

BEFORE STARTING YOUR APPLICATION, PLEASE READ BELOW:

There is a known issue with using this application in the Internet Explorer (IE) browser. IE will cause difficulty in interacting with the application.

We recommend [Google's Chrome](#) or [Mozilla's Firefox](#) as preferred browsers.

If issues persist when attempting to apply, please do not hesitate to contact Early Learning Division staff at; psprfa@ode.state.or.us .

The Preschool Promise Provider on-line Application can be found at:
https://ode.smapply.org/prog/preschool_promise_program_provider_application/

LANGUAGE PREFERENCE

EN Log In Register

OREGON DEPARTMENT OF EDUCATION
Oregon Department of Education

Preschool Promise Program Provider Application

OREGON DEPARTMENT OF EDUCATION PRESCHOOL PROMISE

Oregon's Early Learning Division (ELD) is seeking applications from interested and eligible providers to participate in and deliver the Preschool Promise Program for the 2020-2021 program year. New and existing providers must apply through this application and will be scored and reviewed against other applicants regionally.

APPLY
 Opens
 Jan 28 2020 12:00 AM (PST)
 Deadline
 Apr 2 2020 05:00 PM (PDT)

To change the language to Spanish, click on the 'EN' in the upper right corner of the webpage.

ES

OREGON DEPARTMENT OF EDUCATION
Oregon Department of Education

Aplicación del Proveedor de Promesa Preescolar

OREGON DEPARTMENT OF EDUCATION PRESCHOOL PROMISE

La División de Aprendizaje a Temprana Edad (Early Learning División, ELD) de Oregon. Les convoca a la presentación de aplicaciones proveedores interesados que reúnan los requisitos para participar y brindar servicios en el Programa de Promesa Preescolar para los años 2020 a 2021. Los proveedores existentes y nuevos deben presentarse a través de esta aplicación. Se les calificará y comparará con otros aplicantes a nivel regional.

SOLICITAR
 Abre
 ene. 28 2020 12:00 AM (PST)
 Plazo
 abr. 2 2020 05:00 PM (PDT)

To display your preferred language, select English or Spanish. A check mark will display once you select by clicking it. The entire site will now be displayed in that language.

REGISTRATION INFORMATION

EN ▾

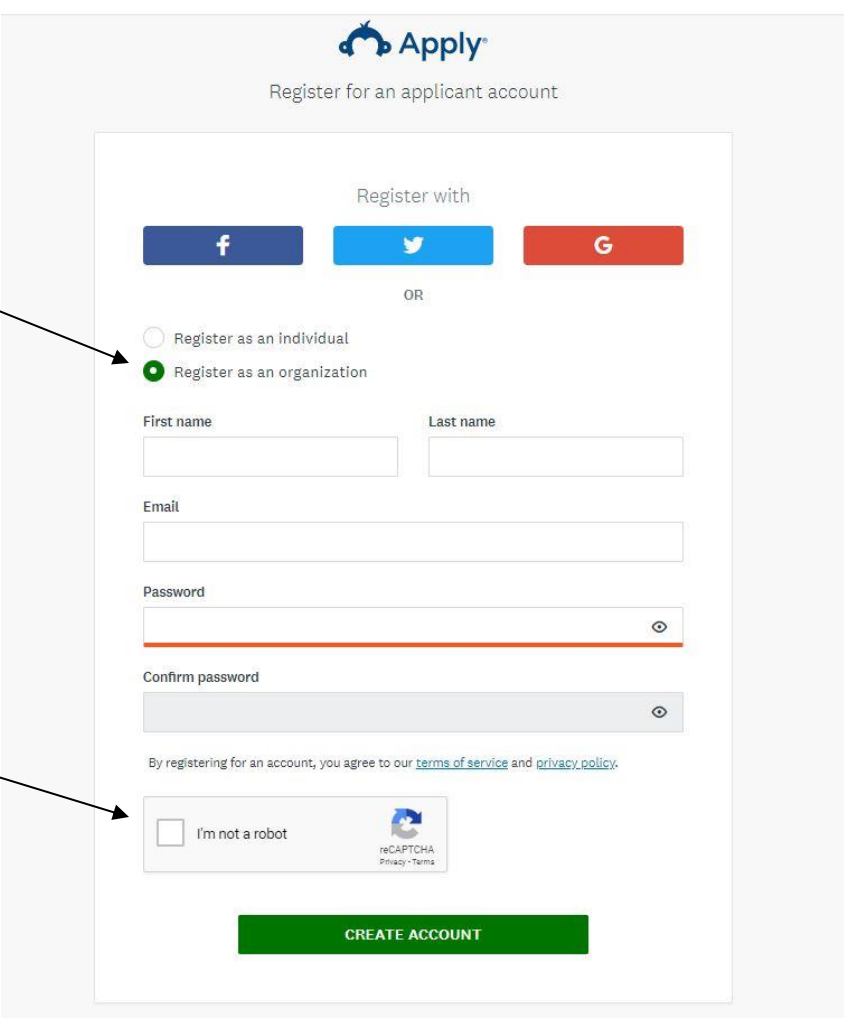
Log In

Register

Oregon Department of Education

Using either Mozilla Firefox or Google Chrome as your browser, you will see a **Green REGISTER** button on the top right hand corner.

Step 1: After selecting Register, the screen below will appear. It is important that you change the options shown here from Register as an individual to **Register as an organization**. All applicants must register as an organization in order to be able to apply.



Apply[®]

