question 1: COVID-19 Post-pandemic Planning/text response (20 points)

During the Covid-19 Pandemic, the PA Department of Education (PDE) released policy allowing for remote learning options for PA PKC funded children and allowed flexibility in spending to allow under enrolled programs to use PA PKC funds to continue program operations, staffing, and to provide additional family supports when under enrollment was related to Covid-19.

Anticipating continued flexibility with remote learning and in spending in FY 2023-2024, if the need arises, this question asks applicants to *describe program contingency plans in the event COVID impacts continue to impact enrollments, staffing, and/or the ability to conduct in-person instruction. Include details describing how PA PKC grant funds will continue to support children, families, staff, and/or overall program operations.*

PROGRAM ASSURANCES

PA PKC applicants must provide assurance that they understand and have the capacity to meet the requirements for the program as outlined in the *Pennsylvania Pre-K Counts Statute, Regulations and Guidelines*. Applicants will be asked to select from a "yes" or "no" drop down menu to indicate whether they can comply with the assurances. This document provides guidelines for reference in completing the application questions below.

Failure to respond in the affirmative to any of the program assurances will result disqualification from funding consideration.

By submitting this application for a PA PKC grant, I represent and assure, on behalf of the applicant, that I have received, read, understood, and will comply with the provisions of the PA PKC Guidance.

The program will serve only those children whose families have documented income at 300 percent, or below the current federal poverty guideline.

I assure that the applicant, including all partners in a joint application, will abide by the Immunization Requirements of the Guidance.

I assure that the applicant, including all partners in a joint application, has established and implemented a written Emergency Response Plan, as required by state law, or will do so prior to receipt of any PA PKC awarded funds.

The program will adhere to the Pennsylvania Department of Education's (PDE) guidelines for inclusion.

The program will adhere to the PDE Office of Child Development and Early Learning (OCDEL) joint policy statement on inclusion.

The program will adhere to the PDE OCDEL joint policy statement on suspension and expulsion.

The program will enter specified data in the Early Learning Network within the time periods indicated by PDE and will keep data current.

The program will assure segregation of program funds in their fiscal record keeping.

I assure that the applicant, including all partners, will comply with the PA PKC audit requirements.

I assure that the applicant, including all partners in a joint application, agrees to use PA PKC funds to supplement and not supplant public funds received from any other source.

I assure that the applicant, including all partners in a joint application, agrees to avoid the use of PA PKC funds in a manner that replaces services that are currently being provided by Head Start grantees.

I assure that the applicant, including all partners in a joint application, will provide either a 2.5 or 5-hour pre-kindergarten instructional program for a planned program year of a minimum of 180 days for PA PKC funded students at no cost to the parents or families of such children.

I assure that the applicant, including all partners in a joint application, will use PA PKC funds for the exclusive use of the PA PKC program and classrooms.

I assure that if a child care provider, or any partner funded under this grant is a child care provider, the entity is at least a STAR 3.

I assure that the applicant, including all partners in a joint application, will comply with all PA PKC Monitoring Requirements established by PDE including, but not limited to purchasing and participating in assessment programs that PDE has identified for the assessment of student progress and the assessment of the learning environment and attending the required training sessions.

I assure that the applicant, including all partners in a joint application, will abide by the legal requirements for staff background checks that regulate its type of program.

I assure that the applicant, including all partners in a joint application, will use PA PKC funds to support activities and for materials and program content that is secular in nature.

I consent to the use of any data or statements, I or my designee provides herein, for the purpose of publication and reporting by PDE, and understand that the data or statements may be presented in full, in part, or paraphrased.

I assure that the applicant, including all partners in a joint application, will comply with the requirements pertaining to the age of children to be enrolled in the program, the student to teacher ratio, the hiring of staff who meet the qualifications specified, the professional development requirements, and all monitoring and assessment requirements.

In limited situations listed in the guidance in which a waiver is allowable, I assure that the waiver will be submitted to OCDEL in advance and in accordance with OCDEL announcements, guidance and other communications.

