



# Pre-K Grants Support: Prekindergarten Expansion Grant and Maryland State Prekindergarten Grant

Maryland State Department of Education

Presented By | Early Learning Branch, Division of Early Childhood

April 19, 2023

# Presentation Outline

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2. Eligibility
3. Memorandum of Understanding
4. Assurances
5. Application Overview and Comparing Grant Programs
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# Purpose

*Purpose of the Maryland Pre-K Grant programs.*

# Purpose

Broaden availability and expand access to high-quality prekindergarten educational programming and school readiness services for three- year-old and four-year-old students from families with household incomes up to 300% of Federal Poverty Level (FPL) and students experiencing homelessness regardless of income.

## For Pre-K Expansion Grant Program only:

Students with special education needs regardless of income and students with a home language other than English are eligible regardless of income.

# Educational Program

Grant funds must be used to provide an educational program designed to provide high-quality learning experiences for children in Prekindergarten.

- Led by highly qualified teaching staff
- Implement curriculum that is evidence-based and aligned with the Maryland Early Learning Standards and Maryland College and Career Ready Standards
- Implement formative and summative assessments
- Developmentally appropriate lesson plans aligned to the Early Learning Standards
- Developmentally appropriate classrooms that are well-equipped to address the needs of ALL children
- Ongoing program evaluation to ensure continuous quality improvement



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## Eligibility

*Overview of the grant eligibility requirements.*

# Who may apply?

## Prekindergarten Expansion Grant Program

- Private Providers (includes Head Start and child care)
- Local Education Agencies (public providers)

## Maryland State Prekindergarten Grant Program

- Private Providers (includes Head Start and child care)

# Program Eligibility

This funding opportunity is designed for those who deliver prekindergarten services and participate in Maryland EXCELS including:

- Local Education Agencies (LEAs) or qualified vendors (as defined in [COMAR 13A.06.02](#)) and private providers who:
  - hold a valid license;
  - have not incurred any serious health or safety violations; and
- Head Start programs
  - How federally funded slots are being supplemented with State Pre-K Funds





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# Grant Requirements

*Requirements of the Maryland Pre-K Grant programs.*

# Grant Requirements

|                   | Prekindergarten Expansion Grant  | Maryland State Prekindergarten Grant   |
|-------------------|--|--|
| Lead Teacher      | Certified in early childhood education (P-3) OR has a bachelor's degree and is enrolled in an alternative preparation program leading to P-3 Certification     | Certified in early childhood education (P-3) OR has a bachelor's degree and is enrolled in an alternative preparation program leading to P-3 Certification     |
| Assistant Teacher | Has a Preschool CDA or associate's degree, be enrolled in a program to receive a Preschool CDA or AA, or has a plan to obtain one by the 2025-2026 school year | Has a Preschool CDA or associate's degree, be enrolled in a program to receive a Preschool CDA or AA, or has a plan to obtain one by the 2025-2026 school year |
| Ratio             | 10:1   | 10:1   |
| Class Size        | Max of 20 students   | Max of 20 students   |
| Maryland EXCELS   | Must be published in EXCELS; priority given in the following ratings: level 5, 4, 3  | Must be published in EXCELS; priority given in the following ratings: level 5, 4, 3  |

# Grant Requirements

|                            | Prekindergarten Expansion Grant   | Maryland State Prekindergarten Grant  |
|----------------------------|---|---|
| Program Type               | Full Day (6.5 hours)  | Full Day (6.5 hours)  |
| Program Length             | 180 days  | 180 days  |
| Income Eligibility         | 3- and 4-year-olds up to 300 percent of FPL; children experiencing homelessness, those with disabilities, and children from homes in which English is not the primary spoken language are eligible regardless of income | 3- and 4-year-olds up to 300 percent of FPL (Tier I) and students experiencing homelessness are eligible regardless of income |
| Per-Student Funding Amount | \$13,000 per new, full-day student  | \$11,594 per new, full-day student  |



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# Application Overview

*Overview of the Maryland Pre-K Grant applications.*

# Application Sections

- **Cover Page:** Complete this page in full.
- **Extent of Need:** Describe how funds are needed to increase access to high-quality prekindergarten educational programming and school readiness services.
- **Evidence of Impact:** Describe how the proposed plan will lead to the desired goal(s).
- **Goals and Objectives:** Identify clear goals and objectives that their program will achieve at the end of the grant period. The specific goals and objectives should align with readiness for kindergarten curriculum and instruction.
- **Staffing, Management Plan and Key Personnel:** List all administrative key personnel responsible for successful grant implementation and monitoring and provide resumes.
  - **Staffing and Site Selection:** Identify program location(s), the teaching team that will deliver the instructional program and the number of slots.