Register for an applicant account

Register with

f t G

OR

☐ Register as an individual

☒ Register as an organization

First name Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

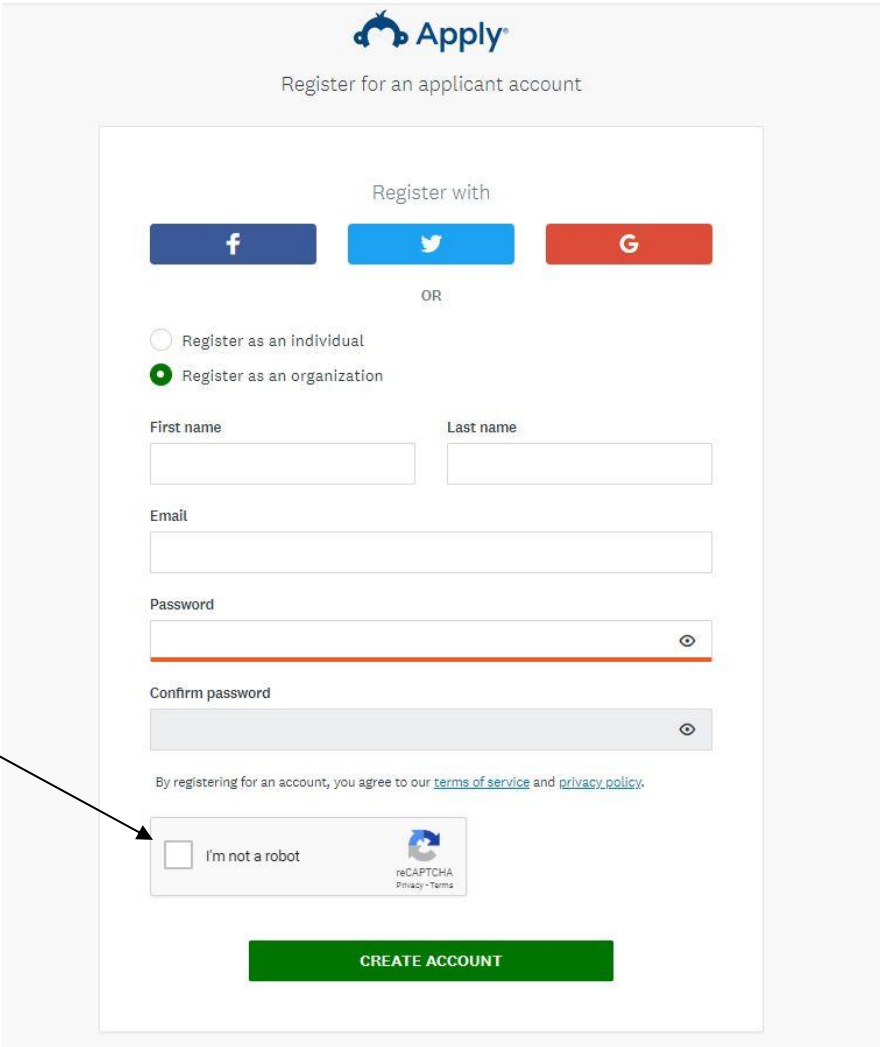
☐ I'm not a robot

reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

Step 2: Input the following:

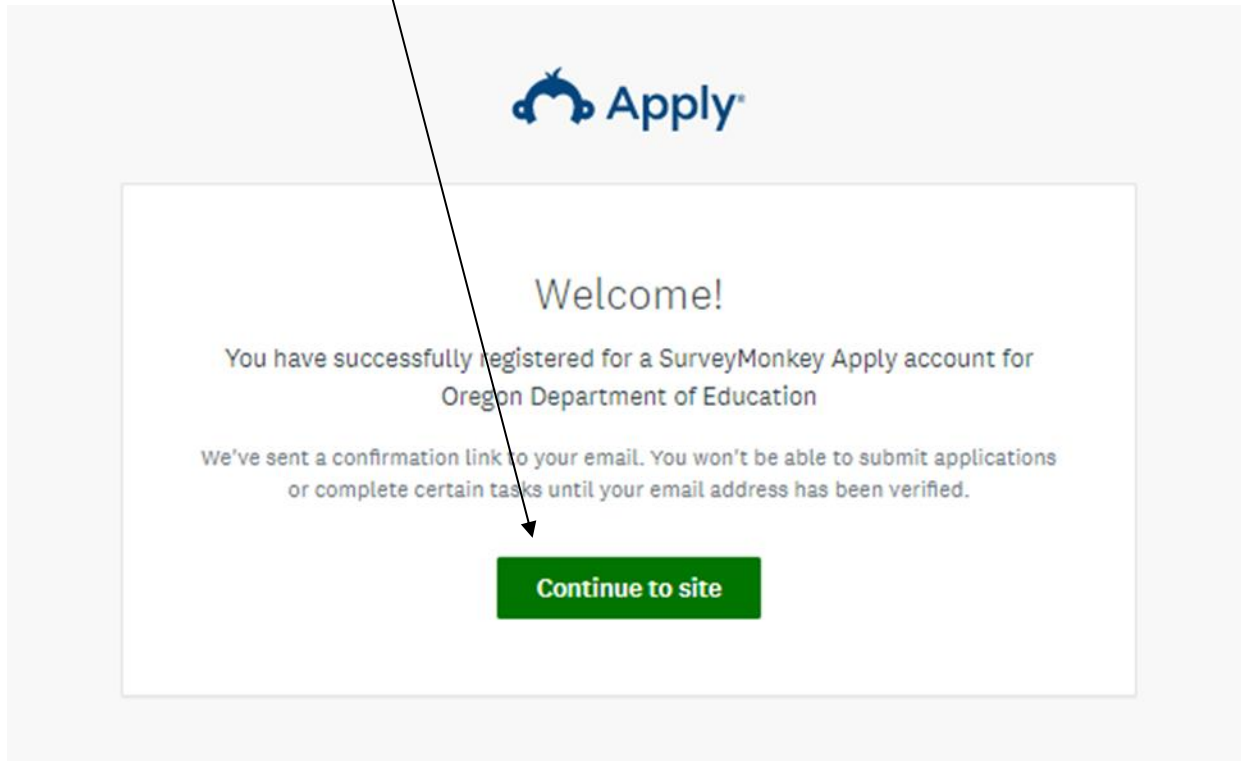
1. First and Last Name
2. Email Address
3. Password
4. Click I'm not a robot
5. Finally, click the **Green Create Account** button at the bottom of the page to begin the application process.



The screenshot shows the 'Apply' registration page. At the top, it says 'Register for an applicant account'. Below this, there are three social media login buttons (Facebook, Twitter, Google) under the heading 'Register with'. Below these is an 'OR' separator. Then, there are two radio button options: 'Register as an individual' (unselected) and 'Register as an organization' (selected). Below these are input fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. The 'Password' field has a red error bar underneath it. Below the password fields is a line of text: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' Below this is a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo to its right. A black box with the word 'Click' and an arrow points to this checkbox. At the bottom of the form is a large green button labeled 'CREATE ACCOUNT'.

Step 3: Once you have clicked the **Green Create an Account**, the following screen will appear.

You will need to select, **Continue to site** to proceed with the application.



Step 4: Once you click, **Continue to site**, you will be prompted to provide information about your organization.

To apply for programs on behalf of an organization, we need the following information about your organization.

| | |
|--------------------------------------|-------------------------------|
| Organization name | |
| <input type="text"/> | |
| Address (optional) | |
| <input type="text"/> | |
| City (optional) | Country (optional) |
| <input type="text"/> | Select a country ▼ |
| Organization phone number (optional) | Organization email (optional) |
| <input type="text"/> | <input type="text"/> |
| Website (optional) | |
| <input type="text"/> | |

