



## Preschool Promise Provider Application Frequently Asked Questions (FAQ)

*The Early Learning Division responds to frequently asked questions on a weekly basis. 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:*

- ❖ *FAQs for the week ending, 2/14/20. {Questions 1 through 30}*
- ❖ *FAQs for the week ending, 2/21/20. {Questions 31 through 43}*
- ❖ *FAQs for the week ending, 2/28/20. {Questions 44 through 54}*
- ❖ *FAQs for the week ending, 3/06/20. {Questions 55 through 70}*
- ❖ *FAQs for the week ending, 3/13/20. {Questions 71 through 78}*

### FAQ for the Week Ending 2/14/2020

#### 1) Which rural counties qualify for the Rural Registered Family Pilot project?

Baker	Hood River	Sherman
Clatsop	Jefferson	Tillamook
Coos	Josephine	Umatilla
Crook	Klamath	Union
Curry	Lake	Wallowa
Douglas	Lincoln	Wasco
Gilliam	Linn	Wheeler
Grant	Malheur	
Harney	Morrow	

If your county is not listed above, you may still be eligible for the program based on how Oregon defines "rural." Rural is defined as "any geographic ten or more miles from the centroid of a population center of 40,000 people or more."

#### 2) How much startup funding is available, and how does a provider apply for startup funds?

Providers are encouraged to detail their needs for startup costs in the *Section 6, 2) Budget Narrative* portion of the application. We will determine the allocation to each provider after the award of program grant funds.



**3) If an Early Learning Hub wants to apply as a provider, how much of the Preschool Promise Program are they allowed to subcontract out?**

Please refer to *Exhibit B – Sub-Contracting* in the application.

**4) What does participation in Spark look like?**

In program year 2020-2021, new Preschool Promise programs/provider will be expected to engage in Spark in the follow ways:

- Enroll in Spark
- Meet with a Preschool Promise Quality Improvement Specialist through their local CCR&R
- Complete a self-assessment and discuss results with their QIS
- Set program year CQI goals and professional development plan

If you are already a Spark participant, you will continue to maintain your current status.

**5) Do I have to submit my application online? – Revised 2/20/2020**

All new and existing eligible applicants must apply online through Survey Monkey

Apply: [https://ode.smapply.org/prog/preschool\\_promise\\_program\\_provider\\_application](https://ode.smapply.org/prog/preschool_promise_program_provider_application). Please contact the Single Point of Contact for available accommodations at [psprfa@ode.state.or.us](mailto:psprfa@ode.state.or.us)

**6) Can I submit my application in another language than English?**

Applicants may submit their application in English or Spanish.

**7) Can I have someone help me fill out the application?**

Yes, applicants may hire or seek other resources to help write and submit the application; the state cannot recommend or provide those services.

**8) Does the online portal allow users to save their information and return to submit at a later time?**

Yes, once you create your username and password, the portal allows you save your information and return.



**9) What would be considered administrative costs?**

Examples of administrative costs may include those overhead costs that are not directly attributable to providing services to children. They may include things like payroll, accounting, or other general costs of doing business.

**10) What are the Educational qualifications for Lead Teachers?**

Please refer to *Exhibit D – Preschool Promise Staff Qualifications and Salary Guidelines* in the application for details.

**11) If a Registered Family Child Care Provider applies for the pilot will all children within the minimum 4 slots need to meet the 200% FPL or below requirement?**

Yes.

**12) If a child turns 5 during the program year will they no longer be eligible?**

No, children who are 5 are eligible for the program if they turn five within the program year.

**13) Are community college courses or other professional development eligible for the training budget line item?**

Yes, so long as they are related the continuous quality improvement of the program.

**14) What are the staffing qualifications for the Registered Family provider who are involved in the Rural Registered Family Pilot program?**

The pilot requires the same staffing qualifications as the Preschool Promise program overall. The pilot also requires that Registered Family providers hire an assistant or co-teacher.

**15) Can the Administrator position listed in the budget template be a portion of someone's position who helps to develop, implement, and oversee preschool programming for our School District?**

Yes.