I assure that the PA PKC program will begin submitting enrollment data to OCDEL on August 15, 2022 and be fully enrolled by November 1, 2022 and in the future by the opening day of the 180-day program year and recognize that failure to do so may result in the loss of funds and return of slots to OCDEL.

I assure that the applicant, including all partners in a joint application, will cooperate in the development of a Continuous Quality Improvement Plan as requested by OCDEL.

I assure that the applicant, including all partners in a joint application, will participate with OCDEL in all required grantee meetings and work together with OCDEL cooperatively to field a sound, high quality program, including meeting all reporting requirements in a timely and accurate manner.

I assure that the applicant, including all partners in a joint application, will respond to any changes in Pennsylvania School Code in a timely manner. When savings can be realized by

such changes, every effort will be made by the applicant and partners in a joint application, to use such savings to increase the number of children served. When this is not possible, any savings would be returned to PDE for reallocation.

JOINT applicants must agree to the following assurances. Single applicants should select "not applicable."

I assure that as a lead agency with one or more partners that I will enter into a mutually agreed to and signed written agreement with all of my PA PKC partners concerning the governance and operation of the program.

I assure that as a lead agency with one or more partners that I will provide all information sent to me from OCDEL regarding any aspect of the PA PKC program to a representative designated by each partner to be the recipient of all such communications on behalf of the partner entity.

FISCAL DOCUMENTATION

The fiscal document section is worth 100 points. There are two pieces of fiscal documentation required for a successful application within the eGrants system: the budget detail-line item budget with detailed budget justification, and the budget summary (this is generated by the eGrants system after the line item detail is completed). Each will be reviewed carefully by OCDEL, and program staff may contact you if additional information is needed. Detailed and accurate submissions will ensure timely approval of applications. Applications that include partners in their model must also include a budget template for each partner. The partner budgets should be uploaded as an attachment to the eGrants application.

A line item budget template for partners can be downloaded within the eGrants system or from Partner Line Item Budget. Applications will not be considered complete until all relevant fiscal documentation is submitted.

1. *Budget Detail - Line-Item Budget* – This is completed in the eGrants system and can be found in the separate Budget section. Each line item must be appropriately cost allocated by category. Applicants must complete the justification section of the budget template to explain the method(s) of cost allocation used for each line item and be thoroughly justified and clearly related to the proposed project. There should be a clear relationship between the proposed activities and where the money is going to be spent. **The budget justification should provide detailed information so that reviewers can understand 1) how the budget amount was calculated, and 2) specifics regarding cost allocations or how the funding will be used.** All requested items must be thoroughly explained and clearly related to the proposed project. There should be a sound relationship between the proposed activities and where the money is going to be spent. An example of the budget justification using the cost-allocation methods listed in the Fiscal Supplement document is provided below. Recommended percentage ranges for each line item are also provided within the fiscal supplement, which should be reviewed prior to budget preparation and submission. Examples of justification may be found in Fiscal Supplement document.

Budget Expenditures	Budget Amount	Justification
1.) Enter all Program related Child Health and Development Salaries	$61,000	**Classroom 1, 20 slots: Smith (FT teacher) - $40,000 (100%); Clark (Asst. Teacher) $30,000 x 70% = $21,000**

2. *Budget Summary* – This will be generated by the eGrants system after the line item detail is completed. It is important for the applicant to check that the budget summary figures align with the budget detail - line item budget, as well as with the requested grant amount entered into the General Information section of the application.

If you are proposing to work with partners, please have a separate budget for each partner. We will review your document and all partner documents to see the methodology and distribution proposed for your total grant.