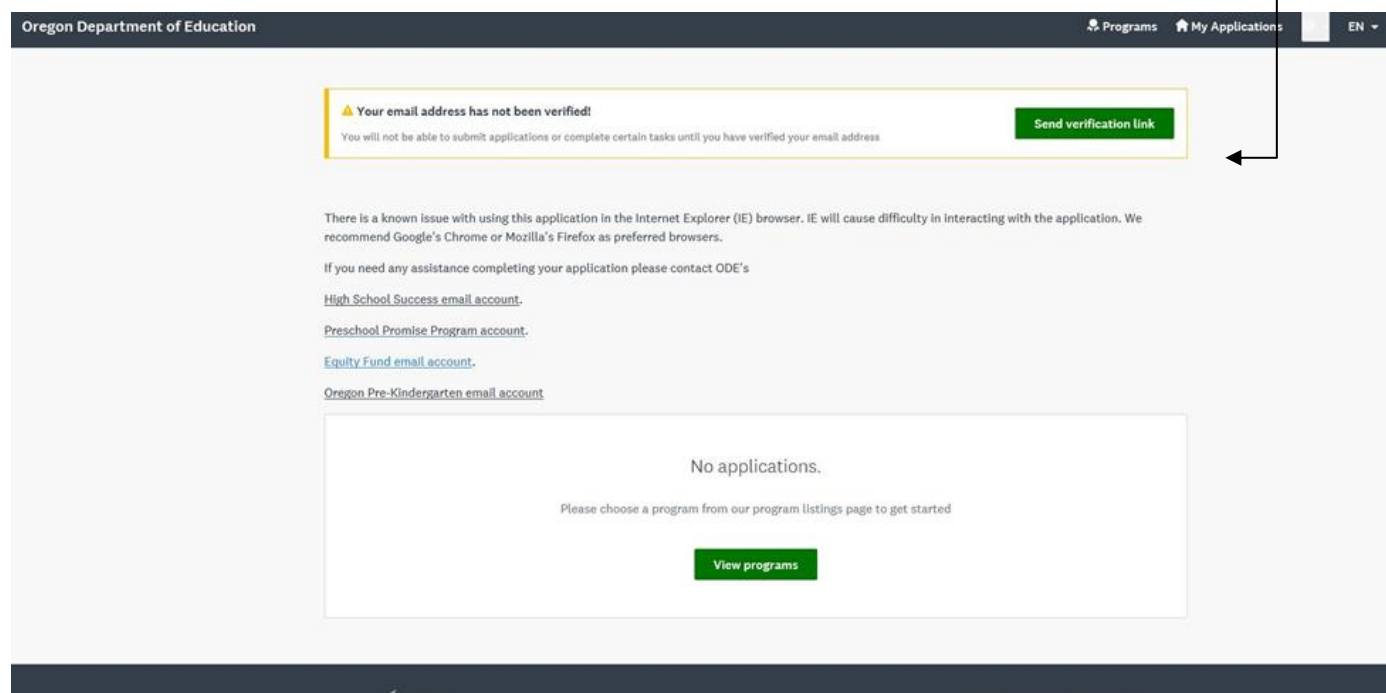
CONTINUE

Fill in the following:

- Organization name
- Address
- City
- Country
- Organization Phone Number
- Organization Email
- Website


To Finish, click the **Green Continue** button at the bottom of the page.

Step 5: After providing information about your organization, you will be prompted to verify your email address. Click on the **Send Verification Link** button at the top right hand corner of the page. This step is required in order to submit your application.



TROUBLESHOOTING EMAIL VERIFICATION WHEN USING MICROSOFT OUTLOOK

An email will be sent to the email account listed in your registration information. If you do not see an email account within 5 minutes of creating the account, please check your SPAM folder. If the message is in your SPAM folder, all links are disabled, and therefore nonfunctioning. The message will also contain the following alert:

 Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. This message was marked as spam using a junk filter other than the Outlook Junk E-mail filter. We converted this message into plain text format.

Simply click on the BLUE i Icon and click move the message to your Inbox. This will enable all links and move the message to your Inbox.

Step 6: After clicking on the send verification link, the following should appear in your email inbox.

Click on the **Green** button in the email that says, **Confirm email address**.

In order to validate your SurveyMonkey Apply account we require you to verify your email address.
Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

Confirm email address

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://ode.smapply.org/acc/e/a3e000a6-9b3b-428c-b8a3-ce28a33121fe/>

Step 7: After you verify your email address by completing the instructions above, the following screen will display.

To select the desired program, click the **Green** button, **View programs**.

There is a known issue with using this application in the Internet Explorer (IE) browser. IE will cause difficulty in interacting with the application. We recommend Google's Chrome or Mozilla's Firefox as preferred browsers.

If you need any assistance completing your application please contact ODE's

[High School Success email account.](#)

[Preschool Promise Program account.](#)

[Equity Fund email account.](#)

[Oregon Pre-Kindergarten email account.](#)

No applications.

Please choose a program from our program listings page to get started

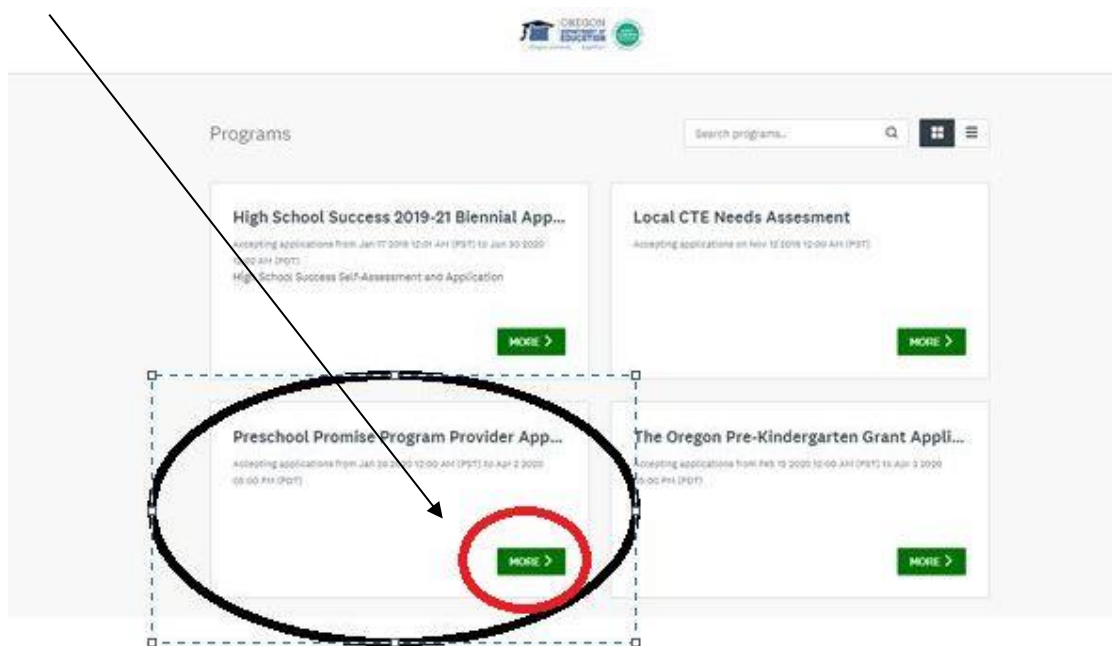
View programs

Step 8: Program Selection

Available programs will display on the webpage once step 6 is completed.

