



# FREQUENTLY ASKED QUESTIONS

From Applicants for Student Success Act (SSA) Program Grants

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## APPEALS

**NOTE: THE DEADLINE FOR SUBMITTING APPEALS HAS PASSED.**

**NO NEW APPEALS WILL BE ACCEPTED. ALL APPLICANTS WITH SLOTS IN TIER TWO ARE NOW AWARDED.**

## AWARD

### **1. Is there a list of who received funding in my region or statewide?**

Yes. Funding decisions are labeled “Intent to Award Reports” and are posted on the ELD website: SSA Intent to Award Reports

### **2. Have the Intent to Award Reports been updated?**

The Oregon Pre-Kindergarten and Preschool Promise Intent to Award Reports were updated July 8, 2020.

### **3. Did the ELD determine which classroom and/or site will be receiving each of my requested slots, or can my organization make the decision internally?**

If the Intent to Award indicates a specific location (city or county), then the applicant must adhere to the Intent to Award and services must operate only at sites indicated in the application. If the applicant would like to consult with the program specialist, please send an email to [PSP@ode.state.or.us](mailto:PSP@ode.state.or.us) for Preschool Promise.

### **4. I was not awarded the full number of slots that I requested, and this has an**

### **impact on my budget. What are my options?**

The applicant can decline to accept their awarded slots.

### **5. Can I receive feedback about why I wasn't awarded?**

Yes, grantees may contact ELD staff to receive feedback. Listed below are recordings of the Review Committee meetings for SSA grant; a grantee may also receive some feedback by listening to the committee's discussions:

Preschool Promise Review Committee Meeting #1

Preschool Promise Review Committee Meeting #2

Preschool Promise Meeting #3

Oregon Pre-Kindergarten Review Committee Meeting

Early Childhood Equity Fund Review Committee Meeting.

### **6. Where can I view or save a copy of my grant application?**

You can log in to the Survey Monkey Apply (SMA) account you used to apply for the grant to view your application and scores. If you are having issues logging in, you can request assistance directly from SMA by clicking on the following link and opening a help ticket: <https://ode.smapply.org/helpdesk/>.

### **7. I received an intent to award notification, but I have decided I don't want the funding. What should I do?**

Please notify the ELD as soon as possible by emailing [early.learning@state.or.us](mailto:early.learning@state.or.us) of your decision to withdraw.

### **8. When will I receive my grant agreement?**

If you received a grant award, you should have already received your grant agreement. If you were awarded a grant and have not received a grant agreement, please contact us at [PSP@state.or.us](mailto:PSP@state.or.us).

### **9. What is the timeframe for funding disbursement?**

Disbursement of funds cannot happen until a grant agreement is fully executed (when all signatures are complete on the agreement). It may take 30 to 60 days to receive funds after the grant agreement is executed.

### **10. Is funding secure for the duration of the grant?**

Funding for the grant remains dependent on state funding. To the extent that any state funded grant is secure, the funding is secure for the grant's duration.

## **11. What format will the grant agreement be in?**

You will receive the grant agreement from DocuSign. Once the grant agreement is fully executed you will receive a pdf copy of the final fully executed grant agreement.

## **12. I am in Tier 2 on the Intent to Award Report. What does that mean?**

Grant awardees were prioritized into tiers. Tier One received priority for funding, with the possibility of additional funds being secured during a legislative special session. Tier Two grantees were fully funded during the session. Tier Two awardees consisted of additional requested slots as well as selected new grantees. If you are a grantee with slots in Tier Two, you can now expect to be awarded those slots.

## **COVID-19**

### **1. In light of new child care guidance due to COVID-19, how might things change for grant funded programs (budgets, class size, etc.)?**

The Preschool Promise grant manual describes the service delivery options available to grantees to best meet community need and help keep children and staff safe. Refer to page 34 of Grant Manual

### **2. Because of COVID-19 and the delay in award notification, my program launch may be delayed. Will this impact my grant?**

The ELD recognizes that the timeline for grant deliverables may need to be adjusted due to these unusual circumstances. *(Revised 8/5/2020)*

### **3. I am listed in Tier One on the Intent to Award Report; when can I start spending grant funds?**

The ELD cannot authorize the expenditure of funds until the grant agreement has been executed. Grantees who enter into a written agreement with the ELD to deliver services will be able to seek reimbursement for allowable program related expenses beginning July 1, 2020.

