Preschool Development Grant (PDG)
Administered by the Arizona Department of Education – Early Childhood Education

PROPOSALS ARE DUE NO LATER THAN Monday, MARCH 6, 2017 BY 5:00PM
Proposals must be submitted via email to the Early Childhood Education office at PDG@azed.gov

To submit a proposal for Preschool Development Grant funding, you must:
- Be prepared to work as a collaborative partner in the mixed service delivery model; and
- Be currently participating in Quality First (or be willing to apply for Quality First and will not decline an opportunity to participate).

If you are awarded funds from the Preschool Development Grant, you will agree to the following assurances and responsibilities through the Grants Management System. The contents of this document are to inform you of the program's expectations. Your signature on this document does not imply an award of funding and it does not create a legally binding document.

Assurances
The Subgrantee hereby certifies and represents that it:
- agrees to implement the Program Guidelines for High Quality Education, The Arizona Early Learning   Standards and the Manual of the Preschool Development Grant.
- has all requisite power and authority to execute and fulfill the terms of this grant.
- is familiar with the Preschool Development Grant and is supportive of and committed to working on all applicable portions of the State's Plan.
- will implement the scope of work consistent with the budget of the State's Plan including existing funds, if any, that the Subgrantee is using for activities and services that help achieve the outcomes of the State's Plan, and will comply with all of the terms of the Preschool Development Grant, and all applicable federal and state regulations, including laws and regulations applicable to the Preschool Development Grant, and the applicable provisions of EDGAR (34 CFR Parts 75, 77, 79, 80, 82, 84, 86, 87, 98 and 99), and the debarment and suspension regulations in 2 CFR part 3485.

Responsibilities
The Subgrantee will:
- participate in all relevant meetings or other events that are organized or sponsored by the State or Local High Need community.
- post to any website specified by the State in a timely manner, all non-proprietary products and lessons learned developed using federal funds awarded under the Preschool Development Grant.
- participate, as requested , in any evaluations of this grant conducted by the State, Education Department (ED), or Health and Human Services (HHS).
- be responsive to State, ED, HHS requests for project information including on the status of the project, project implementation, outcomes, and any problems anticipated or encountered, consistent with applicable local, State and Federal Privacy Laws.
- provide researchers with access, consistent with requirements of all applicable Federal, State, and local privacy laws, to available data regarding the enrollment and school readiness of Eligible Children in State Preschool Programs.
- implement culturally and linguistically responsive outreach and communication efforts to enroll isolated or hard-to-reach families, help families build protective factors, and engage parents and families as decision-makers in their children's education.
- minimize local administrative costs.
- partner with Local Education Agencies or other Early Learning Providers, as appropriate, to carry out activities that will provide children and their families with successful transitions from preschool into kindergarten.
- work with the Arizona Department of Education to determine appropriate timelines for project updates and status reports throughout the grant period.
- participate in good faith toward achieving the overall goals of the State's Preschool Development Grant, including when the State's Plan requires modifications that affect the Subgrantee, or when the Sub-grantee's Scope of Work requires modifications.
- devise plans within the local community to sustain High-Quality Preschool Programs after the grant period, including any non-Federal support that the State or Sub-grantees plan to contribute.
- coordinate plans related to assessments, data sharing, instructional tools, family engagement, cross-sector and comprehensive services efforts, professional development, and workforce and leadership development.
- coordinate, but not supplant, the delivery of High-Quality Preschool Programs funded under this grant with existing services for preschool-aged children including, if applicable, programs and services supported through title I of the ESEA, part C and section 619 of part B of IDEA, subtitle VII-B of the McKinney-Vento Act, the Head Start Act, and the Child Care and Development Block Grant Act.

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Identifying Information
Program Name
Contact Name
Contact Phone Number
Contact Email Address

Program Specific Information	
Previously participated in PDG and in good standing*	☐ Yes ☐ No
Tribal **Comments:**	☐ Yes ☐ No
Rural or underserved area Please describe how you define rural:	☐ Yes ☐ No
School Percentage Free and Reduced Lunch (programs outside the school area may use the local school numbers) **Comments:**	☐ 80-100 ☐ 71-79 ☐ 60-70 ☐ 59 or lower
School Percentage English Language Learner (programs outside the school area may use the local school numbers) **Comments:**	☐ 25 or higher ☐ 20-29 ☐ 15-19 ☐ 14 or lower

* In good standing means:
  ✓ No major findings during compliance monitoring (i.e. financial, licensure, child safety) and
  ✓ Are able to fully participate in Arizona Department of Education, DHS/DES licensing, Quality First programs and
  ✓ No adverse action is pending