Appendix A: County Level Unmet need at 300% FPL

County	Targeted Population at 300% FPL[1]	Unmet Need at 300% FPL[2]	Percent of Children Under 300% FPL Not Served[3]
Adams	1,216	800	65.8%
Allegheny	11,813	6,165	52.2%
Armstrong	838	534	63.7%
Beaver	1,878	1,011	53.8%
Bedford	686	430	62.7%
Berks	6,419	4,554	70.9%
Blair	1,853	785	42.4%
Bradford	1,107	563	50.8%
Bucks	4,065	2,270	55.8%
Butler	1,598	1,059	66.3%
Cambria	1,921	1,204	62.7%
Cameron	59	18	30.9%
Carbon	956	630	65.9%
Centre	1,136	666	58.6%
Chester	3,988	2,617	65.6%
Clarion	565	284	50.3%
Clearfield	1,156	457	39.5%
Clinton	525	344	65.5%
Columbia	905	615	68.0%
Crawford	1,411	844	59.8%
Cumberland	2,659	2,027	76.2%
Dauphin	4,659	2,964	63.6%
Delaware	5,963	3,781	63.4%
Elk	547	393	71.9%
Erie	4,107	2,101	51.2%
Fayette	1,721	779	45.3%
Forest	36	24	66.8%
Franklin	2,248	1,489	66.2%
Fulton	204	133	65.2%
Greene	450	210	46.6%
Huntingdon	609	266	43.7%

[1] Targeted Population at 300% FPL = (Number of Children Ages 3-4) * (Percent of Children Ages 3-4 Living in Households under 300% FPL)

[2] Unmet Need at 300% FPL = (Targeted Population at 300% FPL) – (Federal Preschool HS 2021-22 Funded Slots) – (PA Pre-K Counts 2021-22 Funded Slots) – (CCW Children Ages 3-4 Enrolled in Keystone STARS 3 or 4)

[3] Percent of Children Under 300% FPL Not Served = (Unmet Need at 300% FPL) / (Targeted Population at 300% FPL)

Data Sources:

Number of Children Ages 3-4: American Community Survey 5-Year Estimates (2015-19)

Percent of Children Living in Households under 300% FPL: American Community Survey 5-Year Estimates (2015-19)

Distinct Count Pre-K Children Served: Pennsylvania Partnerships for Children Pre-K data mapping application

Indiana	1,197	597	49.9%
Jefferson	719	413	57.5%
Juniata	340	196	57.6%
Lackawanna	2,941	1,721	58.5%
Lancaster	8,393	6,339	75.5%
Lawrence	1,319	446	33.8%
Lebanon	2,538	1,896	74.7%
Lehigh	5,306	3,326	62.7%
Luzerne	5,137	3,126	60.9%
Lycoming	1,677	1,081	64.5%
McKean	510	174	34.2%
Mercer	1,401	758	54.1%
Mifflin	977	670	68.6%
Monroe	2,305	1,638	71.1%
Montgomery	6,007	3,981	66.3%
Montour	246	77	31.2%
Northampton	3,026	1,809	59.8%
Northumberland	1,468	1,027	70.0%
Perry	717	619	86.3%
Philadelphia	31,482	16,591	52.7%
Pike	358	166	46.4%
Potter	287	221	77.0%
Schuylkill	1,912	1,229	64.3%
Snyder	599	436	72.8%
Somerset	838	593	70.8%
Sullivan	66	50	75.6%
Susquehanna	542	364	67.1%
Tioga	654	289	44.2%
Union	379	205	54.1%
Venango	848	399	47.0%
Warren	582	339	58.2%
Washington	2,111	1,167	55.3%
Wayne	606	387	63.8%
Westmoreland	3,325	1,759	52.9%
Wyoming	318	207	65.1%
York	6,082	4,584	75.4%
Pennsylvania	164,507	98,893	60.1%

Appendix B: County slot allocations based on county level unmet need at 300% FPL and proposed funding amounts