# Application Sections

- **MD EXCELS and Accreditation:** Complete table with program status and the EXCELS plan.
- **Plan of Operation:** Identify how the program will accomplish its goals and expand access to high-quality Pre-K for 3-year-olds and 4-year-olds.
- **Evaluation and Dissemination:** Describe how the program will be evaluated to ensure continuous quality improvement. The plan must include how parents will be informed about student progress and areas of concerns.
- **Collaboration and Sustainability:** List collaborating community and business partners and describe their roles along with a long-term plan for sustainability.

# Application Sections

- **Project Timeline:** Provide a timeline for key activities that will take place during the entire grant period. The activities listed must align with the grant goals and objectives, proposed plan, and correspond with the categories.
- **Budget and Budget Narrative:** Provide a detailed description of the requested funds that will be spent by the designated categories. The budget must be reasonable, allowable and cost-effective.
  - An MSDE Grant Budget C-1-25 form must also be completed, signed and submitted.
- **Appendices:** Attach supporting documents. Appendices must be included in the proposal for funding. Applications without the required appendices will be considered incomplete and will not be scored.

# Modified Short Form Application

## Eligible Applicants:

- Those seeking renewal or expansion to an existing program.
- Those with a track record of success.



# Modified Short Form Application

Track Record of Success:

- Maintained a lead teacher who meets the grant requirements
- Met and/or maintained a minimum of Maryland EXCELS Level 4
- In compliance with fiscal guidelines

# Modified Short Form Application

If an applicant is eligible to and desires to submit the modified, short form application, the applicant need only complete and submit those application elements below indicated by the following symbol:





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## Grant Application Timeline

*Grant application timeline for the Maryland Pre-K Grant Programs.*

# Application Timeline

|                              |   |
|------------------------------|---|
| <b>April 11 and 14, 2023</b> | <b>The grant application period opens</b>   |
| April 18-May 9, 2023         | The MSDE will hold virtual customer support sessions for interested applicants.                         |
| April 20, 2023               | The MSDE will hold an open Q&A session from 1-2 specifically tailored to modified short form applicants |
| April 24, 2023               | The MSDE will hold an open Q&A session from 1-2 specifically tailored to private providers              |
| April 25, 2023               | The MSDE will hold an open Q&A session from 1-2 specifically tailored to LEAs                           |
| May 9, 2023                  | The MSDE will hold an open Q&A session from 1-2 for all applicants                                      |
| June 27, 2023                | The MSDE will complete notifying applicants of their award status                                       |



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## Submission Requirements and Review Process

*Submission requirements and the grant review process.*

# Submission Requirements

- An electronic grant application form is provided on our website for both applications.
- Interested applicants must download the application, attach any supporting documentation as appendices, and submit the package in its entirety in pdf form.
- Applications **must be typed** and presented in an organized and professional manner.
- The prescribed cover sheet must be the first page of the proposal.
- The original application cover sheet must be signed in blue ink. Copies of the cover sheet must not be color photocopied.

# Review Process

The review of applications will be a two-part process:

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections and appendices. Applicants not meeting all prescreen requirements **will not** be reviewed.
2. A review committee established by MSDE, will evaluate applications using a scoring rubric.

\*\*MSDE will begin to review complete applications on April 25, 2023.

# Review Committee

The Review committee will be composed of three (3) representatives from the MSDE.

- Applications must receive a score of 65 to be considered for funding.
- Modified short form applications must receive a minimum score of 35.



# Award Notification and Advance

- Notification of awards will be sent by email within 30 days after application submission.
- Processing of the official Notice of Grant Awards (NOGA) will begin on July 1st; this process can take **6-8 weeks**.
- Applicants meeting all grant requirements may be eligible to receive a 15% advance upon request. A Request for Payment Advance must be submitted with the application.

\*\*Advance payment requests received after the application has been submitted will not be considered.



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## Scoring Rubric


*Overview of the Scoring Rubric used to review the Maryland Pre-K Grants.*

# Scoring Rubric

Applications will be evaluated using a scoring rubric. The scoring rubric includes three levels:

