



PRESCHOOL
PROMISE

Fiscal Agent

Request for Applications
(RFA) Webinar

February 2020



Purpose of the Fiscal Agent Application

Oregon’s Early Learning Division (ELD) is inviting applications from interested and eligible entities to serve as Preschool Promise Fiscal Agents. Applicants must apply through this application which will be scored and reviewed against other applicants.

Overview

The Preschool Promise Program is a high-quality, publicly-funded preschool program that serves children ages three (3) and four (4) in families living at or below 200% of the Federal Poverty Level, children in foster care and children from other historically underserved populations. The Preschool Promise Program is delivered in a variety of settings including centers, homes, and schools.

Preschool Promise Program Providers have the option of entering into an agreement with a Preschool Promise Fiscal Agent to assist in meeting the business and administrative functions of the Preschool Promise Program. Preschool Promise Fiscal Agents will receive grants through the ELD to provide services to Preschool Promise Providers.



Am I Eligible?

Pursuant to House Bill 2025, the following entities are eligible to apply to be a Fiscal Agent for multiple Preschool Providers:

- Community based organization
- Culturally-specific organization
- Early Learning Hub as designated in ORS 417.827
- Education service district
- Federal Head Start program
- Federally Recognized Oregon Indian Tribe
- Non-Profit organization
- Resource and referral entity established under ORS 329A.100 to 329A.135
- School district



Questions Concerning the RFA



All questions regarding this RFA process should be directed to: PSPRFA@ode.state.or.us, or at 503-856-2895. The Division has Frequently Asked Questions (FAQs) posted on the Early Learning website [here](#).

FAQs are updated on a weekly basis. To allow sufficient time to respond to all questions concerning the Preschool Promise Program RFA, the deadline for the submission of questions is March 23, 2020 at 5:00 p.m. Final responses to questions will be released on March 27, 2020.



Calendar of RFA Events and Application Deadlines

EVENT	TARGET COMPLETION DATE (Pacific Time)
Request for Application Issued	January 30, 2020
Pre-Proposal Webinar (optional)	February 10, 2020 Time (3-4p.m.)
Online Grant Application Live	February 13, 2020
Deadline for Written Questions	March 23 (5 p.m.)
Final Responses to Written Questions Released	March 27, 2020
Application Closing (Application Due Date & Time)	April 2, 2020 (5 p.m.)
Notice of Intent-to-Award Issued	May 4, 2020
Agreement Execution	By June 1, 2020
Fiscal Agent Services Commence	July 2020
Preschool Promise Services Commence	September 2020

Note: The table above represents a tentative schedule of events. The ELD reserves the right to modify these dates at any time, with appropriate notice to affected prospective Applicants by posting on ELD website. All times are Pacific Time (PT).



Grant Opportunity

Grant Phases	Award
Phase 1: Start-up and Training	\$5,000 Initial Grant
Phase 2: Providing Technical Assistance	\$240 per child/year Funding determined by number of Preschool Promise Program Providers that opt-in to Fiscal Agent partnership

Preschool Promise Fiscal Agent grants are divided into two phases.

Phase 1: Start-up and Training (All selected Fiscal Agents regardless of Fiscal Agent partnerships).

Phase 2: Technical Assistance (For those Fiscal agents that enter into Preschool Promise Program Provider partnerships) .



Fiscal Agent Activities

All ELD Approved Fiscal Agents will:

1. Understand the ELD Preschool Promise Program grant agreement
2. Understand Preschool Promise Program fiscal and reporting requirements.
3. Develop a draft technical assistance plan that includes your proposed communication and implementation for supporting Preschool Promise Program Providers.
4. Attend ELD in-person meetings, conference calls and webinars.



Fiscal Agent Activities

If selected by a Preschool Promise Program Provider to provide services, Fiscal Agents will:

- 1) Provide technical assistance to ensure Preschool Promise Program Providers meet the fiscal and reporting requirements of the Preschool Promise Program grant agreement.
- 2) Individualize the above technical assistance plan to represent and meet the needs of the assigned Preschool Promise Program Providers.
- 3) Assist Preschool Promise Program Providers in developing appropriate fiscal reports and processes to ensure Preschool Promise Program funds are spent as required. Fiscal reports and processes must align with the Generally Accepted Accounting Principles (GAAP) and comply with all applicable federal, state, and local regulations.
- 4) Assist Preschool Promise Program Providers in maintaining detailed financial records including, but not limited to, general ledgers, receipts, invoices and all supporting documentation to track Preschool Promise Program expenditures.



Fiscal Agent Activities

- 5) Assist Preschool Promise Program Providers in submitting required monthly, quarterly and end of the year reports to the ELD using the tool(s) provided by the ELD. Reporting elements may include the following: budget and expenditure reports, staffing allocation, eligibility, and enrollment/attendance.

- 6) Ensure Preschool Promise Program Providers are supported in the following:
 - a) Business operations: including, but not limited to business planning, marketing, customer service, employee related human resources, insurance and sub-contracting.

 - b) Resources: state and community agencies, business advising and consultation, and networking.

- 7) Must maintain and submit a Preschool Promise Fiscal Agent Technical Assistance log and other reports as provided by the ELD.

Please Note: Fiscal Agent services are optional for Preschool Promise Program Providers. Phase 2 grants only apply if a Preschool Promise Program Providers opts-in to an ELD Approved Fiscal Agent agreement.