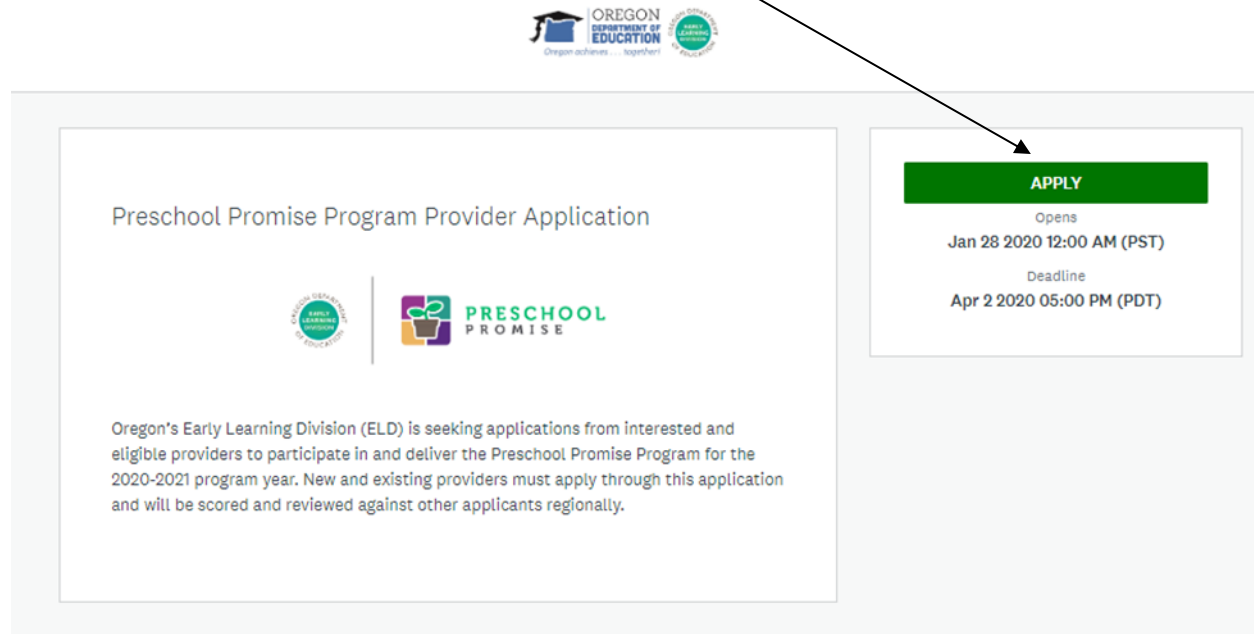
Select the **Green, More** button shown on the **Preschool Promise Program Provider Application** pane.

Select the **Green, More** button circled in Red



Step 9: Opening Preschool Promise Program Provider Application

Once you have selected the Preschool Promise Program Provider Application, select the **Green, Apply** button shown on the top right hand corner of the webpage.



OREGON DEPARTMENT OF EDUCATION

OREGON achieves... together!

PRESCHOOL PROMISE

Preschool Promise Program Provider Application

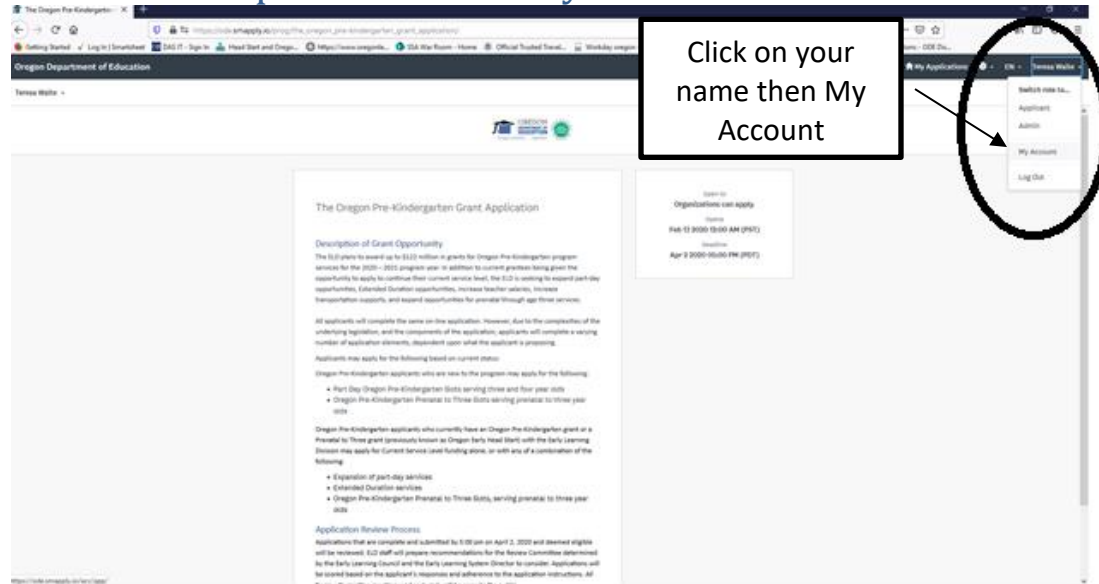
APPLY

Opens
Jan 28 2020 12:00 AM (PST)

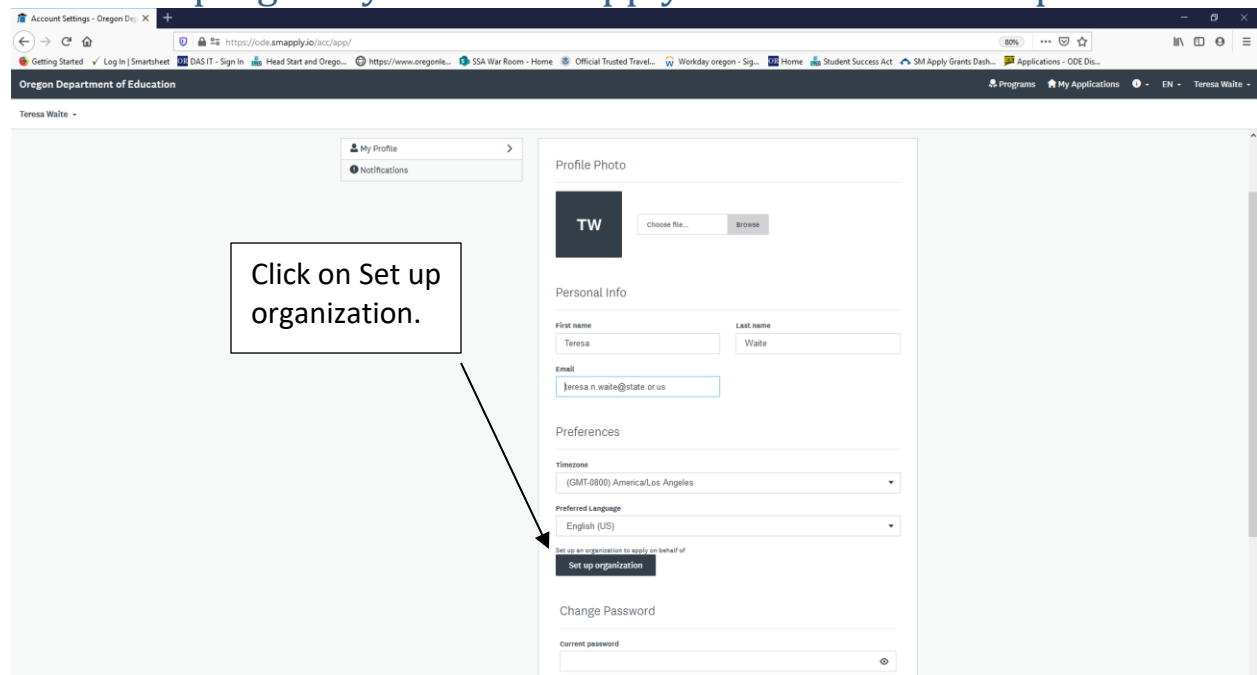
Deadline
Apr 2 2020 05:00 PM (PDT)

