

## ATTACHMENT B – APPLICATION

Agency oversees the Preschool Promise program, which offers free, high-quality preschool to Oregon families with incomes at or below 200% of the federal poverty level and children in foster care. Preschool Promise is a publicly-funded program that recognizes high-quality care and education happens in a variety of settings.

Preschool Promise Grantees are paid directly by the State of Oregon to offer preschool services to qualifying families.

To apply for a Preschool Promise Grant, please review and answer the questions in this Application carefully. In your answers, please indicate how equity will be embedded in your program operations.

### SECTION 1: APPLICANT INFORMATION

Applicant’s legal name:

Street address:

City:

State:

Zip code:

Contact name:

Email:

Phone:

[Oregon Secretary of State](#) business registry number:  
(If applicable.)

### SECTION 2: ELIGIBILITY SCREENING

Please indicate your entity type:  
(Must be one of these types of entities to be eligible.)

- Certified Child Care Center
- Certified Family Child Care provider
- Child Care Resource and Referral Agency
- Community-Based Organization
- Culturally specific organization
- Early Learning Hub
- Education service district
- Federal Head Start program
- Federally-recognized Indian Tribe in Oregon
- Oregon Pre-kindergarten grantee

- Private preschool  
 Public charter school  
 Public school  
 Relief Nursery  
 Other Child Care Provider as defined in OAR 414-470-0005. Please describe:

Do you have a location currently available and suitable to provide preschool services?

Be sure that all Sites are ready to provide Preschool Promise services and that all Sites meet the physical space requirements described in Section 1.3 of the RFA.

- Yes  
 No

*[If no, display this message: "You are not eligible for a Grant at this time."]*

Are you a current Preschool Promise Grantee?  
*(Not required for eligibility.)*

- Yes  
 No

In the last 2 years, has Agency reduced your Slot allocation, notified you that you were not eligible for continuation of a Preschool Promise Grant, or terminated your Preschool Promise Grant?

- Yes  
 No

*[If yes, display this message: "You are not eligible for a Grant at this time."]*

## **SECTION 3: QUALITY EVALUATION**

### **PROGRAM INFORMATION**

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#### **1. Program Mission and Vision (2 points):**

Describe your mission and vision for quality preschool programing and equitable outcomes. Include a statement of philosophy that describes your program's educational purpose, beliefs, goals, and practices. Describe how the educational programming and curriculum you use supports your mission and vision.

#### **2. Racial, Cultural, and Linguistic Equity (15 points):**

Describe how your program ensures each child's racial, cultural, and linguistic development and identity is nurtured and respected. Be certain your answer includes how the curriculum, screening and assessment, and communications with families are equitably implemented.

**3. Family Engagement (5 points):**

Describe your approach to family engagement and including family voice in the program. Provide examples of the different ways families can engage in both the classroom and the program overall. Describe how you learn and share with families about their child's growth and development, how families are included in decisions about the program, and how families are supported to build relationships with staff and other families in the program.

**4. Progress toward Quality (10 points):**

Preschool Promise Program Grantees must be committed to continuous quality improvement. Describe how you will make progress toward implementing a developmentally appropriate curriculum, engaging families, and using ongoing assessment to inform lesson planning. Include information on how you will access professional learning opportunities and how you will engage with your regional CCR&R and Early Learning Hub to increase the quality of your program. If you are participating in Spark, please include your Spark rating (multi-Site Applicants may include only their highest rated Site). If you are not yet participating in Spark, please identify the date by which you will complete your Spark enrollment.

**5. Inclusionary Practices (15 points):**

Detail your program's inclusion policies and practices. Provide examples of how children with special needs are supported to feel a sense of belonging, how staff access training and technical assistance to support children with special needs, how you ensure screening and assessments are available to all children, and your ability to collaborate with community partners to help families access additional physical and mental health services and other child development supports.

**6. Transitions (3 points):**

Describe how transitions into your program, between classrooms, to other preschool programs, and into kindergarten are coordinated, how children and families are supported during transitions, any routine meetings or formal agreements with other organizations, and data sharing related to transitions.

**7. Professional Development (4 points):**

Preschool Promise program requirements include a minimum of 20 hours per year for professional development for all teaching staff. This may include curriculum specific trainings, participation in training opportunities provided by ELD or partners, or job embedded learning and coaching. Describe your commitment and the actions you will take to support staff professional development and educational attainment.

