



# Oregon Early Learning Division Oregon Pre-Kindergarten Request for Applications 2020-21

Date of Issuance: **January 30, 2020**

Revised: **March 19, 2020**

Applications Due: **May 4, 2020, 5:00 pm PDT**

RFA: **OPK\_20\_21 Addendum 2**

**March 19, 2020**  
**RFA: OPK\_20\_21**  
**Addendum 2**

1. Page 22 – Exhibit D Staff Qualifications and Salary Guidelines is amended to represent 2020 – 2021 amounts adopted by the Early Learning Council on March 16, 2020.

**March 16, 2020**  
**RFA: OPK\_20\_21**  
**Addendum 1**

1. Page 4 - Calendar of Events and Deadlines is amended to extend deadline for the written questions (Application Due Date & Time) to April 23, 2020 (5pm)
2. Page 4 - Calendar of Events and Deadlines is amended to extend deadline for the final responses to written questions (Application Due Date & Time) to May 1, 2020 (5pm)
3. Page 4 – Calendar of Events and Deadlines is amended to extend deadline for the Oregon Head Start Association Application Q & A to May 1, 2020 and is changing it from in person to virtual (9am)
4. Page 4 - Calendar of Events and Deadlines is amended to extend deadline for the Application Closing (Application Due Date & Time) to May 4, 2020 (5pm)
5. Page 4 - Calendar of Events and Deadlines is amended to extend deadline of the Notice of Intent-to-Award Issued to June 4, 2020.
6. Page 4- Calendar of Events and Deadlines is amended to extend Agreement Execution deadline to July 1, 2020.

## Table of Contents

Introduction .....	3
Purpose .....	3
Overview .....	3
Eligible Applicants .....	3
Single Point of Contact.....	4
Calendar of Events and Application Deadlines .....	4
Program Standards and Expectations.....	5
Description of Grant Opportunity.....	5
Application Review Process .....	5
The Oregon Pre-Kindergarten Grant Application .....	6
Required Supplements.....	6
Section 1: General Information.....	7
Section 2: Application and Contact Information.....	7
Section 3: Program Design, Approach, and Service Delivery Model .....	8
Section 4: Organizational Capacity, Infrastructure and Staffing.....	9
Section 5: Budget .....	9
Section 6: Enhancement Funds Plan.....	9
Section 7: New or Expanded Extended Duration Plan.....	10
Section 8: Oregon Pre-Kindergarten Prenatal to Three Plan.....	10
Appendix A - Oregon Pre-Kindergarten Slot Worksheets.....	11
Appendix B – Oregon Pre-Kindergarten Budget Calculations Worksheet .....	12
Appendix C - Oregon Pre-Kindergarten Enhancement Worksheets.....	13
Appendix D - Oregon Pre-Kindergarten Budget Worksheet.....	14
Appendix E – Oregon Pre-Kindergarten Prenatal to Three Budget Calculations Worksheet .....	15
Appendix F - Oregon Pre-Kindergarten Prenatal to Three Budget Worksheet .....	16
Exhibit A - Oregon Pre-Kindergarten 2020 – 2021 Deliverables and Expectations .....	17
Exhibit B - Oregon Pre-Kindergarten Application Scoring Rubric .....	19
Exhibit C - Oregon Pre-Kindergarten Application Scoring Tables .....	20
Exhibit D - Staff Qualifications and Salary Guidelines.....	22

## Introduction

### Purpose

Oregon's Early Learning Division (ELD) is inviting applications from interested and eligible providers to participate in and deliver the Oregon Pre-Kindergarten (OPK) program for the 2020-2021 program year. Funding will support the expansion of early learning programs including the Oregon Pre-Kindergarten program. The Early Learning Account will expand the Oregon Pre-Kindergarten program across the state to extend the program day for approximately 30 percent of the children served, provide enhancements to increase teacher and assistant teacher salaries, increase transportation opportunities, and expand the age range of services to include children beginning at prenatal.

### Overview

The Oregon Pre-Kindergarten program was created by the 1987 Oregon Legislature to provide comprehensive preschool services modeled after the federal Head Start program, adhering to the federal Head Start Program Performance Standards and the Head Start Act. Oregon modeled the Oregon Pre-Kindergarten program after Head Start to expand high-quality early learning opportunities for the lowest income and highest need preschool children from prenatal to five years.