**16) Is the 12% indicated for administrator salary a guideline or requirement?**

The 12% is a guideline. Applicants may propose more if needed.

**17) Is the total program budget \$12,000 per slot per year? Meaning are there expenses that are claimed and reimbursed outside of the above number?**

\$12,000 is the base amount per child, though there is an additional transportation enhancement of \$375 per child for those applicants who provide transportation to Preschool Promise Program children. All operating costs should be accounted for within the \$12,000 per slot.



**18) We are considering creating a daycare/preschool space in a residential substance use disorder treatment program for homeless/very-low-income women who are pregnant or parenting young children, serving up to 90 mothers and around 50-60 children annually.**

- **Would such a setting be appropriate and competitive for Preschool Promise funding?**

Yes, this type of setting would be appropriate for a Preschool Promise program. It would be important to connect the priority population served to the community sector plan.

- **Are there requirements or expectations regarding the number of children served annually?**

Yes, there are expectations for number of children served annually. Applicants should request the number of slots that can be full monthly. If you serve 60 preschool aged children per year and each child will be in the program for 3-6 months, then requesting 18-36 slots may be appropriate. Children could rotate in and out of the program, as long as there was a high utilization rate for each slot and children entering the program meet eligibility criteria.

- **Would a funded program need to be open to accept children from outside our facility, or can we focus on the kids of mothers receiving treatment at our facility?**

In the application you are able to define your priority population. If you are unable to keep your slots full, then slots may need to be opened to the community at large. Funded programs must have a high utilization rate for each funded slot.

**19) What are examples of approved curriculum?**

Any curricula that a program can demonstrate is aligned with the Oregon Early Learning and Kindergarten Guidelines and meets the Preschool Promise curriculum requirement may be used. The state has not formally adopted or approved specific curriculum.

Preschool Promise requires the program uses a curriculum that supports all children's learning and development that:

- is based on theory and research;
- produces positive child outcomes; balances adult-directed and child-initiated activities;
- specifies outcomes for key areas of development;



- specifies instructional details for care and education provider/teacher to follow;
  - includes content areas of math;
  - includes content areas of science;
  - includes content areas of literacy;
  - includes content areas of social studies; and
  - provides instructional detail on positive adult-child interactions.

**Examples of Preschool Curricula used by existing providers:**

- The Creative Curriculum for Preschool (5th ed.)
- HighScope Preschool Curriculum
- Developmental Learning Materials
- Opening the World of Learning (OWL)
- The Scholastic Curriculum for Family Child Care (2nd ed.)

**Examples of Preschool Curricula for Family Child Care Programs:**

- The Creative Curriculum for Family Child Care (2nd ed.)

**20) Our school does not have a certified kitchen, therefore grades preschool through 12th grade bring their own lunches and snacks. Would this disqualify us from being a Preschool Promise Provider?**

Meals will need to be provided as part of the program and the cost for meals and snacks is included in the per child funding. Food services is an approved subcontracting activity and programs without a kitchen may subcontract for meal services.

**21) Does the Preschool Promise program only focus on 3 & 4 year olds? We would like to be able to provide for 5 year olds that are not yet eligible for kindergarten.**

Yes, children aged 3 and 4, and 5 year olds who are not age eligible for kindergarten are age eligible for Preschool Promise.

**22) How many slots are available in my county?**

Please refer to the slot allocation table listed on pages 5 and 6 of the Preschool Promise Request for Application.

**23) Are the operating guidelines on the Preschool Promise website up-to-date?**

The guidelines posted on the website are up-to-date and being used for the currently funded programs (19-20). The Preschool Promise Program Provider manual is currently under revision for the 20-21 program year. Applicants should



refer to *Exhibit C of the Preschool Promise Program RFA – Preschool Promise Program Quality Standards and Expectations*, which provides key elements of the program until the manual is published.

## **24) Is the Rural Registered Family Pilot Project available to Certified Families?**

Certified Families are not eligible for the pilot. The Rural Registered Family Pilot Project is a limited pilot project only available to current Preschool Promise Program Registered Family providers, and new Registered Family providers in rural counties, who apply to serve four Preschool Promise Program slots and also serve two infant-toddler aged children.

