Welcome!

- Please mute phone (if dialed in) and computer using the microphone icon.
- Please use the chat box to sign in. Enter your name and school or program name.
- We will start the call at **9:00 am**.
- Questions will be taken at the end of the webinar.
Prekindergarten Expansion Grant Technical Assistance Webinar

March 23, 2021
MSDE Staff

Assistant State Superintendent, Division of Early Childhood: Steven Hicks

Early Learning Branch Chief: Judith Walker

Pre-K Team
PreK Grant Manager: Nykia Washington nykia.washington@maryland.gov

Pre-K Monitors:
Donald Corbin Donald.corbin@Maryland.gov
Roslyn Coleman Roslyn.coleman@Maryland.gov
Susan Harman susan.Harman@Maryland.gov
Vanessa Williams vanessa.williams2@Maryland.gov

Agency Fiscal Specialist: Kim Stewart– kim.stewart@Maryland.gov
Prekindergarten Expansion Grant

Purpose

Expand access to public prekindergarten for three-year-olds and four-year-olds with for (a) students from families with household incomes up to 300 percent of the Federal Poverty Guidelines (b) students with special education needs regardless of income and (c) homeless children
Prekindergarten Expansion Grant

- Age Eligibility

Must be three-years-old by September 1st
Must be four-years-old by September 1st
Prekindergarten Expansion Grant

- Program Eligibility

Applicants eligible to receive grant funds must be a local public school system or qualified vendor as defined in COMAR 13A. 06.02

http://mdrules.elaws.us/comar/13a.06.02
Prekindergarten Expansion Grant

- Maryland EXCELS Requirement

At the time of application, programs must be published at Level 5 or published at Level 4 with a plan in place to publish at Level 5 in one year.

** Preference will be given to programs meeting this requirement
Prekindergarten Expansion Grant

Maryland EXCELS Requirement Cont.

Other applicants may be considered as noted: community-based providers must be published at Maryland EXCELS Level 3 with a written plan approved by MSDE to achieve Level 5 within five years. LSS must be published at Level 4 with a written plan approved by MSDE to achieve Level 5 within five years.
Prekindergarten Expansion Grant

Due to factors related to COVID-19, Maryland EXCELS will:

- Protect the Quality Ratings of all Maryland EXCELS published programs.
- Protect the participant status of Maryland EXCELS programs that are in their first year, and not yet published.
- Ensure that Maryland EXCELS programs may continue to work in their program profiles, upload evidence, and request to publish a draft rating at any time.
- Allow new programs to submit applications and participate in Maryland EXCELS.
Prekindergarten Expansion Grant

Due to factors related to COVID-19, Maryland Accreditation will:

- Protect programs that are currently Maryland Accredited. Extend Maryland Accreditation cycle expirations for participating programs working toward Maryland Accreditation for the first time.
- Ensure that participating programs may continue to upload evidence and work in their accreditation binders.
- Allow new programs to participate in Maryland Accreditation online orientations, and begin the Maryland Accreditation process.

Maryland Accreditation Validator Visits are suspended until further notice.
Prekindergarten Expansion Grant

- Maryland Accreditation Orientation
  - May 6, 2021
  - August 5, 2021

10:00 am – 12:00 noon

If you have not attended an orientation within the past year, please register for one of the above dates by sending an email to accreditation@marylandexcels.org
Prekindergarten Expansion Grant

- Maryland EXCELS & Accreditation Requirement Cont.