The 2019 Oregon Legislature passed the Student Success Act which creates a new Early Learning Account to fund investments focused on reducing educational disparities and increasing access for children under the age of five and their families. The legislature also passed House Bill 2025, which extends the age range of Oregon Pre-Kindergarten services to include prenatal through age three services, allows for extended day services for preschool aged children, and includes requirements for lead teacher and teacher assistant salaries.

## Eligible Applicants

New and existing providers must apply through this application [The Oregon Pre-Kindergarten 2020 - 2021 Program Year Application](https://ode.smapply.org/prog/the_oregon_pre-kindergarten) [https://ode.smapply.org/prog/the\_oregon\_pre-kindergarten] which will be active by February 13, 2020. Please contact **Single Point of Contact** for available accommodations.

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

## Single Point of Contact

All questions regarding this Request for Applications (RFA) process should be directed to **Teresa Waite** at [OPKRFA@ode.state.or.us](mailto:OPKRFA@ode.state.or.us) or by phone: 503-207-3067. The ELD posts Frequently Asked Questions (FAQs) on the Oregon Early Learning Division [webpage](https://oregonearlylearning.com/student-success-act) [https://oregonearlylearning.com/student-success-act] weekly. To allow sufficient time to respond to all questions concerning the Oregon Pre-Kindergarten 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 Events and Application Deadlines

The table below represents a tentative schedule of events. The ELD reserves the right to modify these dates at any time with notice to affected prospective applicants by posting on the ELD [webpage](#)

EVENT	TARGET COMPLETION DATE (Pacific Time)
Request for Applications Issued	January 30, 2020
RFA Kick Off Q&A – at OHSA Winter Conference	February 5, 2020, (2:45 – 4:15 p.m.)
Pre-Proposal Webinar	February 10, 2020, (12:30 p.m.)
OPK Monthly Webinar	March 4, 2020, (9:00 – 11:00 a.m.)
Region XI Pre-Proposal Webinar	TBD
Online Grant Application Live	February 13, 2020
Information Sessions	February 19, 26, March 11, 25 (1:00-2:00 p.m.)
Deadline for Written Questions	April 23, 2020, (5 p.m.)
Responses to Written Questions Released	May 1, 2020
Oregon Head Start Association Application Q & A	May 1, 2020 (Virtual Meeting, 9 a.m.)
Application Closing (Application Due Date & Time)	May 4, 2020, (5 p.m.)
Notice of Intent-to-Award Issued	June 4, 2020
Agreement Execution	July 1, 2020
Oregon Pre-Kindergarten Services Commence	September 2020

Pre-Proposal webinars are optional, but each prospective applicant is encouraged to participate. The purpose of these webinars is to explain the application requirements and to answer any questions regarding the application. The webinars will be recorded and posted to the ELD website.

## Program Standards and Expectations

Participation in the Oregon Pre-Kindergarten program includes many grantee obligations that support program performance standards and continuous quality improvement with the goal of improved child outcomes. Applicants for Oregon Pre-Kindergarten program funding must meet the [Head Start Program Performance Standards](#) and meet the Oregon Pre-Kindergarten Deliverables and Expectations (*Exhibit A - Oregon Pre-Kindergarten 2020 – 2021 Deliverables and Expectations*).

## Description of Grant Opportunity

The ELD plans to award up to \$122 million in grants for Oregon Pre-Kindergarten program services for the 2020 – 2021 program year. In addition to current grantees being given the opportunity to apply to continue their current service level, the ELD is seeking to expand part-day opportunities, Extended Duration opportunities, increase teacher salaries, increase transportation supports, and expand opportunities for prenatal through age three services.

All applicants will complete the same on-line application. However, due to the complexities of the underlying legislation, and the components of the application, applicants will complete a varying number of application elements, dependent upon what the applicant is proposing.