County	County Unmet Need/Statewide Unmet Need Percentage	60 Million in Funding - 2% admin = 58,800,000/ 10000 CPC = 5,880 FDE Slots	50 Million in Funding - 2% admin = 49,000,000/ 10000 CPC = 4900 FDE Slots	30 Million in Funding - 2% admin = 29,400,000/ 10000 CPC = 2940 FDE Slots	25 Million in Funding - 2% admin = 24,500,000/ 10000 CPC = 2450 FDE Slots	20 Million in Funding - 2% admin = 19,600,000/ 10000 CPC = 1960 FDE Slots
Adams	0.81%	48	40	24	20	16
Allegheny	6.23%	367	305	183	153	122
Armstrong	0.54%	32	26	16	13	11
Beaver	1.02%	60	50	30	25	20
Bedford	0.43%	26	21	13	11	9
Berks	4.60%	271	226	135	113	90
Blair	0.79%	47	39	23	19	16
Bradford	0.57%	33	28	17	14	11
Bucks	2.30%	135	112	67	56	45
Butler	1.07%	63	52	31	26	21
Cambria	1.22%	72	60	36	30	24
Cameron	0.02%	1	1	1	0	0
Carbon	0.64%	37	31	19	16	12
Centre	0.67%	40	33	20	16	13
Chester	2.65%	156	130	78	65	52
Clarion	0.29%	17	14	8	7	6
Clearfield	0.46%	27	23	14	11	9
Clinton	0.35%	20	17	10	9	7
Columbia	0.62%	37	30	18	15	12
Crawford	0.85%	50	42	25	21	17
Cumberland	2.05%	121	100	60	50	40
Dauphin	3.00%	176	147	88	73	59
Delaware	3.82%	225	187	112	94	75
Elk	0.40%	23	19	12	10	8
Erie	2.12%	125	104	62	52	42
Fayette	0.79%	46	39	23	19	15
Forest	0.02%	1	1	1	1	0
Franklin	1.51%	89	74	44	37	30
Fulton	0.13%	8	7	4	3	3
Greene	0.21%	12	10	6	5	4
Huntingdon	0.27%	16	13	8	7	5
Indiana	0.60%	36	30	18	15	12
Jefferson	0.42%	25	20	12	10	8
Juniata	0.20%	12	10	6	5	4
Lackawanna	1.74%	102	85	51	43	34

Lancaster	6.41%	377	314	188	157	126
Lawrence	0.45%	27	22	13	11	9
Lebanon	1.92%	113	94	56	47	38
Lehigh	3.36%	198	165	99	82	66
Luzerne	3.16%	186	155	93	77	62
Lycoming	1.09%	64	54	32	27	21
McKean	0.18%	10	9	5	4	3
Mercer	0.77%	45	38	23	19	15
Mifflin	0.68%	40	33	20	17	13
Monroe	1.66%	97	81	49	41	32
Montgomery	4.03%	237	197	118	99	79
Montour	0.08%	5	4	2	2	2
Northampton	1.83%	108	90	54	45	36
Northumberland	1.04%	61	51	31	25	20
Perry	0.63%	37	31	18	15	12
Philadelphia	16.78%	986	822	493	411	329
Pike	0.17%	10	8	5	4	3
Potter	0.22%	13	11	7	5	4
Schuylkill	1.24%	73	61	37	30	24
Snyder	0.44%	26	22	13	11	9
Somerset	0.60%	35	29	18	15	12
Sullivan	0.05%	3	2	1	1	1
Susquehanna	0.37%	22	18	11	9	7
Tioga	0.29%	17	14	9	7	6
Union	0.21%	12	10	6	5	4
Venango	0.40%	24	20	12	10	8
Warren	0.34%	20	17	10	8	7
Washington	1.18%	69	58	35	29	23
Wayne	0.39%	23	19	11	10	8
Westmoreland	1.78%	105	87	52	44	35
Wyoming	0.21%	12	10	6	5	4
York	4.64%	273	227	136	114	91
Statewide	**100.00%**	5880	4900	2940	2450	1960

Appendix C: eGrants

When OCDEL receives the REQUIRED Letter of Intent, information will be added into the eGrants system.

New applicants will receive two (2) email notifications
  – One with log-in information from the eGrants system; and
  – One detailing next steps to access the application from OCDEL.