Oregon's Early Learning Division (ELD) is seeking applications from interested and eligible providers to participate in and deliver the Preschool Promise Program for the 2020-2021 program year. New and existing providers must apply through this application and will be scored and reviewed against other applicants regionally.

If you do not see the green Apply button shown above, you will need to click on your name to access the dropdown menu shown below. Click on the option marked “My Account”.

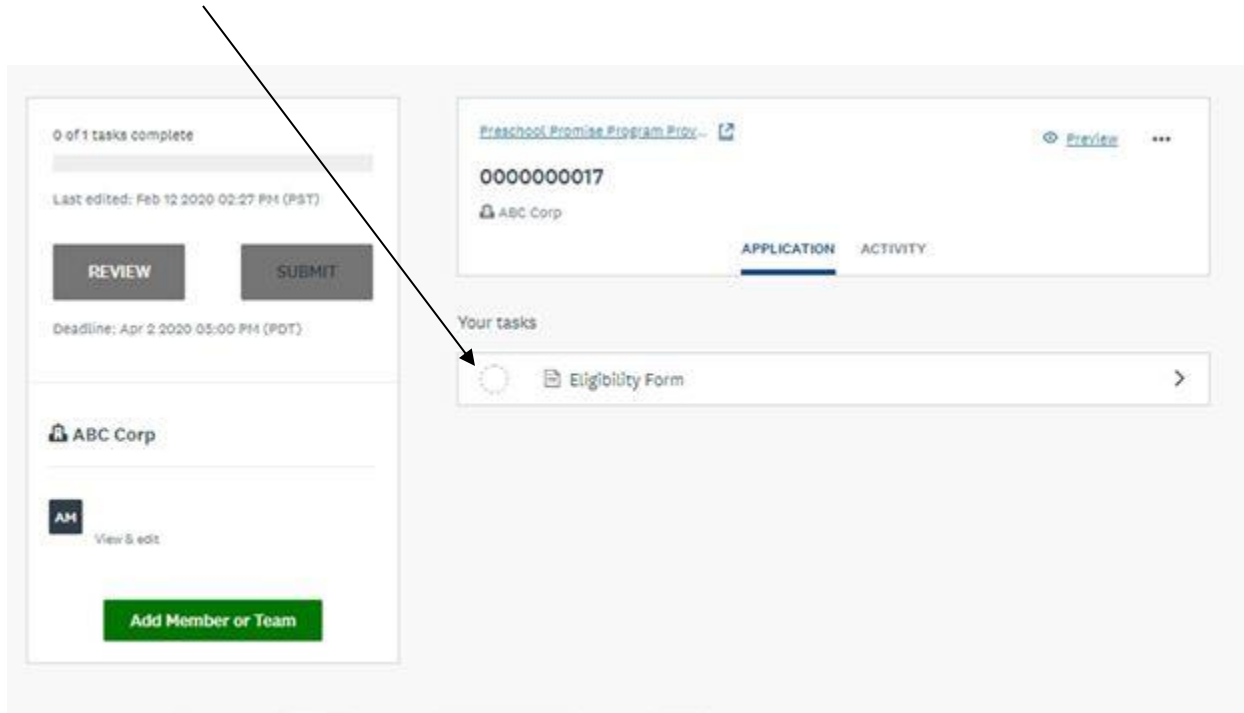


You will arrive at the screen shown below. Find the button marked “Set up organization” and click on this. From here, please refer to Step 4 of this User Guide. You will enter in the information requested and click on Continue. Once you click “Continue” you can select the program you wish to apply for as shown in Step 8.



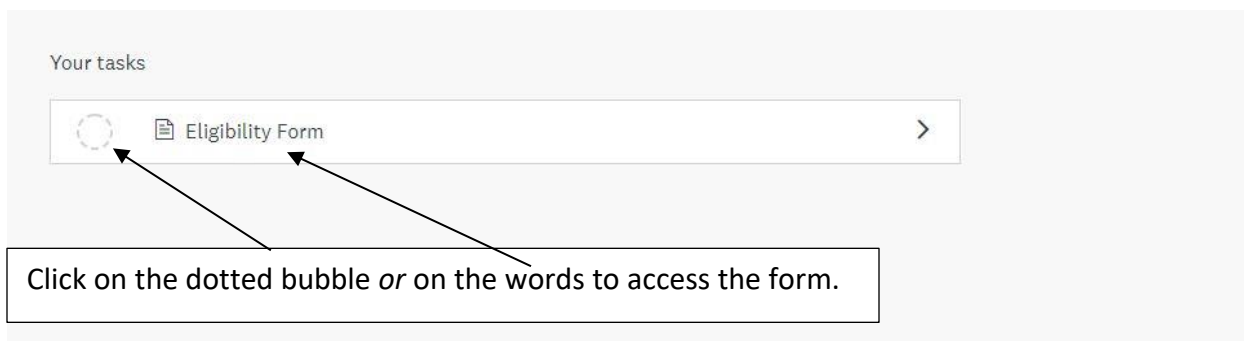
ELIGIBILITY FORM INSTRUCTIONS

Step 10.a: To begin the application, you must complete an Eligibility Form.



The screenshot shows the application interface. On the left, a sidebar contains a progress bar (0 of 1 tasks complete), a 'Last edited' timestamp, 'REVIEW' and 'SUBMIT' buttons, a deadline, and a user profile for 'ABC Corp' with an 'Add Member or Team' button. The main content area shows the 'Preschool Promise Program Prov...' header, a 'Preview' link, a unique ID '0000000017', and tabs for 'APPLICATION' and 'ACTIVITY'. Below these is a 'Your tasks' section with a single task: 'Eligibility Form', represented by a dotted circle icon and a right-pointing arrow. An arrow from the text 'Step 10.a' points to the dotted circle icon.

STEP 10.b: Click the circle or words shown below to access the Eligibility Form.



This close-up shows the 'Your tasks' section. It contains a single task entry: 'Eligibility Form'. To the left of the text is a dotted circle icon, and to the right is a right-pointing arrow. Two arrows point from a text box below to the dotted circle and the text 'Eligibility Form'.