### **Applicants may apply for the following based on current status:**

New Oregon Pre-Kindergarten applicants may apply for the following:

- Extended Duration Slots serving three and four year olds
- Oregon Pre-Kindergarten Slots serving prenatal to three year olds
- Part Day Oregon Pre-Kindergarten Slots serving three and four year olds

Oregon Pre-Kindergarten applicants who currently have an Oregon Pre-Kindergarten grant, or a Prenatal to Age Three (previously known as Oregon Early Head Start) grant, with the ELD may apply for Current Service Level with enhancement funding, or for any combination of the following:

- Extended Duration Slots serving three and four year olds
- Oregon Pre-Kindergarten Slots serving prenatal to three year olds
- Part Day Oregon Pre-Kindergarten Slots serving three and four year olds

## Application Review Process

Applications that are **complete** and **submitted by 5:00 pm on April 2, 2020** and deemed eligible will be reviewed. **ELD staff will prepare recommendations for the Review Committee** determined by the Early Learning Council and the Early Learning System Director to consider. Applications will be scored based on the applicant's responses and adherence to the application instructions. **All Review Committee meetings and materials will be open to the public.**

See *Exhibit B - Oregon Pre-Kindergarten Application Rubric* and *Exhibit C - Oregon Pre-Kindergarten Application Scoring Table* for information on how application responses will be scored.

## The Oregon Pre-Kindergarten Grant Application

Applications for Oregon Pre-Kindergarten funding must provide a comprehensive and detailed description of the applicant's plans to implement a high-quality Oregon Pre-Kindergarten program.

The application consists of the following sections:

- General Information - Required
- Application and Contact Information - Required
- Applicant Description - Required
- Program Design, Approach, and Service Delivery Model - Required
- Organizational Capacity, Infrastructure, and Staffing - Required
- Budget - Required
- Enhancement Funds Plan - Required
- New or Expanded Extended Duration Plan – Optional Based on Application
- Oregon Pre-Kindergarten Prenatal to Three Plan – Optional Based on Application

### Required Supplements

Applicants must submit the following with their application:

- **Copies of current Service Area Coordination Agreement(s)**, signed by each existing entity for each county in which you propose to serve. Service Area Coordination Agreements are required to assure applicants do not request funding that will supplant, duplicate or overlap existing services.
- **Geographic Boundaries**, including a map and description of your Service Area, showing and describing the actual boundaries. Explain how you have coordinated with all other service providers in the county to avoid duplication, overlap or supplanting of services.
- **Copies of any Memorandum of Understanding (MOU)** that relate to your Oregon Pre-Kindergarten program, operations, or services.
- **Copies of the most current Notice of Award** (if applicable) from Region X, Region XI, and/or Region XII.

In the following sections, you will be asked to provide narrative summaries which describe your organization's experience in providing high quality services that meet Head Start Program Performance Standards and the Head Start Act.

**Section 1: General Information (Not Scored)**

Are you an eligible applicant as defined in the Eligible Applicant section? Y/N  
Are you a current Oregon Pre-Kindergarten program (19/20 Program Year)? Y/N  
Legal name of applicant organization:  
Doing business as (DBA) name (if different):  
Federal ID# or Tax ID #:

**Section 2: Application and Contact Information (Not Scored)**

**Contact Information:**

Address of applicant organization:  
City:  
State:  
Zip Code:  
County:

Main contact person for this applicant:  
Title:  
Email address:  
Phone number:

Authorized fiscal contact for applicant budget:  
Title:  
Email:  
Phone number:

Authorized individual to sign contract:  
Title:  
Email:  
Phone Number:

**Please indicate grant opportunity(ies) for which you are applying:**

- Existing Oregon Pre-Kindergarten (no new slots or changes)
- Oregon Pre-Kindergarten Extended Duration
- Oregon Pre-Kindergarten Prenatal to Three
- Oregon Pre-Kindergarten Part Day



### **Section 3: Program Design, Approach, and Service Delivery Model (Maximum 30 Points)**

The purpose of this section is to provide an overall picture of your proposed plan for services for program year 2020-2021, including proposed Oregon Pre-Kindergarten Slots for three and four year olds (half-day and extended duration), Oregon Pre-Kindergarten Slots for prenatal to three year olds, and other potential funding sources. The applicant will describe how the proposed plan is informed by and aligned with your community assessment, Oregon Early Learning Sector Plan, Strategic Plan and School Readiness Goals. Use the worksheet in **Appendix A, Oregon Pre-Kindergarten Slot Worksheet** to aid in your picture of your plan.