- Exceeds Criteria
- Meets Criteria
- Does Not Meet Criteria

# Scoring Rubric

| Total Points Allotted 100   |   |   |   |
|---|---|---|---|
| Plan Criteria   | Level 3 (8-10pts)<br>Exceeds Criteria   | Level 2 (4-7pts)<br>Meets Criteria  | Level 1 (1-3pts)<br>Does Not Meet Criteria  |
| <p>Maryland EXCELS and Accreditation</p> <p>10 points</p>  | <p>The program is published at a level 5 and has provided the certificate and the current accreditation certificate.</p> <p>Program describes strategies, and there are comprehensive processes in place to allow ratings to be maintained. The application table is completed as listed.</p> | <p>The program is published at a level 4 and has provided the certificate along with accreditation certificate (if applicable). The program describes how level 5 will be obtained by the end of the grant period (June 2024) and completes the table as listed.</p> <p>OR</p> <p>The program is published at a level 3 and has provided the certificate and is not yet accredited. The program describes how level 5 will be attained within 5 years and the table is completed.</p> | <p>The program is published at a level 1 or 2.</p> <p>OR</p> <p>The program has not published a rating and is not participating in Maryland EXCELS.</p> |

# Maryland EXCELS and Accreditation

Priority will be given to programs with the following Maryland EXCELS ratings (in order of priority):

- Published at Level 5 with a plan to maintain this level;
- Published at level 4 with a plan to publish at Level 5 by the end of the grant period (if you fall into this criterion, you must include a plan to reach level 5 as part of your application);  
or
- Published at Level 3 with a plan approved by MSDE to achieve Level 5 within five years (if you fall into this criterion, you must include a plan to reach level 5 as part of your application).

The table in the application should be filled out completely with program's status and the EXCELS plan.

# Extent of Need

## New Applicants:

- Complete a needs assessment that clearly identifies areas of attention or barriers to achieving high-quality, full-day Pre-K.

Needs Assessment helps programs identify, understand, and prioritize needs that require the use of Pre-K Grant funds to increase access and support school readiness.

## Possible Data Sources:

- Demographic information, socioeconomic information,
- historical data,
- gap analysis,
- academic outcomes,
- community stakeholder input (e.g., Local ECAC)

\*\*For a quality response at least one data source must be used for analysis.

# Extent of Need

## Previous Awardees:

- Use the existing program evaluation to analyze data to address identified areas of growth or attention.

Program evaluation - a method of collecting, analyzing and using information to measure program effectiveness.

## Possible Data Sources:

- Early Childhood Environmental Rating Scale (ECERS),
- CLASS, Parent/staff surveys,
- NAEYC annual report,
- Self-assessments for accreditation

\*\*For a quality response at least one data source must be used for analysis.

# Evidence of Impact

Describe how the implementation of the proposed program will lead to the desired goal.

Include a description of:

- The program's experience in implementing an effective Pre-K program.
- How the chosen curricula, materials, and instructional strategies are tied directly to research with a track record of improving student outcomes.
- How this experience or existing research aligns with the definition of high-quality Pre-K and impact on the target population.



# Goals and Objectives

Applicants must identify clear goals and objectives that your program will achieve:

- Target population
- Date
- The criterion for success and how it will be measured

Program goals and objectives must align with the Maryland Early Learning Standards. (See link)

\*\*Applicants submitting a modified short form application need only submit updated goals for the next school year.

# Plan of Operation

Respond to specific questions in the application that address required components of eligible full-day prekindergarten:

- Recruitment and eligibility
- Curriculum implementation
- Professional learning
- Instructional days
- Coordinated services
- Family engagement

\*\*Applicants submitting a modified short form application need only identify operational plans that differ from the existing/prior year site(s).

# Evaluation and Dissemination

- Describe in detail what success would look like and the criteria used to determine success.
- Identify the data and instruments used to monitor quality.
- Describe how this information will be used to support continuous quality improvement.
- Describe how parents/guardians will be informed about student progress.

# Staffing, Management Plan and Key Personnel

Applicants must complete all site selection information.

Management Plan:

- List all administrative key personnel and provide resumes.
- Include person responsible for instructional oversight and a resume demonstrating qualifications.

Staffing and Site Selection Table:

- Complete the staffing qualification table.
- Include supporting documentation.
- Identify the location/site for the proposed grant classroom(s).

# Project Timeline

Provide a timeline for key activities that will take place during the entire grant year.

Key Activity Categories:

- **Management activity:** oversight and monitoring of grant requirements
- **Implementation activity:** directly support grant outcomes
- **Evaluation activity:** assess program quality and student progress

Key activities must align with the grant goals and objectives, and proposed plan.

# Collaboration and Sustainability

- Applicants must have a long-term plan for sustainability and community business partnerships.
- The partnerships should support high-quality programming, expand resources and provide students with access to social, health and academic support.
- Applicants must list collaborating community and business partners in the table (i.e., libraries, business partnerships, etc.) and state if matching or braiding funds is included.
- Describe a long-term plan for sustainability in the designated table.