Click on the dotted bubble *or* on the words to access the form.

Step 11: Select either Yes or No. Then click the **Green Mark As Complete** button at the end of the webpage if finished with this section.

Eligible Applicants

All eligible applicants interested in serving children under the Preschool Promise Program, including existing program year 2019-2020 providers must apply through this application.

Pursuant to House Bill 2025, eligible applicants include:

- Child care provider
- 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 Tribes
- Oregon Prekindergarten
- Private preschool
- Public school
- Public charter school
- and Relief Nursery

Based on the above, are you an eligible applicant?

- ☐ Yes
- ☐ No

SAVE & CONTINUE EDITING

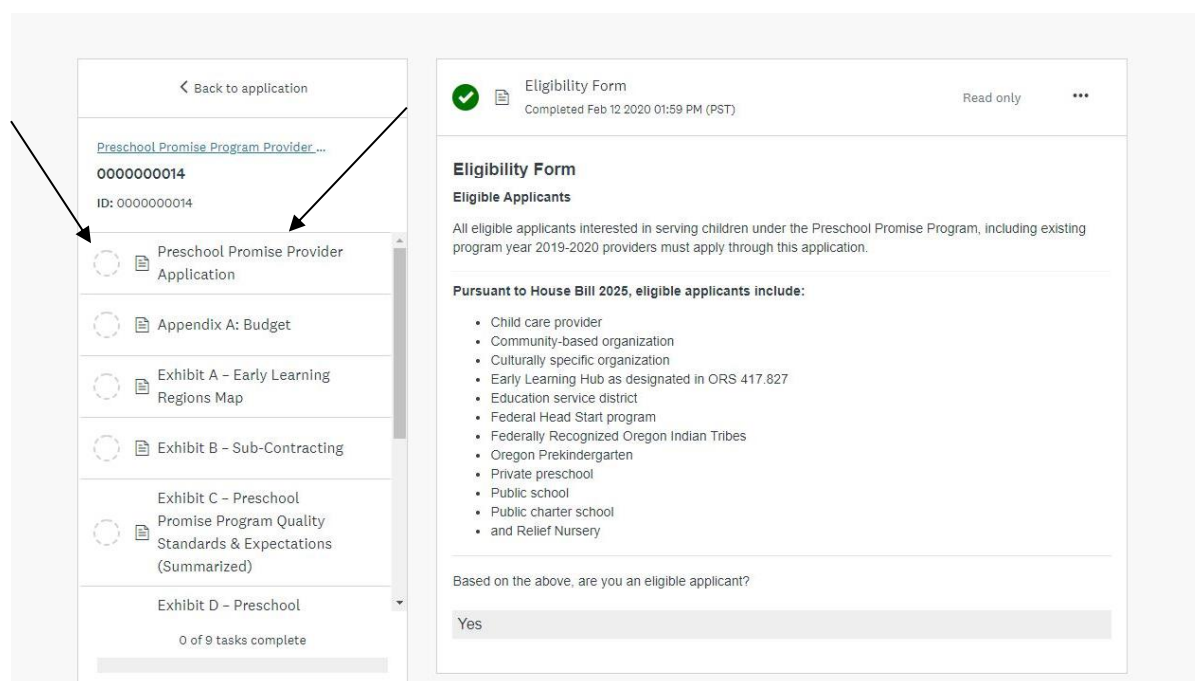
MARK AS COMPLETE



STEP 12.a: Once you click, **Mark as Complete** on the Eligibility Form, and are an eligible applicant, you will be able to proceed to the Preschool Promise Program Provider Application

The application packet expands to display all required components of the application.

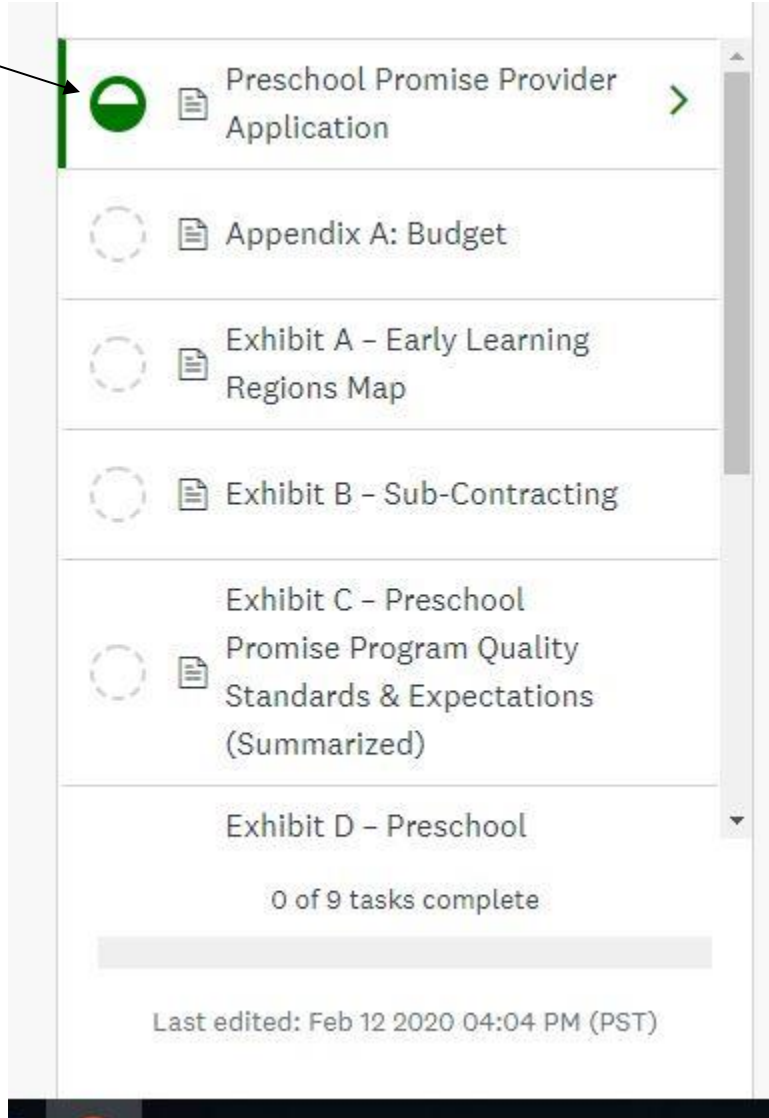
Click on either the dotted circle or the words to access each section of the application.



There is no next feature in the website. You will need to select each area you would like to work on by clicking the dotted circle or the words to open the section.

Step 12.b: Each section must be completed prior to submitting your application. When sections are in progress, you will see the following **Green** icon next to the section.

Half-filled circles indicate incomplete sections.