For additional information on MD EXCELS and Accreditation go to:

https://earlychildhood.marylandpublicschools.org/maryland-excels-during-covid-19
Grant Requirements

- Full-day: 6.5 hours of instruction at no cost to families
- 180 days of instruction
- Certified Teacher in each classroom, P-3 Certification (commensurate salary and benefits)
- Assistant teachers must hold a CDA, AA in Early Childhood, or equivalent training (i.e. Level 4 in MSDE Credentialing Program), or enrolled in a program to obtain these credentials.
- Ratio 1:10, max class size 20
Prekindergarten Expansion Grant

- **Length of Grant:** July 1, 2021 – June 30, 2022

- **Period of Operation:** August 2021 – June 2022 (School year 2021-2022)
Prekindergarten Expansion Grant

Grant Funding (per student)
See page 5 in the application

$12,000 – full-day, new slot
$6,000 – improved slot

Improve an existing slot to meet the Definition of High Quality Prekindergarten (See Appendix A)

** All Slots must be full day slots
Prekindergarten Expansion Grant

Full-day, New Slot: $12,000

Local School Systems
• Full-day slots for 4-year-old children between 186% and 300% of the Federal Poverty Guidelines (FPG).
• Full-day slots for 3-year-old children up to 300% of the FPG

Community-based programs
• Full-day slots for all children up to 300% of the FPG
Prekindergarten Expansion Grant

**Improved Slot:** $6,000

Slots improved to meet the Definition of High Quality Prekindergarten

**Head Start and LSS’s only**

LSS’s – increase half-day slots to full-day slots for children below 186% of the FPG

**Head Start** – improve slots to meet the Definition of High Quality Prekindergarten
Prekindergarten Expansion Grant

**Head Start programs** - improve Head Start-funded slots to meet the definition of high quality prekindergarten by doing any of the following:

- Extending programs from half-day to full-day.
- Employing and compensating a teacher with a Maryland P-3 teacher certification

Community-based programs funded by Head Start can also add new full-day slots as long as Prekindergarten Expansion Grants funding does not supplant Head Start funding.

**Head Start applicants must submit a letter of support from the principal Head Start-funded grantee.**
Prekindergarten Expansion Grant

☐ MOU Requirement
(See page 3 of the application)

Upon receipt of grant award, all grantees must have a signed Memorandum of Understanding (MOU) between the local school system and community-based Prekindergarten Expansion Grantees in the school catchment area(s) by the identified deadline.

See Appendix G for Sample MOU
Prekindergarten Expansion Grant

The MOU must demonstrate ongoing collaboration. This collaboration may include the following areas:

- Services for children with disabilities
- Services for children with limited English proficiency to align with LSS policies
- Coordination of prekindergarten enrollment
- Professional development opportunities
- Transition planning
Prekindergarten Expansion Grant

LSS Only
Coordination of Supplemental PreK Funds and PreK Expansion Grant

- Local School Systems that receive Supplemental Prekindergarten Grants and Prekindergarten Expansion Grants for FY22 will be expected to increase the number of four-year-old children served in full-day prekindergarten as reported by the official September 30, 2021 enrollment count.
# Prekindergarten Expansion Grant