### **4. Are there funds available for providers to meet safety requirements related to COVID-19?**

Any updates or materials that are required to meet safety guidelines are an allowable expense that you may include in your programming budget.

### **5. If a program needs to close temporarily because of a COVID-19 outbreak, are there any funding related penalties?**

No. There is no funding penalty for following the quarantine recommendations or requirements set by

the ELD and/or the Oregon Health Authority. Please contact your licensing specialist and your program manager and follow all guidance in the updated Emergency Child Care Guidance.

**6. Because my school district is not opening in the fall, I have several school aged children whose families want to stay enrolled in my child care program. Should I discontinue their care to make space for Preschool Promise children?**

This is a provider’s business decision. Any provider can decide to not accept the grant. Accepted grant funds need to go toward Preschool Promise eligible children.

**7. How do I request a waiver for my service delivery model?**

The Grantee must submit the waiver request to the Program Manager using the following form found here. Waivers will be approved once a fully executed grant agreement is in place. Please refer to page 24 (Spanish, page 27) for more information.

**8. As an OPK/Preschool Promise program, should I follow what the school district in my area is doing, or should I follow Emergency Child Care Guidelines?**

All early education programs and child care facilities must follow the Emergency Child Care Guidelines. You can find the Emergency Child Care Guidance here: [Health and Safety Guidelines for Child Care and Early Education Operating in COVID-19](#).

**9. Is public early education using reopening metrics like the school districts are using?**

At this time, no. We encourage all SSA programs to consider their county’s metrics and school districts when planning for in-person services. All early education programs are either registered as “Emergency Child Care” or are required to operate under the [Health and Safety Guidelines for Child Care and Early Education Operating in COVID-19](#). Any early education program or child care serving any number of children in person is required to follow these guidelines. Any program that is required to be licensed must also register as an Emergency Child Care.

**10. I’m not sure our program is ready to operate. Can we use grant funding for planning or defer our grant for one year?**

The current funding for SSA grants is secured only until June 30, 2021. We encourage programs to review the different service delivery options (page 34 of grant agreement; appendix E) available and/or discuss their specific concerns with a program or grant manager before declining their grant agreement. Preschool Promise grantees may not use grant funds solely for planning and may not defer their grant awards for a year.

## **ENROLLMENT**

## 1. How does enrollment work for Preschool Promise?

The Early Learning Hubs are responsible for managing family recruitment, determining family eligibility, and selecting children for enrollment in Preschool Promise programs. Providers should connect with their Early Learning Hub to partner on the enrollment process.

## 2. How do I know if families are eligible for Preschool Promise?

Children must be at least three years old and not yet eligible for kindergarten by the date used to determine kindergarten eligibility. Age-eligible children may participate in PSP for up to two Program Years. Children must be members of families whose incomes, at the time of enrollment, are at or below 200 percent of the Federal Poverty Guidelines or a child in the foster care system. Children participating in PSP must live in Oregon. **Please refer any interested family to the Early Learning Hub in your area to determine eligibility.**

## 3. Can currently enrolled families continue in my Preschool Promise slots?

Yes, if the local Early Learning Hub has confirmed their eligibility.

## 4. Can my child (grandchild, niece/nephew, etc.) fill a Preschool Promise slot in my program?

No. Preschool Promise providers cannot use their awarded slots to provide care for any child related to them by blood, marriage or legal adoption. However, if a child in your family is eligible for Preschool Promise, they may attend another Preschool Promise program.

## 5. Do current Preschool Promise families need to apply for eligibility again?

No. Program eligibility is based on a two-year period. If a family applied for eligibility last year, they are still eligible to receive care.