Preschool Promise Provider Application

Appendix A: Budget

Exhibit A - Early Learning Regions Map

Exhibit B - Sub-Contracting

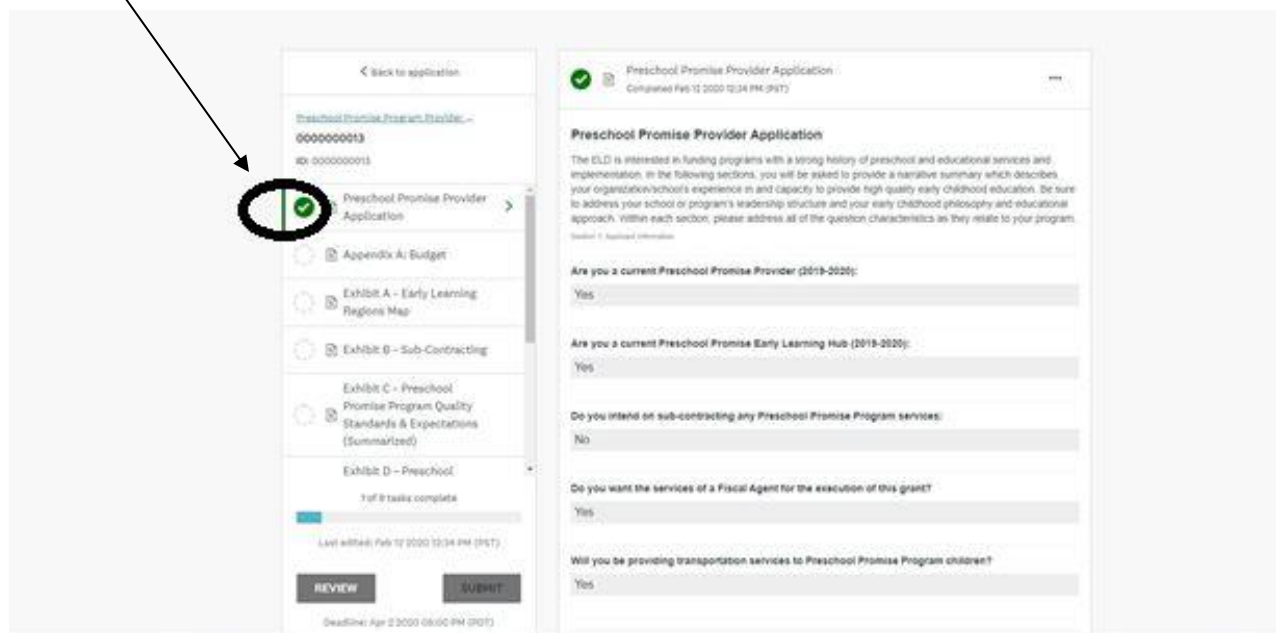
Exhibit C - Preschool Promise Program Quality Standards & Expectations (Summarized)

Exhibit D - Preschool

0 of 9 tasks complete

Last edited: Feb 12 2020 04:04 PM (PST)

Step 12.c: When a section is completed you will see a **Green check mark** next to the section title.



Please note that you can save and continue your application at a later time. You do not have to complete the application all at once.

Step 13.a: Completing Your Application

The only two sections you will need to enter your information into are the first two sections; **Preschool Promise Program Provider Application** and **Appendix A: Budget**.



Step 13.b: Exhibits A through G are required for you to review prior to submitting your application. Once you have read the document please select the **Green Mark As Complete** button to complete the sections.

 Exhibit A Early Learning Regions Map

Exhibit A

Early Learning Regions Map



Early Learning Regions by Hub & County

- Blue Mountain Early Learning Hub: Umatilla, Morrow and Union counties
- Clackamas Early Learning Hub: Clackamas County
- Early Learning Hub of Central Oregon: Deschutes, Jefferson and Crook counties
- Early Learning of Linn, Benton & Lincoln Counties: Linn, Benton and Lincoln counties
- Early Learning Multnomah: Multnomah County
- Early Learning Washington County: Washington County
- Eastern Oregon Community Based Services Hub: Malheur, Baker and Wallowa counties
- Four Rivers Early Learning Hub: Hood River, Wasco, Sherman, Gilliam and Wheeler counties
- Frontier Early Learning Hub: Grant and Harney counties
- Lane Early Learning Alliance: Lane County
- Marion & Polk Early Learning Hub, Inc.: Marion and Polk counties
- Northwest Early Learning Hub: Tillamook, Columbia and Clatsop counties
- South-Central Oregon Early Learning Hub: Douglas, Lake and Klamath counties
- South Coast Regional Early Learning Hub: Coos and Curry counties
- Southern Oregon Early Learning Services: Jackson and Josephine counties
- Yamhill Early Learning Hub: Yamhill county

v1.16.20

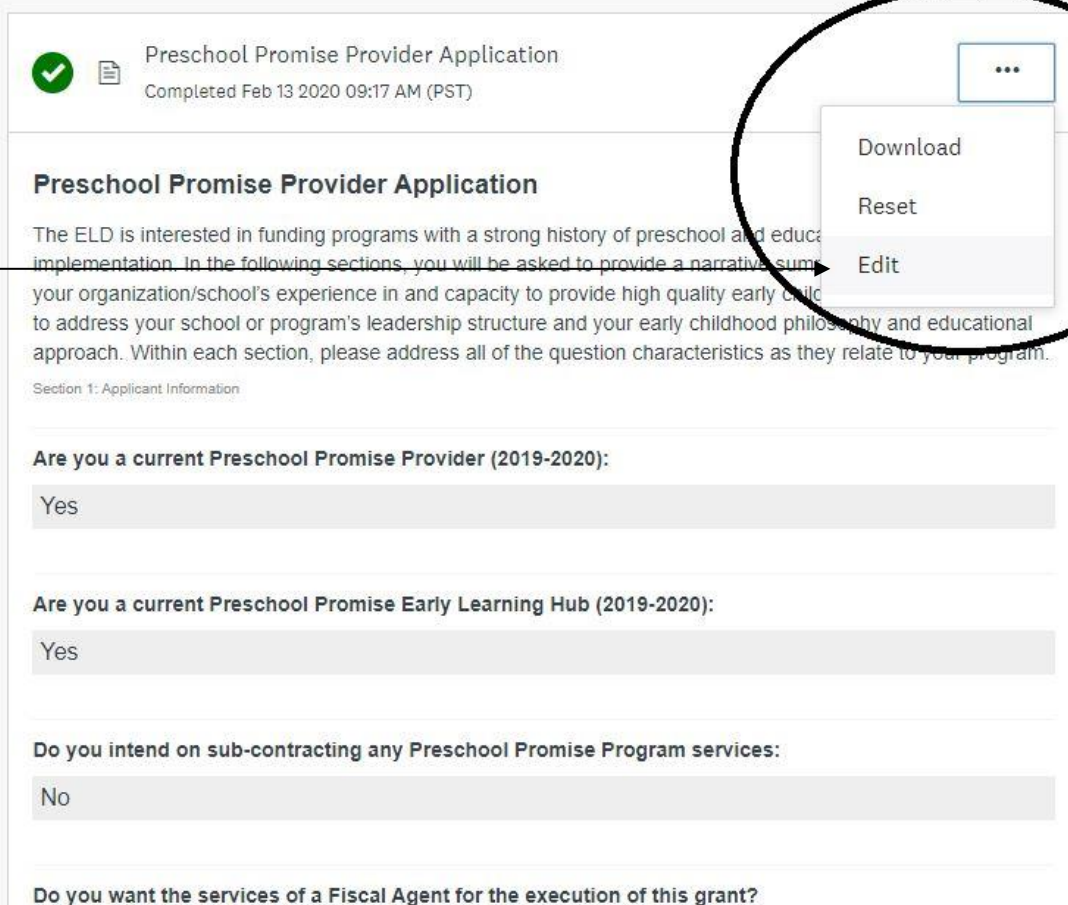
SAVE & CONTINUE EDITING

MARK AS COMPLETE

Select **Green Mark As Complete** button in each Exhibit to complete the section.