## **25) If you ask for more slots, do you submit your budget to include the new slots? What if you are not awarded them?**

Yes, your budget and budget narrative/rationale should include all slots that you are applying for. If an applicant is not awarded all requested slots, then the ELD will request an amended budget based on the awarded amount.

## **26) What are the qualifications for lead teachers or staff?**

There are multiple pathways to become a highly qualified lead preschool teacher. Lead teachers must meet one of the following criteria:

- 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; **or**
- 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; **or**
- Child Development Associate (CDA) Preschool Credential, or step level 8 as determined by the Oregon Registry Online (ORO).

The program does not set qualifications for other staff members.

## **27) Can we serve children 4 days per week if we meet the 900 hour requirement? We are planning on 6.5 hours/day to meet the requirement.**

Yes, selected providers are expected to operate Preschool Promise Program classrooms for:

- No less than 5 hours per day, and;
- No less than 4 days per week and;
- No less than 900 direct instructional hours



**28) On page 11, activity 15 who is the agency in that sentence?**

The Agency throughout the request for application refers to the Early Learning Division (ELD).

**29) Who will help me determine which families are eligible for Preschool Promise?**

Early Learning Hubs will work closely with providers, and support the recruitment, eligibility, selection and placement of Preschool Promise families. This assistance and support will be available to all Preschool Promise providers at no additional cost.

**30) Who will provide coaching and technical assistance to selected providers? Is there a cost associated?**

Each provider's local Child Care Resource and Referral (CCR&R) agency is available to support providers at no cost. Providers will also have access to professional development support. Through Oregon's Quality Rating and Improvement System (Spark), Preschool Promise providers have access to professional development support. For Preschool Promise providers, a specific Preschool Promise Quality Improvement Specialist will be available starting in September 2020, available at no cost.

## FAQ for the Week Ending 2/21/2020

**31) It has been mentioned that startup funds will be available to new sites. Will programs be given funding for things such as classroom furniture and supplies, curriculum, and/or deposits on insurance policies?**

Providers are encouraged to detail their needs for startup costs in Section 6, 2) Budget Narrative portion of the application. Insurance costs are not considered startup funds as a budgetary item.

**32) Re: Section 3: Operations (facilities for new classrooms/new providers). Is it required that classroom space be secure at the time of application or secure prior to program start/September 2020?**

Space must be secure prior to the start of the program. Applicant are encouraged to detail their classroom configurations in Section 3 Operations – Question 2.



**33) Does the "regional need" referred to in the introduction section of the RFA just mean the number of slots already allocated to each of the regions? Or does regional need mean something more general than that? And if it does refer to the slot distribution as outlined on pages 5 and 6 of the RFA, how much does the location of a provider play into providing more spots to a provider? How would the state consider the request for more slots for new sites in places where there are already Preschool Promise providers?**

The term regional refers to the slot distribution table as outlined on page 5-6. The state does not have a predetermined number of providers or sites. Applicants are encouraged to submit an application detailing how they will meet the needs of their community. For more information about the scoring criteria refer to Exhibit F – Scoring Table.

**34) On page 27 it notes that waivers are available. Should those be applied for prior to the application process, or is that intended to be used after being selected as a program and then realizing that there is a reason that a program might not be able to immediately comply with a part of the RFA?**

Applicants are encouraged to detail their programmatic needs and any potential shortcomings foreseen in meeting the requirements outlined in the RFA. Please detail your rationale behind any shortcomings and how you plan to address them.

**35) Can exceptions be made to the required 35 feet of classroom space per child and the 75 feet of exterior space per child?**

There are no exceptions to the required interior 35 square feet per child. We encourage applicants to detail plans for exterior use in Section 3 – Operation - Question 1.

**36) As a program with blended funding (i.e. ERDC, USDA, etc.) and wrap around child care, will I submit a blended budget, preschool promise funds only budget or will there be a way in the application to submit both?**

Appendix A is asking the applicant to detail their Preschool Promise Program budget; how PSP funds will be allocated. In section 6 Question 3 applicant can detail out their other sources of funding and how they intend to blend.

