



Oregon Pre-Kindergarten Grant Application Frequently Asked Questions (FAQ)

The Early Learning Division responds to frequently asked questions here. Please note that new questions and answers are located at the end of the document. Revisions to responses are indicated in the document with a 'revision date.'

The following will serve as a table of contents:

- ❖ *FAQ for the week ending 2/21/2020. {Questions 1 through 13}*
- ❖ *FAQ for the week ending 2/28/2020. {Questions 14 through 21}*
- ❖ *Final FAQ May 1, 2020 {Questions 22 through 25}*

FAQ for the Week Ending 2/21/2020

1) How much startup funding is available and how does an applicant apply for startup funds?

Applicants are encouraged to describe their needs for startup costs in 'Section 5, Budget' of the application. The Early Learning Division (ELD) will determine the startup allocations after the award of program grant funds.

2) Does the online portal allow applicants to save their information and submit later?

Yes, once applicants create a username and password, the portal allows them to save information and return later.

3) If an applicant asks for more slots, should the submitted budget include the new slots? What will happen if the final award does not include the new slots?

Yes, the applicant's budget and budget narrative should include all requested slots. If an applicant is not awarded all requested slots, then the ELD will request an amended budget based on the awarded slot allocation.

4) When will the salary guidelines be updated?

The new salary guidelines will be available a week after the Early Learning Council meeting on March 16.

5) Is there a match requirement for Oregon Pre-Kindergarten (OPK) funding?

OPK funding does not have a match requirement.

6) Is the OPK grant only for Head Start programs?

The following entities are eligible to apply:

- Existing Oregon Pre-Kindergarten grantees
- Office of Head Start Region X (Head Start and Early Head Start) grantees
- Region XI (American Indian/Alaska Native Head Start) grantees
- Region XII (Migrant and Seasonal Head Start) grantees

7) Was there a webinar for this grant opportunity?

There was a webinar held on February 10 and an information session held on February 19 and 26. The webinar is available on the ELD website at <https://oregonearlylearning.com/student-success-act>.

The next information session for OPK will be held March 11 from 1:00- 2:00pm. Links will be sent to all eligible applicants and posted on the website in advance of the session.

8) On the *Enhancement Worksheet: Priority 1: Teacher Salaries (page 11)*, is it only referring to wages or is it asking applicants to include benefits in the total?

This refers to wages only, not total compensation.

9) Can the ELD provide some examples of *Enhancement Priority 3: Other Salary and Retention Improvements*?

The ELD encourages applicants to use their self-assessment, quality improvement plans, and strategic plan to inform this portion of the application.

Examples of *Other Salary and Retention Improvements* are:

- Employ additional qualified staff to reduce the child-to-teacher ratio in classrooms and family-to-staff ratio for family service workers.
- Improve compensation of other staff (family service workers, classroom aides, bus drivers, coaches, management, and other staff)
- Provide salary enhancements for certified-bilingual staff or for staff achieving higher steps on the Oregon Registry.
- Provide salary enhancements for staff that have a specialty (early childhood mental health or early childhood special education).
- Provide additional staff training to address meeting the needs of families and children served (children in foster care, children from immigrant, refugee families, children from families in crisis, etc.).

10) Will the Early Learning Division be more restrictive than federal Head Start regarding Locally Designed Options?

No. The ELD will consider Locally Designed Options that align with the federal Head Start regulations.

11) Will families apply directly to an OPK grantee or will families apply through the ‘coordinated enrollment’ process managed by the Early Learning Hubs?

Families will apply directly to OPK grantees. OPK grantees will collaborate with their local Early Learning Hub to develop a referral process that supports family choice and full enrollment of all programs.

12) What are ways to enhance transportation budgets without adding more children? Training, increasing driver pay, increasing pool of drivers?

Examples of how an applicant can enhance transportation budgets include, but are not limited to, increasing driver wages, increasing the pool of substitute drivers, including transportation staff in additional professional learning opportunities, and providing additional staff on the bus routes.

13) Is there an upper limit on ongoing costs for facilities?

The budget submitted in the application must follow the requirements in 45 CFR Part 75 (Omni circular) and all costs must be reasonable, allocable, and allowable.

[FAQ for the Week Ending 2/28/2020](#)

14) Are Enhancement Funds available for the Prenatal to Three funding?

Funding for the Prenatal to Three slots already takes the salary requirements and other enhancements into account, therefore additional enhancement funds are not necessary or available.

15) Are the salary requirements the same for Prenatal to Three funding?

Yes, the salary requirements for lead teachers and teacher assistants apply to the Prenatal to Three funding also.

16) Our planned space for the 2020 – 2021 program year is not yet confirmed. Can we still apply for grant funding without confirmation?

Yes, an applicant can apply without confirmation for planned space. Applicants should include narrative that details the plans to acquire space and all associated timelines. Documentation that supports the plan, such as a letter of intent from the facility partner, should be included in the application.

17) Can 'Other Staff Salary and Retention' funds be used to add additional staff such as a second coach, additional supervisor, education manager, or others?

Yes, 'Other Staff Salary and Retention' strategies can include adding additional staff but the priority for enhancement funds is for grantees to meet the lead teacher and teacher assistant salary requirements.

18) What are the Prenatal to Three requirements for hours of service?

The hours of service requirement for Prenatal to Three programs are 1380 hours, as required by the Head Start Program Performance Standards.

19) What is meant by “current” for MOUs and Service Area Coordination Agreements?

“Current” refers to active agreements that the applicant has regarding agreed upon service areas or agreements the applicant may have with other agencies regarding shared spaces, services, or other partnerships.

20) For Service Area Coordination Agreements what is meant by “each existing entity”?

This refers to all Head Start providers, including Region X, Region XI, Region XII, and OPK Only grantees, in the applicant’s proposed service area.

21) Can we propose serving children prenatal to three with service areas that are different from our current OPK service areas?

Yes. The ELD is not intending to change current service areas, but it might be necessary to meet the expansion requirements. If an applicant proposes to serve children prenatal to three in a new service area then the applicant must include a letter of support from the Head Start grantee that also serves that area.

[FAQ Ending 5/1/2020](#)

22) If an applicant is only applying for Prenatal to Three funding, do they need to complete Section 5 of the application? There is some repetition in the questions and potential responses.

Because of the need to separate Prenatal to Three funding in the application process, some of the questions in section 5 are repetitive for applicants only requesting Prenatal to Three funding. If you are only requesting Prenatal to Three, please feel free to respond to the questions in section 8 that are repetitive with something like “Please see same question in Section 5”. We will make sure that the scorers have this information so that you are evaluated correctly and receive the correct number of points in both areas of the application. You will receive the same number of points for each of the identical questions in each section.

23) Can enhancement funding be used to pay for a coach above the 1.5% allowed maximum in the guidance for the OPK budget?

At this time, we have not changed the budget guidance for the annual OPK budget submissions.

24) When preparing the entire OPK budget, does enhancement funding also need to be considered in the 2.5% minimum amount to be used for training?

At this time, we have not changed the budget guidance for the annual OPK budget submissions. Enhancement dollars will be part of the entire budget and need to be part of the overall calculation.

25) Can we submit charts and graphs in our application?

The application requests narrative description in the responses. SurveyMonkey Apply does not allow for charts and graphs to be cut and pasted into the response boxes.

Please use [this form](#) to submit additional questions not addressed in this FAQ. If you want to speak to someone directly, contact Teresa Waite at OPKRFA@state.or.us.