- Describe your current program design and approach, including service delivery model. (5 points)
- Describe how the new investments will expand or enhance your current program design and approach and delivery model. Include information on other funding sources that you plan to blend or braid to support your overall program design, approach and delivery model (e.g. Employment Related Day Care, Preschool Promise, Part B and Part C). (5 points)
- Describe how the new approach and delivery model aligns with your community needs assessment, your current waitlist, and the ECE Sector Plan(s) that are connected to your current/proposed service delivery area. (5 points)
- Describe how the new approach and delivery model align with your current Strategic Plan and School Readiness Goals. (5 points)
- Describe how your new approach and delivery model utilizes the new Enhancement Funds for: (5 points)
  - Lead teacher and assistant teacher salaries
  - Transportation services
  - Other salary and staff retention strategies
- Describe your Program Approach and Delivery Plan implementation strategy. The implementation strategy must include key tasks, activities, and timelines to be operational by September, 2020. (5 points)

#### **Section 4: Organizational Capacity, Infrastructure and Staffing (Maximum 15 Points)**

The purpose of this section is to provide reviewers with a demonstration of your program's organizational capacity to implement your proposed Program Approach and Delivery Plan.

- Describe your organizational capacity to support your proposed Program Approach and Delivery Plan as described in Section 3. Include any changes that will be needed to support successful implementation. (5 points)
- Describe your plan to meet the staffing needs of your Program Approach and Delivery Plan. Include any challenges forecasted and a plan, with associated timelines to address these challenges. (5 points)
- Describe your plan to meet the facilities needs of your Program Approach and Delivery Plan. Include any challenges forecasted and a plan, with associated timelines to address these challenges. (5 points)

#### **Section 5: Budget (5 points)**

Please prepare a preliminary budget proposal based on your program's anticipated costs to operate utilizing the **Appendix A, Oregon Pre-Kindergarten Slot Worksheet** completed in Section 3 of this grant application, and **Appendix B – Oregon Pre-Kindergarten Budget Calculations Worksheet** to support your funding amount.

- Use **Appendix D, Oregon Pre-Kindergarten Budget Worksheet** to complete your budget. (not scored)
- For each cost category indicated in your proposed budget, provide a description of how OPK funds and any other local or federal funds will be used; include a rationale for how the funds are reasonable and sufficient to achieve OPK program outcomes. (5 points)

#### **Section 6: Enhancement Funds Plan (Maximum 5 points)**

Prepare a preliminary enhancement funds plan proposal based on your program's anticipated costs to operate utilizing **Appendix B, Oregon Pre-Kindergarten Budget Calculations Worksheet**. **Exhibit D, Staff Qualifications and Salary Guidelines** is provided as a guide for this exercise.

- Use and attach **Appendix C, Oregon Pre-Kindergarten Enhancement Worksheets**, to complete your picture of your Enhancement Funds Plan. (Not Scored)
- For each enhancement priority indicated in your proposal, provide a rationale. (5 points)

## **Section 7: New or Expanded Extended Duration Plan (Maximum 15 points) Optional**

All applicants for New or Expanded Extended Duration must complete this section.

- Educational Readiness - How do you intend to prepare teachers, and revise curriculum, to reflect the demands of Extended Duration services? Demonstrate how Extended Duration will advance your School Readiness Goals. (5 points)
- Operational Readiness - Provide evidence of available, ready-for-use facilities, and include an implementation plan that describes your proposed process for transitioning program operations, staff, and families to Extended Duration. Your implementation plan must include key tasks, activities, and a timeline to be operational by September, 2020. (5 points)
- Proposed Extended Duration Budget - For each cost category indicated in your proposed budget, Section 5, provide an explanation of how OPK funds and any other local or federal funds will be used specifically for Extended Duration; include a rationale for how the funds are reasonable and sufficient to implement Extended Duration. (5 points)

## **Section 8: Oregon Pre-Kindergarten Prenatal to Three Plan (Maximum 20 points) Optional**

All applicants for Oregon Pre-Kindergarten Prenatal to Three (OPKPT) must complete this section.