## Appendix I – FY 21 Publicly-funded Prekindergarten Enrollment

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Pre-K 3</th>
<th>Pre-K 4</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Part time (Half-Day)</td>
<td>Full time (Full-Day)</td>
<td>Part time (Half-Day)</td>
<td>Full time (Full-Day)</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Allegany</td>
<td>47</td>
<td>0</td>
<td>215</td>
<td>70</td>
<td>332</td>
<td></td>
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<tr>
<td>Anne Arundel</td>
<td>178</td>
<td>299</td>
<td>486</td>
<td>1056</td>
<td>1929</td>
<td></td>
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<tr>
<td>Baltimore County</td>
<td>411</td>
<td>0</td>
<td>2368</td>
<td>98</td>
<td>2877</td>
<td></td>
</tr>
<tr>
<td>Calvert</td>
<td>45</td>
<td>0</td>
<td>252</td>
<td>43</td>
<td>340</td>
<td></td>
</tr>
<tr>
<td>Caroline</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>227</td>
<td>245</td>
<td></td>
</tr>
<tr>
<td>Carroll</td>
<td>5</td>
<td>3</td>
<td>173</td>
<td>135</td>
<td>316</td>
<td></td>
</tr>
<tr>
<td>Cecil</td>
<td>74</td>
<td>0</td>
<td>0</td>
<td>422</td>
<td>496</td>
<td></td>
</tr>
<tr>
<td>Charles</td>
<td>0</td>
<td>0</td>
<td>285</td>
<td>444</td>
<td>729</td>
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<tr>
<td>Dorchester</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>170</td>
<td>170</td>
<td></td>
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<tr>
<td>Frederick</td>
<td>182</td>
<td>70</td>
<td>391</td>
<td>415</td>
<td>1058</td>
<td></td>
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<tr>
<td>Garrett</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>157</td>
<td>157</td>
<td></td>
</tr>
<tr>
<td>Harford</td>
<td>104</td>
<td>1</td>
<td>413</td>
<td>268</td>
<td>786</td>
<td></td>
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<tr>
<td>Howard</td>
<td>217</td>
<td>12</td>
<td>637</td>
<td>148</td>
<td>1014</td>
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<tr>
<td>Kent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>79</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>Montgomery</td>
<td>0</td>
<td>0</td>
<td>934</td>
<td>2663</td>
<td>3597</td>
<td></td>
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<tr>
<td>Prince George's</td>
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<td>0</td>
<td>1075</td>
<td>2841</td>
<td>3916</td>
<td></td>
</tr>
<tr>
<td>Queen Anne's</td>
<td>29</td>
<td>5</td>
<td>144</td>
<td>46</td>
<td>224</td>
<td></td>
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<tr>
<td>Saint Mary's</td>
<td>40</td>
<td>15</td>
<td>369</td>
<td>98</td>
<td>522</td>
<td></td>
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<tr>
<td>Somerset</td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>132</td>
<td>156</td>
<td></td>
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<tr>
<td>Talbot</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>216</td>
<td>232</td>
<td></td>
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<tr>
<td>Washington</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>785</td>
<td>797</td>
<td></td>
</tr>
<tr>
<td>Wicomico</td>
<td>0</td>
<td>49</td>
<td>64</td>
<td>357</td>
<td>470</td>
<td></td>
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<tr>
<td>Worcester</td>
<td>68</td>
<td>0</td>
<td>161</td>
<td>122</td>
<td>351</td>
<td></td>
</tr>
<tr>
<td>Baltimore City</td>
<td>93</td>
<td>0</td>
<td>0</td>
<td>2723</td>
<td>2816</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1539</td>
<td>388</td>
<td>7967</td>
<td>13715</td>
<td>23609</td>
<td></td>
</tr>
</tbody>
</table>
Prekindergarten Expansion Grant

ABC School System

<table>
<thead>
<tr>
<th></th>
<th>Enrollment Count Year</th>
<th>School Year Represented</th>
<th>Number of full-day, 4-year-olds enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre COVID</td>
<td>September 30, 2020 Enrollment</td>
<td>School Year 2019-2020</td>
<td>230</td>
</tr>
<tr>
<td>COVID</td>
<td>September 30, 2021 Enrollment</td>
<td>School Year 2020-2021</td>
<td>170</td>
</tr>
<tr>
<td>Post COVID *We hope</td>
<td>September 30, 2022 Enrollment</td>
<td>School Year 2021-2022</td>
<td>The minimum number of 4-year-olds reported on the September 30th enrollment should be the baseline number + the number of 4-year-old slots requested in the PreK Expansion Grant application</td>
</tr>
</tbody>
</table>

- Decrease of 60 slots due to low enrollment during COVID year
- **The new baseline for the FY 22 PreK Expansion Grant is 170**
- PreK Expansion Grant funds can be used for recovery. The funds can be used to rebuild full-day, 4-year-old slots.
- Using FY 22 PreK Expansion Grant Funds, you can recover those 60 slots and beyond
## Prekindergarten Expansion Grant

### Coordination of Supplemental PreK Funds and PreK Expansion Grant (See page 12 of the application)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of four-year-olds served in full-day prekindergarten on the September 30, 2021 Enrollment Count (See Appendix I)</td>
<td>Number of four-year-olds requested for funding in the FY22 Prekindergarten Expansion Grant Program</td>
<td>A plus B = the minimum number of four-year-olds to be served in FY22 (as will be reported in the next September 30th Enrollment Count).</td>
</tr>
<tr>
<td>EXAMPLE</td>
<td>170</td>
<td>60</td>
<td>230</td>
</tr>
</tbody>
</table>