Step 14: Incomplete Application & Editing

In order to edit a section, once you've marked it complete, you must select the '...' in the top right hand corner of the application, then click the **Edit** button at the top right hand corner of the webpage in order for the section to become editable.

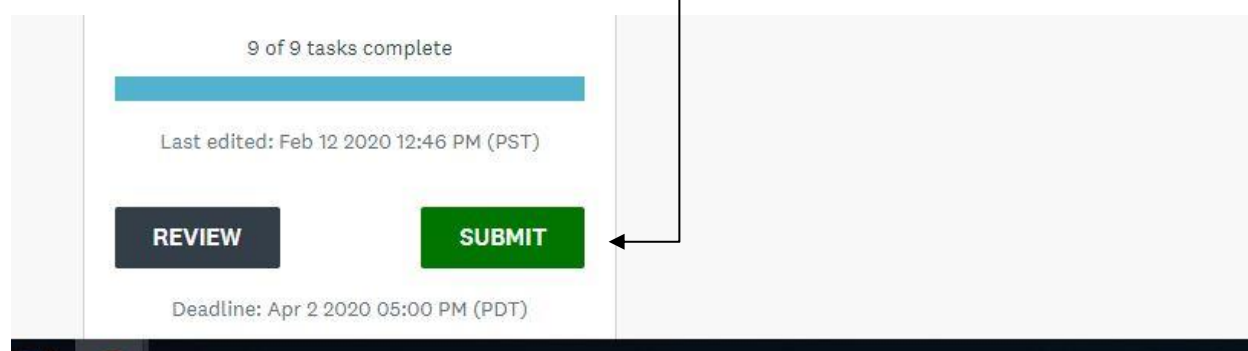


The screenshot displays the 'Preschool Promise Provider Application' form. At the top left, there is a green checkmark icon and a document icon, followed by the text 'Preschool Promise Provider Application' and 'Completed Feb 13 2020 09:17 AM (PST)'. The main heading is 'Preschool Promise Provider Application'. Below this, a paragraph states: 'The ELD is interested in funding programs with a strong history of preschool and education implementation. In the following sections, you will be asked to provide a narrative summary of your organization/school's experience in and capacity to provide high quality early childhood education to address your school or program's leadership structure and your early childhood philosophy and educational approach. Within each section, please address all of the question characteristics as they relate to your program.' Below this paragraph, the section is titled 'Section 1: Applicant Information'. The form contains several questions with input fields: 'Are you a current Preschool Promise Provider (2019-2020):' with a 'Yes' input field; 'Are you a current Preschool Promise Early Learning Hub (2019-2020):' with a 'Yes' input field; 'Do you intend on sub-contracting any Preschool Promise Program services:' with a 'No' input field; and 'Do you want the services of a Fiscal Agent for the execution of this grant?'. In the top right corner of the form, there is a three-dot menu icon. A black circle highlights this menu, and a black arrow points to the 'Edit' option within the dropdown menu. Another black arrow points from the text in the first paragraph to the three-dot menu icon.

Step 15.a: Review Your Application

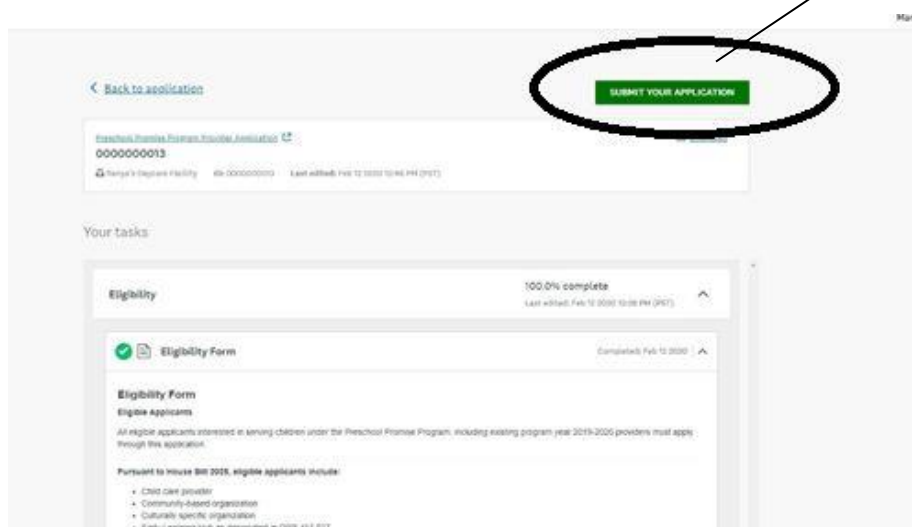
Once you have completed all of the sections in your application, you will see the **Review** button on the left and the **Submit** button on the right at the bottom of the webpage.

It is strongly recommended to review your submission prior to clicking on the **Submit** button.



Step 15.b: Submit Your Application

Once the application is reviewed, click on the **Green Submit Your Application** button found in the top right hand corner.



Step 16: Confirmation Email

You will receive the following email once you have successfully submitted your application.

Oregon Department of Education

Thank you for submitting your Preschool Promise Provider application package via SurveyMonkey Apply. The Oregon Early Learning Division will begin reviewing applications once the application window closes April 2, 2020. The ELD intends to provide Notices of Intent-to-Award on May 4th, 2020.

Thank you again for your commitment to our youngest Oregonians.

Sincerely,

The Early Learning Division

Gracias por enviar su paquete de solicitud de proveedor de promesa preescolar a través de ApplyMonkey Apply. La División de Aprendizaje Temprano de Oregon comenzará a revisar las solicitudes una vez que la ventana de la aplicación cierre el 2 de abril de 2020. El ELD tiene la intención de proporcionar avisos de intento-a-premiar el 4 de mayo de 2020.

Gracias nuevamente por su compromiso con nuestros más jóvenes de Oregón. Sinceramente,

La división de aprendizaje temprano

You are receiving this email from [Oregon Department of Education](#) - Oregon Department of Education.