**37) What is the required pay scale and qualifications for teaching assistants?**

Please refer to Exhibit D – Preschool Promise Program Staff Qualifications and Salary Guidelines.





**38) Can a center apply for preschool promise if they are not eligible to participate in the USDA CACFP food program?**

Yes, a program can still apply for Preschool Promise even if they are not eligible to participate in the USDA CACFP. Programs that this scenario applies to, would be encouraged to include this as a part of their narratives.

**39) Does lunch count towards are direct service hours with Preschool Promise?**

Yes, lunch counts towards the number of direct hours.

**40) Where do I find information about applying to Preschool Promise?**

You can access the Preschool Promise Provider application in either English or Spanish by visiting: [oregonearlylearning.com/student-success](http://oregonearlylearning.com/student-success) In here you will find information about the application process, pre-recorded webinars and information about technical assistance.

Application Portal Spanish/English:

[https://ode.smapply.org/prog/preschool\\_promise\\_program\\_provider\\_application/](https://ode.smapply.org/prog/preschool_promise_program_provider_application/)

Frequently Asked Questions:

<https://oregonearlylearning.com/wp-content/uploads/2020/02/PSP-QA-2.14.10.pdf>

Application Help Line: 503-856-2895

Wednesdays (5 p.m. - 9 p.m.)

Saturdays (8 a.m. - noon)

**41) Our understanding is that despite the fact that we currently operate as 3 different sites with 3 different licenses, that when we apply in the RFA we will do a single application that lists all of the sites we would want to have slots at. Is that understanding correct?**

Yes, that is correct. Slots can be allocated between multiple classrooms and/or sites.

**42) Will school districts receive reimbursement from the state for busing, and then the \$375 allotment for transportation will cover the remainder?**

Preschool Promise Applicants who elect to provide transportation will received a \$375 transportation enhancement per child through the Preschool Promise funding grant.

**43) When will the salary guidelines be updated? - Revised 2/28/2020**

New salary guidelines will be available by March 30, 2020.



## FAQ for the Week Ending 2/28/2020

**44) How often will observations, and or site visits be conducted?**

A successful applicant should expect minimally four visits per year, but the actual number is individualized per Provider to ensure program requirements are met.

**45) Is there any assistance available to assist us get ready and apply for SPARK rating?**

Selected applicants will be provided TA to participate in SPARK.

**46) On page 24 of the RFA it says that "providers are recommended to use TS Gold which is paid for and support by the Early Learning Division." Is the cost of the assessment paid for by the ELD or will that cost need to be budgeted in our grant?**

The cost to purchase TS Gold, or another assessment tool could be considered a start-up cost. On-going costs to implement said assessment should be included in the applicant's budget.

**47) What if I don't have extra capacity now to add more slots?**

Applicants are not required to add additional capacity to their existing program; instead, providers can use Preschool Promise to fund existing capacity (slots).

**48) Regarding the no exclusion policy, what does it look like if I have an out of control student in my program? What do I do?**

Preschool Promise providers will have guidance and support to offer inclusive and services. The local CCR&R will be the lead agency supporting technical assistance on inclusionary practices, and the Early Learning Hubs will be working with both families and providers to ensure appropriate placements.

**49) What are best practices for wrap around care? If I do Preschool Promise from 8 a.m. to noon, would I still be able to do ERDC for rest of the day? Can I split up time and not offer a full day schedule?**

ERDC or other funding streams can be used for before/after care.

**50) How does enrollment happen? Do I have a say as a provider and get any choice/opportunity to interview families? Will there be state support if you have a Preschool Promise child with severe behavior problems?**

The Early Learning Hub in your region will take the lead on eligibility, recruitment, selection and placement, but it is expected that providers are engaged and working in partnership with these activities.



**51) If I have a kitchen in my facility, what are the food program requirements?**

In the Request for Applications document, page 9 outlines the required Program Activities. Task 6 in this table outlines the requirements for food programs. The RFA Guide is located: <https://oregonearlylearning.com/wp-content/uploads/2020/01/Preschool-Promise-Provider-RFA-ENG-Final-Edit-1.30.20.pdf> .