# Budget and Budget Narrative

- The budget narrative should include a detailed description of the requested funds for all related project expenses.
- The budget costs must be necessary, reasonable, and cost-effective.
- All projected costs should appear in the budget narrative and be included on the budget form (C-1-25).
- Clearly show the requested funds and in-kind contributions for each line item (**Note: in-kind contributions are not required and are not part of the total amount requested.**)

# Budget and Budget Narrative

Total budget is based upon number of slots requested X per slot amount.

- Prekindergarten Expansion Grant funding per child is \$13,000

$$20 \text{ slots} \times \$13,000 = \$260,000$$

- Maryland State Prekindergarten Grant funding per child is \$11,594

$$20 \text{ slots} \times \$11,594 = \$231,880$$

- Head Start Program applicants can request up to the designated amounts above.





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# Memorandum of Understanding

*Requirements of the Memorandum of Understanding (MOU) between the MSDE, the LEA, and the private provider(s).*

# Memorandum of Understanding (MOU)

- The Local Education Agency (LEA) must submit a signed Memorandum of Understanding (MOU) between the MSDE, the LEA, and the private provider(s).
- The MOU must outline the roles and responsibilities between the MSDE and the local education agency, and between the LEA and each eligible private provider who is a grantee in the school system catchment area.
- Local education agencies and private providers are expected to collaborate on a plan.
- The MSDE will provide the MOU that must be signed and submitted no later than July 1, 2023.

# The MOU will provide for:

- A plan for providing services for children with disabilities regardless of family enrollment preference;
- A plan for providing supports for children who speak a language other than English;
- A plan for providing support for students experiencing homelessness;
- A process by which a parent is able to indicate a preference for eligible prekindergarten providers;
- A plan to centralize prekindergarten enrollment across the county regardless of family enrollment preference;
- The manner for processing the payment of the State share, local share, and family share for each child who is enrolled with an eligible prekindergarten provider;

## The MOU will provide for: (cont'd)

- Any agreed upon administrative costs to be retained by an agency that is party to this agreement;
- A plan to address racial and socioeconomic integration in prekindergarten classrooms;
- A plan to avoid, to the extent practicable, a disproportionate concentration of students of the same race, ethnicity, disability status, and income within an eligible provider; and
- Any other provisions necessary to meet the goals of the program.



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# Assurances

*Importance of the Assurances page.*

# Assurances

- The applicant must agree to comply with the terms and conditions.
- The Assurances page must be signed and dated by the Superintendent of Schools/Head of Grant Agency.



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## Next Steps and Program Support

*Resources that support the grant application process and next steps.*

# Grant Implementation Timeline

| Date           | Program Milestone   |
|----------------|---|
| July 1, 2023   | The MSDE will begin to prepare Notice of Grant Awards (NOGAs) for processing<br><br>Grant period begins |
| August 2023    | Program implementation begins   |
| September 2023 | Process grantee payments for those who requested a 15% advance  |
| June 30, 2024  | The grant period ends   |



# Website

To access the grant information, please visit

<https://earlychildhood.marylandpublicschools.org/maryland-prek-grant-programs>

## Maryland Pre-K Grant Programs



# Application Submission

Applications should be submitted to the email addresses below:

Prekindergarten Expansion Grant

[Prekexpansiongrant.msde@maryland.gov](mailto:Prekexpansiongrant.msde@maryland.gov)

Maryland State Prekindergarten Grant

[Mdstateprekindergartengrant.msde@maryland.gov](mailto:Mdstateprekindergartengrant.msde@maryland.gov)

# Program Support

| Date/Time                         | Topic  |
|-----------------------------------|--|
| April 18, 2023, from 6:30-8:00 pm | Overview of grant requirements, application, scoring rubric, and review process. |
| April 19, 2023, from 1:00-2:30 pm | Overview of grant requirements, application, scoring rubric, and review process. |
| May 2, 2023, from 6:30-8:00 pm    | Overview of grant requirements, application, scoring rubric, and review process. |
| May 4, 2023, from 1:00-2:30 pm    | Overview of grant requirements, application, scoring rubric, and review process. |
| April 20, 2023, from 1:00-2:00 pm | Open Office Hours: Q&A session (Modified Short Form)                             |
| April 24, 2023, from 1:00-2:00 pm | Open Office Hours: Q&A session (Private Providers)                               |
| April 25, 2023, from 1:00-2:00 pm | Open Office Hours: Q&A session (LEAs)  |
| May 9, 2023, from 1:00-2:00 pm    | Open Office Hours: Q&A session (All Applicants)                                  |

# Contact information

If you have questions about the application or the process, please contact the Prekindergarten Program Manager:

Nykia Washington

[Nykia.Washington@maryland.gov](mailto:Nykia.Washington@maryland.gov)

410-767-0088