Existing applicants will receive one (1) email notification from OCDEL detailing next steps to access the application. The email will also contain your current login ID for the eGrants system in addition to information about how to reset your password, if needed.

Use the eGrants "**Getting Started Guide**" and "**Creating a grant application**" as a point of reference.

• Change your password (p.27)

Below are instructions for setting up and starting the application.

First, complete the steps of the setup wizard:

1. Select **Child Development and Early Learning** (Top right-hand corner).
2. Select **Grant year, 2022-2023** (Top right-hand corner).

To create a new grant application:

3. From the main menu, select **Grant Management**. When the dropdown menu appears, select **Grant Profiles.**

4. The **Grant Summary** screen appears. The top selection grid lists all open grants released by the Program office. The lower selection grid lists grants due to close within the next 30 days. Click on the "Paper and Pencil" icon next to the Pennsylvania Pre-K Counts Grant.

5. After clicking on the "paper/pencil" icon. The **Grant Profile Detail** screen appears. If your Agency is eligible to apply, the **Start Application** button appears. Click on that button to begin creating the grant application.

6. Next complete the "**setup wizard**"

7. Select **original** from drop box. Then select **agency name** from the agency drop box**.** Click **Next**

8. Complete **contact information**. This should be the person who is directly responsible for completing and submitting the application. Click the **Next** button.

Setup ──────── Contact ──────── Sign Off ──────── Finish

Contact

Your contact information appears in the fields below. Please review and make any needed changes, then click Next.

Title	Select
First Name *	Winnie
Middle Initial	
Last Name *	Richards
Job Title *	Early Childhood Education Advisor
Email *	winrichard@pa.gov
Phone *	717-772-4849
Phone Ext.	

Previous   Next   Cancel

9. Choose **Electronic Signature** if you have been approved for this option. If not, choose **Print, Sign & Mail**. *Please note you will not need to sign to submit the initial grant application. If awarded the grant your assigned preschool program specialist will go over this step with you.*

10. Click the **Next** button.

| Setup | Contact | Sign Off | Finish |

Authorized Sign off

Authorized Signoff Preferences

- ● **Electronic Signature**
- ○ **Print, Sign & Mail**

Previous   Next   Cance

11. The "finish" screen will populate. Click **Finish** to complete the grant setup wizard.

The application is separated into sections. Review the **application guidance** above for specific information on each section of the application.

After saving each section they must ALL be marked "**complete**". A checkmark will appear beside each section when it has been completed.

If you need to "edit" a section that was "marked complete". Click on the **Make In Process** button at the bottom of the page you want to edit.

Applicants must click the FINAL "Complete Step" **button once** within the eGrants system before the application is considered "**submitted for peer review**".

Applicants are encouraged to FULLY review the full application prior to finalizing the submission process. Once submitted, the application workflow step status will change to **"submitted for peer review."** This is the only notification the applicant will receive that the submission process has been completed.

Appendix D: eGrants electronic signature

OCDEL recommends the use of an electronic signature (eSignature) on all grant agreements for Local Education Agencies (LEAs) and community agencies with a Board of Directors. The use of an eSignature allows the grant to proceed through if approved more quickly than a hard copy version and helps expedite payments. This is not a requirement to submit the original grant application. School Districts, Intermediate Units, and community agencies with a Board of Directors can use eSignature. If the agency does not fall under one of these categories, you must sign and return a hard copy of the grant agreement. If you are unsure if you have an eSignature authority please contact Winnie Richards at winrichard@pa.gov

Instructions for Completing eSignature Resolutions

PDE will grant eSignatures as requested per the *Resolution* upon completion of the following:

1. Ensure all **[bold]** bracketed areas are completed with the appropriate, relative information.

2. The "Attest" section of the Resolution (page 1) must be signed by the President/Chair or Vice-President/Chair AND the Treasurer/Secretary.