**8. Compensation (2 points):**

Describe your strategies to meet ELD’s target salaries for lead teachers and teaching assistants. If applicable, describe any barriers you anticipate and plans to mitigate those barriers.

LEAD TEACHER	QUALIFICATION LEVEL	TARGET SALARY (HOURLY)	MINIMUM SALARY (HOURLY)
	Bachelor’s Degree (BA/BS)/ Registry Step 10	\$36	\$25
	Associate’s Degree (AA)/ Registry Step 9	\$31	\$22
	Child Development Associates (CDA) Credential/ Registry Step 8	\$24	\$18
TEACHER ASSISTANT	QUALIFICATION LEVEL	TARGET SALARY (HOURLY)	MINIMUM SALARY (HOURLY)
	Child Development Associates (CDA) Credential or above/ Registry Step 7 or above	\$22	\$16
	Registry Step below 7	\$18	\$12 <i>(or local minimum wage, whichever is higher)</i>

**9. Staffing Model (2 points):**

Describe the program’s staffing model and capacity to support Preschool Promise. Include any strategies or processes for hiring if necessary. If you intend to contract for teaching services, please detail what, how, and with whom you intend to contract and your plan for implementing services with your contracted partners.

**10. Staffing Plan (2 points):**

Use the table format below to identify all staff positions (full- and part-time) to be funded by the Grant.

Position title	FTE %	Employee name (Write N/A if position needs to be hired)	Relevant credentials, education level, or Oregon Registry Online step level	Key roles and responsibilities

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**FINANCIAL CONTROLS AND SUSTAINABILITY**

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**11. Financial Controls (8 points):**

Provide a description of the fiscal controls you use to assure program stability. Include information about how you track your program revenue and expenses, and how you manage your cash flow. Describe how financial duties are managed to ensure appropriate checks and balances.

**12. Oversight and Authority (5 points):**

What are your controls for financial oversight, including who has budgetary authority within your business?

**13. Accounting (5 points):**

Please describe your general accounting process. For example, do you have a bookkeeper, accounting software, tax preparer, etc.?

**14. Reporting and Reimbursement (5 points):**

What is your plan for submitting financial reports and corresponding reimbursement requests in a timely manner?

**15. Business Strategy (12 points):**

Please provide a description of your business strategy. Include how many years, and in what role, you have been involved in the operation of a preschool or early childhood education program; what key personnel support the implementation of the business strategy; how you manage staff

retention and recruitment; your approach to program enrollment; and your plan to track business strategy progress.

**16. Funding Sources (5 points):**

Although not required, many early learning programs combine various funding sources to best meet the needs of children and families in their communities. This may be called blended, layered, or braided funding. Some examples may include combining Preschool Promise Grant funds with Title I funding, child care subsidy to extend the day, early childhood special education funding, and/or private pay.

Do you plan to blend, layer, or braid multiple funding sources?

- Yes
- No

*[If yes:]*

Please list each funding source and describe the basic cost allocation method that you would apply to your overall budget. Describe how the use of multiple funding sources will support your program’s ability to implement the Preschool Promise program and quality requirements.

*[If no:]*

Describe how you will maximize your Preschool Promise Grant funds to implement the Preschool Promise program and quality requirements.

**SECTION 4: COMMUNITY NEEDS EVALUATION**

Early Learning Hubs provided information about their respective communities’ needs. Each Early Learning Hub described their needs differently, so please refer to Attachment D to view these community needs. Your Application will be evaluated based on how closely your Site aligns with community needs as those needs are described in Attachment D. For example, if an Early Learning Hub identified a specific zip code as a geographic location of need, the Evaluation Committee will be searching for that specific zip code in your Application.

**If you are applying for multiple Sites, please complete the following information for each Site.**

**PROGRAM STRUCTURE**

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Site/ program name:

Street address:

City:

State:

Zip code:

Is this Site required to be licensed by ELD’s Office of Child Care?

- Yes
- No

*[If yes:]*

License number:

In the past two years, has ELD’s Office of Child Care imposed a [civil penalty](#) on the Applicant for conduct related to this Site or found that more than 2 [serious violations](#), as defined by rule, have occurred at this Site?

- Yes
- No

*[If yes, display this message: “This Site is not eligible for a Grant at this time.*

*Please enter information for another eligible Site.*

*If you do not have another eligible Site, please use the navigation choices at the bottom of this page to return to the previous page. On the previous page, please answer “No” to the question: “Would you like to add another Site?”, then select “Next.”]*

All Sites must have sufficient physical space to provide Preschool Promise services. If a Site is required to be licensed, an active license demonstrates sufficient space requirements are met. If a Site is license exempt, there are minimum requirements.