## 6. Do current Preschool Promise families receive priority?

Yes. There are two groups of children who will receive priority for Preschool Promise slots. The first group, “continuation children,” includes children that were enrolled in Preschool Promise prior to 2020 expansion that are still age-eligible and whose families prefer to stay with the provider with whom they are currently enrolled. The second group, “conversion children,” includes children that were enrolled with a newly awarded Preschool Promise provider prior to 2020 expansion (August 31st, 2020) who are eligible for the Preschool Promise program and whose families prefer to stay with the provider with whom they are currently enrolled.

## 7. I am a Preschool Promise and OPK/Head Start provider—can I use my ERSEA process to determine Preschool Promise eligibility?

Yes. Grantees who are funded by Preschool Promise and Oregon Pre-Kindergarten (OPK) should continue using established OPK/Head Start eligibility, selection and placement processes, provided Preschool Promise income eligibility criteria is followed.

**8. When can I start collaborating with my local Early Learning Hub on enrollment?**

You are welcome to connect with your Hub now, but please keep in mind that Hubs are not authorized to begin working on enrollment for your program until you have an executed grant agreement.

**9. I have a waitlist of families. Can these families take priority?**

Families who were not enrolled prior to August 31st, 2020 must apply for PSP slots through the Hubs. During screening process families will rank their top three participating providers for enrollment and will be selected by lottery for vacancies with their ranked providers.

**10. May Preschool Promise programs that are operated by school districts conduct their own eligibility and enrollment?**

No. All Preschool Promise Providers must use the Hubs for enrollment.

**11. Are children who are age eligible for Kindergarten also eligible for Preschool Promise?**

No. Children who are age-eligible for Kindergarten should be served through the K-12 system.

**12. If a child turns 3 in October can they enroll in Preschool Promise?**

No. Children must be at least three years old, but not yet eligible for kindergarten, by the date used to determine kindergarten eligibility (September 1<sup>st</sup> for most school districts in Oregon).

## **PROGRAM**

**1. If I received additional funding for transportation expenses, what constitutes an eligible transportation expense?**

The grant manual allows for rental or lease of a vehicle for transporting children; operating expenses to provide transportation would also be an eligible expense. The cost to purchase a vehicle is not an eligible expense.

**2. What are the staffing requirements for Certified Family Preschool Promise programs?**

Please see page 21 of the Grant Manual for staff qualifications.

### **3. I requested start-up funds in my application. What's the process for addressing start-up cost requests?**

The ELD has included start-up funds and quality improvement funds for some providers in the grant agreements.

### **4. Award notifications were delayed. Does this mean the required start date has changed?**

Yes. Currently, programs are required to start services no later than October 31, 2020.

### **5. Can I operate Preschool Promise in a mixed age group?**

Yes, if the group meets the licensing requirements. Please keep in mind that Preschool Promise funds cannot be used to serve children who are not Preschool age eligible.

### **6. Do preschool teachers need to be full time?**

While not disallowed in the grant manual, it would be very challenging to meet the grant requirements on a part-time schedule. Salary requirements will remain the same.

### **7. Have the insurance requirements for Preschool Promise changed?**

Yes. The following Insurance requirements for the 2020/2021 Preschool Promise year have been removed:

- Network Security & Privacy Liability
- Director's & Officers Coverage

While these coverages may provide appropriate coverage for your business, or others in the field, these are no longer required for the 2020/2021 Preschool Promise year. Please refer to page 16 of grant agreement for full insurance requirements.

### **8. Will I see a reduction in funding if I'm not able to fill all my slots right away? What if a family leaves mid-year?**

Grantees are responsible for finalizing the enrollment of children selected and placed in their Preschool Promise program by the Early Learning Hub. Grantees must contact a family within 10 business days of receiving family information from the Early Learning Hub. A grantee must inform the Early Learning Hub of any current or anticipated vacancies within 7 business days. Additional information regarding reductions in slots and underfilled classrooms can be found in both the grant agreement and manual specific to under-enrollment and un-opened classrooms. You can review the grant agreement and grant manual here.

### **9. My question wasn't answered here. Whom do I contact?**

For Preschool Promise, please contact [PSP@ode.state.or.us](mailto:PSP@ode.state.or.us).

***The Early Learning Division responds to frequently asked questions on a regular basis. Revisions to responses are indicated in the document with a 'revision date.'***