> **Note**: The individual who is being granted the signatory authority may **NOT** attest on behalf of himself/herself.

3. The governing body (school board, board of directors, board of trustees, etc.) must adopt the *Resolution*, identifying and authorizing the administrator (Superintendent, Executive Director, CEO, etc.) to sign electronic agreements with PDE.

4. Once the resolution is adopted by the governing body, the Secretary of the governing body must sign the top "certification" section of page 2.

5. The authorized administrator (who received signatory authority) must sign the bottom "agreement" section of page 2.

6. Email the documents to the Bureau of Management Services (BMS) to the following resource account: RA-EDGRANTSFIRST@pa.gov. Please use the options for providing acceptable eSignatures to PDE.

Once received, the resolution will be reviewed by PDE's legal office. Once approved by legal, the BMS will grant eSignature access in the eGrants system.

> Note: In order to grant eSignature access, the user must already exist in the eGrants system. Ensure the authorized administrator (who is receiving the signatory authority) has been setup as a user and has appropriate roles prior to emailing the resolution.

> Timeframe: Please allow about a week for review and processing once received. Feel free to contact the provided resource account with any questions regarding the eSignature resolution process.

Acceptable forms of eSignatures to PDE
Electronic Sign and Submit – Option A

Where possible, Resolutions should be submitted with real signatures. General steps are:

1. Save your Resolution to your PC
2. Print a hardcopy
3. Sign by hand
4. Scan completed document into PC
   (Taking a picture of the completed document with your phone or other device is acceptable, as long as it is all legible and clear in the photo.)
5. Email to PDE, *ED, GrantsFirst* *RA-EDGRANTSFIRST@pa.gov*
6. As always, please be sure to retain items in your "Sent" folder in your e-mail system as a reference and confirmation for yourself that your Resolution has been submitted.

Electronic Sign and Submit – Option B

For those who are able to access documents but may not have capability to print from your home workspace, electronically signed documents are acceptable. Please follow the steps below to use Adobe Acrobat (free to all users) Fill & Sign options.

1. Download and save the PDF document, using the normal naming convention you would apply.
2. Click the "Fill & Sign" option on the right-menu pane.
   a. Fill & Sign
3. Adobe will prompt you to choose "Fill and sign" or "Request Signatures"
   a. Choose "Fill and sign" to return to the document and sign it
4. Click the "Sign" button located at the top of the page in the middle
   a. Sign
5. Select your signature to apply anywhere in the document, or if you haven't set one up yet, click the "Add Signature" option to create one.
   a.
   b. Feel free to use the "Add Initials" option to add Date where needed.
6. Follow the steps on-screen if you need to configure a new signature. Adobe provides three options for creating signatures: Type, Draw, Picture. These options allow you to type and select a font style, use your mouse to draw your signature, or to take a picture of your actual signature and upload it to Adobe.
7. Save the document once signed
8. Email to anyone else who may need to sign (Attest) for review.
9. When using an eSignature, the Resolution must be submitted by attaching it to an email from the Attestor i.e., President/Chair or Vice-President/Chair OR the Treasurer/Secretary.

<u>RESOLUTION</u>

BE IT RESOLVED, by authority of the **[insert name of governing body]** of the **[insert name of municipality, LEA, corporation or unincorporated association]**, and it is hereby resolved by authority of the same, that the **[insert name of individual]**, who is the [**Superintendent, Executive Director, Director, President, other]** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **[insert name of governing body]** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST
(individual receiving signatory authority may not attest on behalf of himself/herself)

_____   _____
Signature (President/Chair or Vice-President/Chair)   Signature (Treasurer/Secretary)

_____   _____
Print/type name and title   Print/type name and title

I,_____, Secretary, of _____. Do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the _____, held the _____ day of _____, 20___.

Dated: _____   _____

                                     Signature (Secretary)

                                     _____
                                     Print/type name and title

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my eGrants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: _____   _____

                                     Signature (authorized signatory)

                                     _____
                                     Print/type name and title