- Educational Readiness - How do you intend to prepare teachers, home visitors, and utilize infant toddler curriculum, to reflect the demands of OPKPT services for each program model proposed? (5 points)
- Service Coordination - Explain how you will coordinate services to ensure a comprehensive array of services (such as health and mental health services and family support services); ensure that children with documented behavioral problems, including problems involving behavior related to prior or existing trauma, receive appropriate screening, referral and services. (5 points)
- Operational Readiness - Provide evidence of available, ready-for-use facilities, and include an implementation plan that describes your proposed process for program operations, staff, and families in OPKPT. Your implementation plan must include key tasks, activities, and a timeline to be operational by September, 2020. (5 points)
- OPKPT Budget - For each cost category indicated in your proposed budget, Section 5, provide an explanation of how OPK funds and any other local or federal funds will be used specifically for OPKPT; include a rationale for how the funds are reasonable and sufficient to implement OPKPT. Please complete **Appendix F - Oregon Pre-Kindergarten Prenatal to Three Budget Worksheet** to show OPKPT Budget details. (5 points)  
*If you are only applying for OPKPT and no other OPK Slots, then the budget completed in Section 5 will be applied here also as part of the OPKPT scoring.*

## Appendix A - Oregon Pre-Kindergarten Slot Worksheets

Complete the slot worksheets showing your current OPK slots (if applicable), and your proposed slot distribution.

Use this table to represent your current OPK Slot Allocation for the 2019 – 2020 program year.

<b>Current OPK Grant Slot Allocations 2019 - 2020</b>			
<b>Service Models</b>	<b>Part-Day (three and four year olds)</b>	<b>Extended Duration (three and four year olds)</b>	<b>Prenatal – Three (previously Oregon Early Head Start)</b>
Home Based			
Center Based			
Family Child Care			
Locally-Designed Option			
<b>Total Slots</b>			

Use this table to represent your OPK Slot request based on the Program Approach and Delivery Model described in Section 3 of this application.

<b>Proposed OPK Grant Slot Allocations 2020 - 2021</b>			
<b>Service Models</b>	<b>Part-Day (three and four year olds)</b>	<b>Extended Duration (three and four year olds)</b>	<b>Prenatal – Three (previously Oregon Early Head Start)</b>
Home Based			
Center Based			
Family Child Care			
Locally-Designed Option			
<b>Total Slots</b>			

## Appendix B – Oregon Pre-Kindergarten Budget Calculations Worksheet

This worksheet is to provide information to assist you in completing **Appendix D – Oregon Pre-Kindergarten Budget Worksheet**, and may be a helpful reference for your work on **Appendix C – Oregon Pre-Kindergarten Enhancement Worksheets**.

If you need assistance in obtaining per slot funding numbers, please contact your **Single Point of Contact** from this application.

Calculations for Worksheets	2020 – 2021
a. Current Funding Per Slot Part Day	\$ -
b. Total Proposed Slots Part Day	
c. Total Funding Part Day (a x b)	\$ -
d. Funding Per Slot Extended Duration (current part day per slot funding x 1.65)	\$ -
e. Total Proposed Slots Extended Duration	
f. Total Funding Extended Duration (d x e)	\$ -
<b>g. Total Base Funding Before Enhancements (c + f)</b>	\$ -
h. Total Combined Slots (b + e)	
i. Per Slot Enhancement Funding Available	\$ 2,600.00
j. Total Enhancement Funding (h x i)	\$ -
<b>k. Total For Proposed Budget 2020 – 2021 ( g+ j )</b>	\$ -

## Appendix C - Oregon Pre-Kindergarten Enhancement Worksheets

<b>Preschool Enhancement Worksheet: Allocation Totals up to \$2600/Slot across all priorities</b> – (Use this worksheet to show your total planned allocation for each priority)	
Enhancement Priority 1: Teacher and Assistant Salaries (Minimum \$1400/slot x Number of Slots (not including OPKPT) from <b>Appendix A</b> )	\$ _____
Enhancement Priority 2: Transportation Services	\$ _____
Enhancement Priority 3: Other Salary and Retention Improvements	\$ _____
<b>Total (not to exceed \$2600/slot)</b>	<b>\$ _____</b>

<b>Enhancement Worksheet: Priority 1: Teacher Salaries</b>					
ORO Step	Position	Current Salaries		Salaries Using <u>Enhancement</u> funds	
		Low	Average	Low	Average
7	Lead Teacher				
	Assistant Teacher				
9	Lead Teacher				
	Assistant Teacher				
10	Lead Teacher				
	Assistant Teacher				
11	Lead Teacher				
	Assistant Teacher				