Does this Site have at least 35 square feet of indoor, open and accessible space per preschooler?

- Yes
- No

*[If no, display this message: “This Site is not eligible for a Grant at this time.*

*Please enter information for another eligible Site.*

*If you do not have another eligible Site, please use the navigation choices at the bottom of this page to return to the previous page. On the previous page, please answer “No” to the question: “Would you like to add another Site?”, then select “Next.”]*

Does this Site have at least 75 square feet of outdoor, open and accessible space per preschooler?

- Yes

No

*[If no, display this message: "This Site is not eligible for a Grant at this time.*

*Please enter information for another eligible Site.*

*If you do not have another eligible Site, please use the navigation choices at the bottom of this page to return to the previous page. On the previous page, please answer "No" to the question: "Would you like to add another Site?", then select "Next."]*

Number of Slots requested:

*(For new Applicants, Registered Family Child Care providers must apply for at least 4 Slots; Certified Family Child Care providers must apply for at least 6 Slots; other entity types must apply for at least 10 Slots.)*

How will you allocate the requested Slots among Preschool Promise classrooms?

Classroom ID or name	New classroom (a space not previously used to provide preschool services) or existing classroom	Number of Slots requested
<b>Total</b>		[SMApplly auto calculates total]

Please select your region:

*(Be sure to refer to Attachment C of the RFA to identify your region.)*

- Tribal Nations
- Eastern Oregon Early Learning Hub region
- Four Rivers Early Learning Hub region
- Frontier Early Learning Hub region
- Northwest Early Learning Hub region
- Blue Mountain Early Learning Hub region
- South Coast Regional Early Learning Hub region
- Early Learning Hub of Clackamas County region
- South Central Early Learning Hub region
- Yamhill Early Learning Hub region
- Lane Early Learning Alliance region
- Early Learning Hub of Linn, Benton, and Lincoln Counties region
- Early Learning Hub of Central Oregon region
- Southern Oregon Early Learning Services region
- Marion and Polk Early Learning Hub Inc. region
- Early Learning Multnomah region
- Early Learning Washington County region

Geographic location:

*(Be sure to refer to Attachment D of the RFA to learn community needs.)*

*[If “Other” is selected:]*

*Please specify your geographic location:*

Provider type:

*(Be sure to refer to Attachment D of the RFA to learn community needs.)*

- Certified Child Care Center
- Certified Family Child Care provider
- Community-Based Organization
- Education service district
- Federal Head Start program
- Oregon Pre-kindergarten grantee
- Public charter school
- Public school
- Registered Family Child Care provider
- Relief Nursery
- Other eligible entity, please specify:

Primary language(s) of instruction:

*(Be sure to refer to Attachment D of the RFA to learn community needs.)*

Will you be transporting children to or from this Site?

*(Not required for eligibility. If you are a Certified Child Care Center, Certified Family Child Care provider, education service district, federal Head Start program, Oregon pre-kindergarten grantee, public school, public charter school, or Relief Nursery, you may be eligible for transportation enhancement funding.)*

- Yes
- No

Will you be contracting for teaching services at this Site?

- Yes
- No

*[If yes:]*

Contracted teaching services must be provided by an entity identified as a provider type in Attachment D of the Request for Grant Applications and must be ready to provide services no later than October 30, 2022. ELD reserves the right to request additional information about contractors, and all teaching contracts must be written and must be pre-approved by ELD.

Please describe your role at this Site as well as your proposed contractor’s role. Please also describe any processes, procedures, or contractual obligations in place.

Would you like to add another Site?

- Yes

No

*[If yes, start again at "Program Structure".]*

*[If no:]*

## **SECTION 5: CERTIFICATION**

By checking this box, I certify that all information provided in this Application is true and correct to the best of my knowledge and belief.

**Attention!**

Click on the "MARK AS COMPLETE" button to submit your Application.

Any Applicant who wishes to modify or withdraw an Application already received by Agency must do so prior to Closing (insert date and time). Applicant must submit its modification or request to withdraw to [PSPRFA@ode.oregon.gov](mailto:PSPRFA@ode.oregon.gov). All requests must reference RFA number 22501 and the Application ID.

To save your progress and return later to complete your Application, click on the "SAVE & CONTINUE EDITING" button. Applications must be submitted prior to Closing (insert date and time).