Monitoring

The ELD reserves the right to request and review any and all of the Fiscal Agent's records, documents, accounting procedures, and practices relating to the Preschool Promise Program. The Fiscal Agent agrees to participate in an ongoing monitoring and program evaluation system that is used for continuous improvement for the Fiscal Agent program.



Application Review, Selection and Award Process

Applications for Preschool Promise Fiscal Agent funding must provide a comprehensive and detailed description of the Applicant’s plans to implement a high-quality business practices and technical assistance to Preschool Promise Program Providers.

Through this RFA, the ELD requires all applicants to respond to basic components that demonstrate readiness and capacity to provide and deliver business acumen and technical assistance to Preschool Promise Program Providers. ‘Readiness’ refers to a state of preparedness, capacity, and enthusiasm that are necessary for successful implementation.



Application Review, Selection and Award Process

Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
0	1	2	3	4	5
Response requirements are absent.	The response does not address the criteria or simply re-states the criteria.	The response does not meet many criteria; provides inaccurate information or provides information that requires substantial clarification as to how the criteria are met; lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant’s understanding of the issue in concept and/or ability to meet the requirement in practice.	The response is non-specific and lacks focus and detail. The response addresses some of the selection criteria, but not all. Some ideas presented are sound, but others are not responsive to the purpose of the RFP. Additional information is needed in order to be reasonably comprehensive and meet the criteria of a response that is good.	The response is reasonably comprehensive and includes sufficient detail. It contains many of the characteristics of a response that is very good even though it may require additional specificity, support or elaboration in places.	The response is specific and comprehensive. There is complete, detailed, and clearly articulated information as to how the criteria are met. The ideas presented are innovative, well-conceived and thoroughly developed.

Applications that are **complete** and **submitted on time** by an eligible applicant will be reviewed by a team of reviewers determined by the ELD director. Applications will be scored based on the Applicant’s ability to provide concise and detailed responses that address the questions, adhere to the Preschool Promise Program Quality standards in the responses, and adhere to the application instructions.



Section One

Applicant Information

(No points awarded, but must answer to proceed with RFA)

- Legal name of applicant agency, federal ID# or tax ID #, full address and county of applicant agency, year entity was established
- Service Area (list all intended service areas by County or etc.)
- Applicant contact person's name as an overall contact for the application (name, title, email and phone number)
- Authorized budget contact person for issues and questions regarding the budget (name, title, email and phone number)
- Authorized individual to sign contract (name, title, email, phone number and mailing address)



Section Two

Narrative

(Section Maximum= 40 points)

- 1) **Program Mission and Vision:** Please describe the mission and vision for quality technical assistance, and provide a specific example how it has impacted a business in the community. Include any awards or recognitions that demonstrate personal commitment to the mission and vision.

- 2) **Equity:** Describe the entity's experience in providing technical assistance to culturally and linguistic specific businesses, and minority-owned, woman-owned and emerging small businesses. If the entity does not have this experience, please describe how the entity would build capacity to support culturally and linguistic specific businesses, and minority-owned, woman-owned and emerging small businesses.

- 3) **Technical Assistance:** Discuss experience in providing technical assistance or business advising and consultation to businesses in the following areas: business operations, business planning, marketing, customer service, employee related benefits, human resource functions and networking. Please describe experience in presenting complex information to adults from a variety of educational and cultural backgrounds.

- 4) **Community Engagement and Partnership Building:** Describe experience in connecting a variety of business types and sizes to business resources including: state agencies, community organizations and other related business services.



Organizational Capacity

1. Describe the entity's current capacity to provide technical assistance to Preschool Promise Program Providers. If the Applicant has identified gaps in capacity, please describe the plan, including timeline, to address the gap(s) in capacity.
2. Using the table below, list and attach a description of the titles and roles of all full-time and part-time staff including any contracted service providers that will be supporting Preschool Promise Program Providers.

Position Title	Name of Staff	Staff or Contracted	List Relevant Credentials, Specific Skills and Experience



Organizational Capacity continued

3. Provide evidence of the entity's financial viability, which should include copies of financial reports that demonstrates fiscal solvency and long-term sustainability (example: profit/loss statement, expenditure report, cash flow statement, etc.).
4. Please complete the Budget Template in appendix A which includes anticipated expenditures and associated rationale.



Appendix A – Preschool Promise Fiscal Agent Budget Template

Personnel

Position	Brief Description of duties (if known)	Number of full-time positions	Employee Compensation	Fringe Benefits
TOTAL			\$	\$

Non-Personnel

Category	Item Description	Total \$
Consultant/professional services		
Contractual services		
Direct administrative costs*		
Educational materials		
Equipment		
Insurance		
Lease/rent		
Miscellaneous costs		
Printing and copying		
Professional development and training		
Printing and copying		
Program supplies		
Transportation		
Travel		
Utilities/telecommunications		
Other:		
Other:		
Other:		
Other:		
TOTAL		\$

*Administrative costs may not exceed 15% of total costs.



Thank you

The application for Preschool Promise can be found here:

<https://oregonearlylearning.com/student-success-act#ssarfa>

SOLE POINT OF CONTACT: Have specific questions regarding the application or application process?

Contact : PSPRFA@ode.state.or.us or 503-856-2895