**52) If an application spans two early learning hub regions, do they need to submit two applications?**

Yes, applicants who would like to serve in more than one Early Learning Hub Region will need to submit an application for each region.

**53) What is meant by Health and Safety standards?**

Preschool Promise Providers can meet the Health and Safety standards in the following ways:

- i. Required to be licensed through the Office of Child Care
- ii. Providers that voluntary license through the Office of Child Care
- iii. Providers that are license exempt that complete a Preschool Promise Health and Safety standards checklist (in development)

**54) The At a Glance in Exhibit G does not include my specific area. How should we handle this in our proposal? Are there targeted priority populations we should cover?**

Applicants should refer to the first column of the At a glance table- Priority Populations. Applicants are encouraged to detail their experience or commitment to serving identified populations in section 2, question four.

## FAQ for the Week Ending 3/6/2020

**55) For current providers, what will the transition be for families and providers for notification they have a space in a program and how will they enroll within the new program year?**

Preschool Promise families are eligible for two years of Preschool Promise; they do not need to reapply. Our goal is to ensure continuity of care for children to stay in their current program.

**56) If multiple county applicants have issues filling slots, will they be allowed to deploy those in other counties/communities they serve?**

Awarded slots must stay within the region they are awarded to. Any reallocation of slots within the original awarded region must be preapproved prior to reallocation by the Early Learning Division, both the request and approval must be made in writing.



**57) How long do my answers have to be and is there a word limit and if so what is it?**

There is no minimum to amount of words; responses can be as concrete as possible. The limit is 1,000 words per response.

**58) Am I required to provide food to PSP children in my program?**

Providers are required to follow USDA Guidelines. Meal cost are included in the funding per slot amount. Guidelines specify that families cannot be required to bring food and/or meals during Preschool Promise hours.

**59) Will Preschool Promise providers be required to collect the medical records from enrolled students?**

Providers will not be required to collect medical records from students, rather work with parents to ensure children are receiving proper health services.

**60) Is the Professional and Training line item required to be at least 2.5% of the overall budget? Can this amount be reduced if we feel staff is sufficiently trained?**

Yes, the 2.5% would be from the overall budget amount. Preschool Promise Providers are required to support continuous quality improvement including professional development.

**61) Do salary requirements include both salary and benefits or is this just salary requirements?**

Exhibit D- Preschool Promise program Staff Qualifications and Salary Guidelines only refers to salaries it does not include benefits.

**62) Will my application be denied if I am not awarded all of the slots I apply for?**

If an applicant is not awarded all requested slots, then the ELD will request an amended budget based on the awarded amount.

**63) How frequently will payments be made to Preschool Promise providers? I.e. monthly or quarterly?**

Provider will be receiving an advance payment for the first three months (July, August and September) then after they will be paid on a monthly basis.

**64) Will CLASS observations be required for Preschool Promise providers? If so, who will conduct CLASS observations? How will they be used?**

CLASS observations will be used for continuous quality improvement. The state will most likely subcontract with an entity to do all CLASS observations.



**65) Will the use of TS GOLD be required for Preschool Promise providers or can alternate child assessment tools be utilized?**

Providers are recommended to use TS Gold, but can opt to use an alternative assessment.

**66) I have an existing clientele, and I will be mostly full to capacity next school year. If a few of my current clients would qualify for the 200% above poverty level, or are foster or special needs, would I just keep the current kids? Or would I need to get new clients?**

Your current families can apply for Preschool Promise services as long as they meet eligibility criteria.

**67) Can Preschool Promise funding be used for capital improvement?**

Preschool Promise funds are not to be used for capital improvement. New classrooms will be awarded start-up funds in addition to base funding. Please refer to question # 2 for information on start up funds.

**68) Is it possible to have 20 preschoolers in one room? If we have the adult to child ratio of 9:1?**

Providers wishing to serve 20 children are recommended to explain their circumstances in question Section 3 – Question 2: Classroom.

**69) Can a licensed (through TSPC) teacher be the lead teacher?**

Please refer to Exhibit D – Preschool Promise Program Staff Qualifications and Salary Guidelines.