Site Specific Information	*Please fill out the information below per each site your program is applying for.*
Name of Site applying for slots	
Site Address	
Licensed and in good standing* (tribal, state, or federal)	☐ Yes ☐ No Comments:
License Number for this site	
Quality First Star Rating for this site	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not Yet Assessed ☐ Not Yet Enrolled ☐ Other
Total number of *FULL TIME* slots you are requesting funding for: *Remember the maximum class size is 20. A full time slot is considered 6 hours a day.*	
Total number of *PART TIME* slots you are requesting. *Remember a part time slot may only be requested if it is braided and blended to create a full time slot.*	
PDG program hours and days per week:	
Total number of classrooms that will provide programming for 4 year-old PDG funded children:	
What additional funds are you currently using for braiding and blending?	☐ Title I ☐ Community Education

	☐ IDEA Preschool ☐ Other
A teacher in the PDG classroom holds a Bachelor's degree	☐ Yes ☐ No
A teacher in the PDG classroom holds a ECE or ECSE certification	☐ Yes ☐ No
A lead teacher has an AA and is enrolled in a credit-bearing program working towards ECE certification	☐ Yes ☐ No

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A lead teacher has an AA and is enrolled in a credit-bearing program working towards ECE certification	☐ Yes ☐ No

Preschool Development Grant Risk Assessment

Fiscal Requirements

Grants awarded by the federal Government are subject to federal administrative requirements, cost principles and audit requirements. The Office of Management and Budget (OMB) has issued new guidelines for federal grants management through the publication entitled, *"Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*." This Uniform Guidance is designed to reduce the administrative burden on recipients of federal funds as well as the risk of waste, fraud and abuse. These guidelines became effective on December 26, 2014, for all new awards.

In order to meet the new guidelines, the Early Childhood Education Unit at the Arizona Department of Education is required to conduct a Risk Assessment of each potential subgrantee (LEA, ESA, Childcare Center, etc.) before funding is awarded, regarding each subgrantee's fiscal and programmatic fidelity.

Fiscal	
1. Please describe your accounting method or system (software) used to track your expenditures.	
2. Are separate ledger accounts kept to track all revenues and expenditures for each funding source? For example, if you receive Pre-K Scholarships and Tuition, do you keep two different accounts for these different funding sources?	
3. How do you ensure expenditures are being charged to the appropriate funding source?	
4. Explain the system in place that is used to monitor budgets? Who monitors these budgets?	
5. Are invoices and/or receipts kept on file to support reported expenditures? How long?	
6. If Purchase Orders (POs) are used, do procedures require that POs, receiving slips and invoices be reconciled before payment occurs? If not, why?	
7. If your Organization does not use POs, do you reconcile the invoice with the shipping list upon receipt of materials?	
8. Do you have policies and procedures in place to ensure funds are expended pursuant to state and federal laws?	
9. Does your organization have a current Audit Report available? If yes, were there any findings and what is the status of those findings (e.g., have they been corrected)?	
10. If you are a private child care provider do you have an outside accountant that look at your books?	
11. Does your office have a written procedure relating to prevention and detection of fraud, waste, abuse or criminal activity?	

Inventory	
1. How does your organization track items under $1,000 that are easy theft items? (Tablets, IPods, cameras, etc.)	

Personnel Matters
1. Are personnel records and resumes of individuals maintained on- site? If no, where are they maintained?
2. What is your process for ensuring all employees have current and valid finger print clearance cards? How often do you verify that an employee's fingerprint clearance card has not expired?
3. How do you assure that Time and Effort is reported accurately and correctly charged to the appropriate Funding Source? Time and effort is the amount of time a person works on the project.
4. How do your employees record their time and effort for payroll purposes?

Additional Information

Please tell us why your community would benefit from the Preschool Development Grant:

Please tell us your plan for sustainability after this grant has ended:

Describe your continuum for least restrictive environment:

PDG Proposal Scoring Form

Identifying Information

Identifying Information	
Program Name	
Contact Name	
Contact Phone Number	
Contact Email Address	

Criteria Area	Points Possible	Score
Previously participated in PDG and in good standing*	10	
Tribal	5	
Teacher for PDG classroom with Bachelors Comments:	10	
Teacher for PDG classroom with ECE or ECSE certification	5	
Lead Teacher has an AA and is enrolled in a credit- bearing program working towards ECE certification	5	
Rural or underserved area Please describe how you define rural:	5	
School Percentage Free and Reduced Lunch (programs outside the school area may use the local school numbers) ☐ 80-100 ☐ 71-79 ☐ 60-70	10	
School Percentage English Language Learner (programs outside the school area may use the local school numbers), ☐ 25 or higher ☐ 20-29 ☐ 15-19	10	
Licensed and in good standing* (tribal, state, or federal)	20	
Enrolled in and in good standing* with Quality First	10	
Quality First star rating (if enrolled in Quality First) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ Not yet assessed ☐ Not Yet Enrolled	10	
Total Score		

Name of reviewer: Date:

In good standing means:
- ✓ *No major findings during compliance monitoring (i.e. financial, licensure, child safety)* **and**
- ✓ *Are able to fully participate in Arizona Department of Education, DHS/DES licensing, Quality First programs* **and**
- ✓ *No adverse action is pending*