<b>Enhancement Worksheet: Priority 2: Transportation</b>			
Current Transportation Funding		Transportation Using <u>Enhancement</u> Funds	
Number of Children Transported	Budget Allocation for Transportation	Number of Children Transported	Budget Allocation for Transportation

<b>Enhancement Worksheet: Priority 3: Other Salary and Retention Improvements</b>	
Strategy	Salary and Retention Using <u>Enhancement</u> Funds
Other staff salary improvements	
Other staff retention efforts	

## Appendix D - Oregon Pre-Kindergarten Budget Worksheet

To use for Budget (Section 5) of this application.

Category Object Class	Administration (NTE 15% of Budget)	Training (Minimum 2.5% of Budget)	Direct Service	Total Proposed Budget FY 2020-2021
a. Personnel	\$	\$	\$	\$
b. Fringe Benefits	\$	\$	\$	\$
c. Travel	\$	\$	\$	\$
d. Equipment	\$	\$	\$	\$
e. Supplies	\$	\$	\$	\$
f. Contractual	\$	\$	\$	\$
g. Construction	\$	\$	\$	\$
h. Other	\$	\$	\$	\$
<b>i. Total Direct Costs</b>	\$	\$	\$	\$
j. Indirect Costs	\$	\$	\$	\$
k. Totals	\$	\$	\$	\$
Percentage of Total Budget Admin/Training	_____%	_____%		

## Appendix E – Oregon Pre-Kindergarten Prenatal to Three Budget Calculations Worksheet

This worksheet is to provide information to assist you in completing **Appendix F – Oregon Pre-Kindergarten Prenatal to Three Budget Worksheet**. Use your work from **Appendix A – Oregon Pre-Kindergarten Slot Worksheets** to provide information to complete proposed slot sections.

If you need assistance please contact your **Single Point of Contact** from this application.

Estimated allocation/slot, Oregon Pre-Kindergarten Prenatal to Three, (by program option – enhancements included)	
Home Based	\$11,500
Center Based	\$27,000
Locally Designed Option	\$20,000
Family Child Care	\$27,000

Calculations for Prenatal to Three Worksheets	2020 – 2021
a. Funding Per Slot Home Based	\$ 11,500
b. Total Proposed Slots Home Based	
c. Total Funding Home Based (a x b)	\$ -
d. Funding Per Slot Center Based	\$ 27,000
e. Total Proposed Slots Center Based	
f. Total Funding Center Based (d x e)	\$ -
g. Funding Per Slot Locally Designed Option	\$ 20,000
h. Total Proposed Slots Locally Designed Option	
i. Total Funding Locally Designed Option (g x h)	\$ -
j. Funding Per Slot Family Child Care	\$ 27,000
k. Total Proposed Slots Family Child Care	
l. Total Funding Family Child Care (j x k)	\$ -
<b>m. Total For Proposed Budget 2020 – 2021 ( c + f + i + l )</b>	<b>\$ -</b>



## Appendix F - Oregon Pre-Kindergarten Prenatal to Three Budget Worksheet

To use for Budget (Section 8) of this application.

Category Object Class	Administration (NTE 15% of Budget)	Training (Minimum 2.5% of Budget)	Direct Service	Total Proposed Budget FY 2020-2021
a. Personnel	\$	\$	\$	\$
b. Fringe Benefits	\$	\$	\$	\$
c. Travel	\$	\$	\$	\$
d. Equipment	\$	\$	\$	\$
e. Supplies	\$	\$	\$	\$
f. Contractual	\$	\$	\$	\$
g. Construction	\$	\$	\$	\$
h. Other	\$	\$	\$	\$
<b>i. Total Direct Costs</b>	\$	\$	\$	\$
j. Indirect Costs	\$	\$	\$	\$
k. Totals	\$	\$	\$	\$
Percentage of Total Budget Admin/Training	_____%	_____%		