**70) Can certified family programs apply for the rural pilot project given the desire to have registered family move to certified family?**

The Rural Registered Family (RF) pilot is only available for current Preschool Promise Program Register Family providers, and new Register Family providers in rural counties, who apply to serve four Preschool Promise Program slots and serves two (2) infant-toddler aged children.

## FAQ for the Week Ending 3/13/2020

**71) How will substitute teachers be handled when the lead or assistant teacher is ill or on vacation?**

Programs are encouraged to recruit and partner with other local programs to develop a local list of qualified substitute staff that can support providers when a staff member is unable to come to work. Programs are responsible for ensuring



that all staff, including substitutes, meet all requirements for the duties being performed, are aware of the program's emergency procedures and follow all Preschool Promise program expectations, policies and procedures.

**72) What supports are available for providers in understanding and supporting challenging behaviors?**

Child Care Resource and Referral (CCR&R) agencies will have staff available to support programs and providers in the delivery of high quality Preschool Promise programming to all children through both consultation and one-on-one coaching. Preschool Promise Specialists and Coaches will work with a provider to review challenges, explore root causes, create action plans, and provide professional development related to inclusion supports. The CCR&R and the provider will partner with families to connect families with local resources through referrals (including mental health consultation).

**73) What if I have more than one service I am looking to subcontract? The application online does not allow me to select multiple items. What should I do?**

Applicants should select yes, they intent to subcontract and also select the item that is the largest area they would like to subcontract. Please explain in detail all of your plans regarding subcontracting for your program.

**74) If a child who has an IFSP applies for our program, and we are funded by Preschool Promise, but their families income level exceeds the 200% can they still enroll in the program?**

All families must meet the 200% income threshold to qualify for a Preschool Promise funded slots. The only exception to the rule is for children in the foster care system who are categorically eligible.

**75) Do providers have to pay for a full suite of fringe benefits (insurance, etc.)?**

Applicants must be aware that Oregon State Law among other more specific local law outlines requirements for businesses of various sizes. Benefits are tied to whatever you are legally mandated to provide based on the size of your business.

**76) What do transitions look like in Preschool Promise is this just in regards to moving to kindergarten or to other early learning programs?**

Supporting families and children as they transition out of Preschool Promise, either to another early learning program or kindergarten, is a key element of family engagement. Programs and provider will need to partner with families by:

- meeting with the family to discuss the upcoming transition



- providing copies of any materials for the family to share with the new teacher, including Preschool Promise mission, child assessment, child screening, child portfolio or any other items which the family feels would be supportive to the new teacher's understanding of their child.
- helping families understand the kindergarten enrollment process
- Support families' understanding practices to effectively provide academic and social support for their children during their transition.
- Support families' preparation to exercise their rights and responsibilities concerning the education of their children in the elementary school setting, including services and supports available to children with special needs and Dual Language Learners (DLLs)
- Encouraging and supporting families to visit the new setting with their child and meet their teachers and staff before the transition, when possible.

**77) How do non licensed programs (preschool/school based) personnel get connected to program on ORO without a facility number?**

Programs and their staff can join the Oregon Registry Online (ORO) without a facility number. To get started please visit: <https://my.oregonregistryonline.org/> or call 503.725.8535 for more information.

**78) Do I submit an application for existing slots and another application for the new slots I want?**

No, applicants should submit one application combining the amount of existing slots with the amount of new slots you would like to add to your program.

**79) In the section titled, Description of Grant Opportunity in the slot distribution table found on Page 5, what does the new column refer to? I see existing slots but do not understand the new ones, are these to be added to what is existing or is this the new allocated number of slots for our region?**

The existing column shows the slots that currently exist in each region and the new column are spots that will be added to the existing number of slots in the region. Both the existing column and the new column need to be added together for the new total amount of slots in the region. For example, the Lane Early Learning Alliance existing column says it currently has 189 slots, in the new column it states that they will have between 75-150 slots so the total number of slots for the Lane Early Learning Alliance with this expansion would be anywhere from 264-339 slots total.

***Additional questions can be submitted to: [PSPRFA@ode.state.or.us](mailto:PSPRFA@ode.state.or.us).***