## Exhibit A - Oregon Pre-Kindergarten 2020 – 2021 Deliverables and Expectations

Date	Required Submissions
April 2, 2020, 5pm	RFA for 2020 - 2021 Application DUE.
June 7, 2020	OPK Data Model and Student Collections open for 2019 – 2020. Link for electronic submission will be sent to potential grantees. Submissions must be completed by Sept. 14, 2020.
June 29, 2020	Grant Agreement to be Completed and Executed. Subsequent to that, submit electronically copies of the following:
August 31, 2020	<ul style="list-style-type: none"> <li>• Federal Program Information Reports (PIRs) for both Head Start and Early Head Start (if applicable)</li> <li>• Budget Workbooks: New Grantees 2020-2021 Year 1 Budget sections completed, and other applicable budget documents (indirect, cost allocation, training fund waiver, quarterly drawdown). Current Continuing Grantees 2019 – 2021 Year 2 Budget and Year 1 Expenditures Report and other applicable budget documents(indirect, cost allocation, training fund waiver, quarterly drawdown). <b>Joint-funded programs should also submit a copy of their most recent Head Start Notice of Award, showing funded enrollment</b></li> <li>• Site and Service Web Workbook</li> <li>• School Readiness Goals and any related data</li> <li>• Organizational Chart</li> <li>• Most recent Annual Report (may submit as web link if applicable)</li> <li>• Most recent Audit (may submit as web link if applicable)</li> <li>• Program Self-Assessment Update</li> <li>• PC/Board approval form for 2020-2021 Completed RFA and Deliverables for Grant Agreement.</li> </ul>
August 31, 2020	Program Information Report (PIR) submissions for 2019-2020 program year DUE
September 14, 2020	ODE PreK Data Collections for 2019-2020 closes and all submissions should be completed.
December 31, 2020	Equity Work Plan outlining and detailing the Equity domains to be addressed to show how the program will ensure Equity of services

March 29, 2020	Demographic analysis of service delivery area(s)
15 <sup>th</sup> of each month	Monthly Report web form with data that reflects the status of the program as of the 1st of each month DUE.
45 days after the end of each quarter	Quarterly Expenditures Report web form with data that reflects the budget allocations for the EGMS claims and expenditures for that quarter.
<p>Required Communications <i>*Jointly funded grantees MUST contact BOTH their Region X, XI, and/or XII AND ELD Program Specialists when:</i></p> <ul style="list-style-type: none"> <li>• <i>requesting prior approval</i></li> <li>• <i>requesting waivers</i></li> <li>• <i>other program variations</i></li> <li>• <i>there is an issue of non-compliance with a child care license</i></li> <li>• <i>a child is left unattended</i></li> </ul>	

## Exhibit B - Oregon Pre-Kindergarten Application Scoring Rubric

Application responses will be scored by reviewers based on the following rubric:

<b>5 Points</b>	<b>Very Strong</b>	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.
<b>4 Points</b>	<b>Strong</b>	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.
<b>3 Points</b>	<b>Moderate</b>	The response is nonspecific 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 RFA. Additional information is needed in order to be reasonably comprehensive and meet the criteria of a response that is good.
<b>2 Points</b>	<b>Somewhat Limited</b>	The response does not meet many criteria; provides inaccurate information or provides information that requires substantial clarification as to how the criteria are met; 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.
<b>1 Points</b>	<b>Very Limited</b>	The response does not address the criteria or simply re-states the criteria.
<b>0 Points</b>	<b>Not Provided</b>	Response requirements are absent.

## Exhibit C - Oregon Pre-Kindergarten Application Scoring Tables

<b>Section of the Oregon Pre-Kindergarten Grant Application</b>	<b>Number of Points Available</b>
<b>Section 1: General Information</b>	<b>Not Scored</b>
<b>Section 2: Contact Information and Indication of Application</b>	<b>Not Scored</b>
<b>Section 3: Program Design, Approach, and Service Delivery Model</b>	<b>Maximum 30 Points</b>
• Current Design and Approach	Maximum 5
• New Investments - Design and Approach	Maximum 5
• Community Needs Assessment & ECE Sector Plan	Maximum 5
• Strategic Plan & School Readiness Goals	Maximum 5
• Enhancement Funds	Maximum 5
• Implementation Strategy	Maximum 5
<b>Section 4: Organizational Capacity, Infrastructure and Staffing</b>	<b>Maximum 15 Points</b>
• Organizational Capacity	Maximum 5
• Staffing	Maximum 5
• Facilities	Maximum 5
<b>Section 5: Budget</b>	<b>Maximum 5 Points</b>
• Appendix A - OPK Slot Worksheet	Not Scored
• Appendix B - Budget Calculations Worksheet	Not Scored
• Appendix C - OPK Budget Worksheet	Not Scored
• Budget Narrative	Maximum 5
<b>Section 6: Enhancement Funds Plan</b>	<b>Maximum 5 Points</b>
• Appendix D - OPK Enhancement Worksheet	Not Scored
• Enhancement Budget Rationale	Maximum 5
<b>MAXIMUM NUMBER OF POINTS AVAILABLE – Base Score</b>	<b>55 Points</b>
<b>Optional Sections</b>	
<b>Section 7: New or Expanded Duration Plan</b>	<b>Maximum 15 Points</b>
• Educational Readiness	Maximum 5
• Operational Readiness	Maximum 5
• Proposed Extended Duration Budget Narrative	Maximum 5
<b>MAXIMUM NUMBER OF POINTS AVAILABLE – Section 7 Only</b>	<b>15 Points</b>
<b>Section 8: Oregon Pre-Kindergarten Prenatal to Three</b>	<b>Maximum 20 Points</b>
• Educational Readiness	Maximum 5
• Service Coordination	Maximum 5
• Operational Readiness	Maximum 5

<ul style="list-style-type: none"> <li>Appendix F - Oregon Pre-Kindergarten Prenatal to Three Budget Worksheet</li> </ul>	Not Scored
<ul style="list-style-type: none"> <li>OPKPT Budget Narrative</li> </ul>	Maximum 5
<b>MAXIMUM NUMBER OF POINTS AVAILABLE – Section 8 Only</b>	
	<b>20 Points</b>

### Competitive Scoring Grid

Application Scenario	Score Parameters	Maximum Points Available
Existing Grantees applying only for enhancements	Base Score	Maximum 55 Points
New eligible applicants applying only for enhancements and part day	Base Score	Maximum 55 Points
All applicants applying for Extended Duration	Base Score + Extended Duration Score	Maximum 60 Points
All applicants applying for Prenatal to Three Programming	Base Score + Prenatal to Three Score	Maximum 70 Points

## Exhibit D - Staff Qualifications and Salary Guidelines

**Staff Qualifications:** Providing highly trained lead preschool teachers who have:

- 1) At least a bachelor's degree in: (A) Early childhood education or a field related to early childhood education; or (B) A field not related to early childhood education but teacher has completed coursework that is equivalent to a major in early childhood education and has sufficient training in early childhood education as determined by the Division
- 2) An associate degree with additional training or additional certification in early childhood education or a field related to early childhood education, as determined by the Division

### Salary Guidelines:

The table below was adopted in 2020 by the Early Learning Council, for Preschool Promise, and is included as reference to assist in budget planning.

### Lead Teacher and Teacher Assistant Salary Guidelines

*Effective 2020-2021 Program Year*

#### LEAD TEACHER SALARIES: OREGON PREKINDERGARTEN AND PRESCHOOL PROMISE

Lead Teacher		TARGET SALARY		MINIMUM SALARY	
		10 MO. SALARY	HOURLY	ANNUAL	HOURLY
Lead Teacher	Bachelor's Degree (BA)/ Registry Step 10	\$63,000	\$36	\$44,000	\$25
	Associate Degree (AA)/ Registry Step 9	\$54,000	\$31	\$38,000	\$22
	Child Development Associates (CDA) Credential / Registry Step 8	\$41,000	\$24	\$32,000	\$18

#### TEACHER ASSISTANT SALARIES: OREGON PREKINDERGARTEN AND PRESCHOOL PROMISE

Teacher Assistant	QUALIFICATION LEVEL	TARGET SALARY		MINIMUM SALARY	
		10 MO. SALARY	HOURLY	ANNUAL	HOURLY
Teacher Assistant	Child Development Associates (CDA) Credential or above / Registry Step 7 or above	\$38,000	\$22	\$27,000	\$16
	Registry Step Less than 7	\$32,000	\$18	\$21,000	\$12 <i>Unless local minimum wage is higher.</i>