LSS Applicant (total for all programs)
Prekindergarten Expansion Grant

Classroom Staffing Pattern
(See page 13-14 in the application)

- The classroom staffing charts must be completed for both the Lead Teacher and the Assistant Teacher

- This document can be updated upon final awarding of the grant.
## Prekindergarten Expansion Grant

### Classroom Staffing Pattern (See page 13 of the application)

<table>
<thead>
<tr>
<th>School/Program/Classroom</th>
<th>Age of children: 3, 4, or mixed-age</th>
<th>Teacher</th>
<th>MD State Teacher Certification Y or N</th>
<th>Expiration Date</th>
<th>Annual Salary Community-based programs only</th>
<th>Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom 1</td>
<td>4 year old</td>
<td>Carla Johnson</td>
<td>Y</td>
<td>6/30/2022</td>
<td>$49,500</td>
<td>7:30-4:30</td>
</tr>
</tbody>
</table>
Prekindergarten Expansion Grant

Classroom Staffing Pattern Cont.  
(See page 13-14 in the application)

- If a lead teacher has not yet been hired, please indicate TBD. **Note:** A copy of the teacher certification for all teachers in TDB category will be required **prior to the first day of school** to avoid a disruption in grant funds. Invoices will not be processed if this requirement is not met.
Prekindergarten Expansion Grant

- For lead teachers pursuing state certification
  (See Appendix C - Teachers Pursuing State Certification)

1. Proof of Portal Set up with MSDE certification office and submission of required documentation (send update/screenshot that documents have been added to the portal)

2. Proof of Enrollment in Alternative Certification Program

3. Proof of course enrollment (if coursework is missing)
Prekindergarten Expansion Grant

- For lead teachers pursuing state certification Cont.

4. Proof of PRAXIS registration and/or scores

5. Evaluation for Certification Report (also the "Request for Information on an Applicant's Certification Status Form must be submitted to the MSDE Division of Certification)

These documents should be submitted with your application, if available. If not available, they should definitely be submitted before you plan to submit your first invoice
Prekindergarten Expansion Grant

- For lead teachers pursuing state certification Cont.

**Insufficient Credential:** Pre-K classrooms without a sufficiently credentialed lead teacher (MSDE State Teacher Certification) will be paid at the insufficient credential rate, which means programs will only be allowed to bill MSDE 80% of the minimum salary of local PreK-12 instructional staff in your jurisdiction. Once the Lead Teacher becomes certified, grantees can bill for 100% of the salary.
Prekindergarten Expansion Grant

For all questions, regarding teacher certification, please see the link below:

http://marylandpublicschools.org/about/Pages/DEE/Certification/index.aspx

Send certification questions to the email below:

certinfo.msde@maryland.gov
Budget

Budget Narrative and C-125 Form

Budget Categories must be aligned with categories on C-125 Form (i.e. category 3 “supplies and materials”)

See Attachment 2 – FY 22 Budget Forms
Budget

Enter budget Totals for each object code in the appropriate line and column on the form:

- Enter Indirect costs in the “transfer” column
- Enter fringe benefits in “other charges” column
- Community programs use Line 214 ONLY
- Local Education Agencies (LEAs) must follow the directions provided in the Financial Reporting Manual
Budget

Indirect Costs
All items incurred for a common or joint activity benefiting more than one cost objective and not readily assignable to the cost objective.

Including, but not limited to, administrative overhead services not directly related to the cost objective (i.e. auditing, accounting, disbursement services, legal services, and personnel)

LEAs must use the approved rates received from our Financial Reporting Office.
## Important Dates

### Grant Process Timeline

*(see page 5 of the application)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15, 2021</td>
<td>Application disseminated</td>
</tr>
<tr>
<td>March 23, 2021</td>
<td>Technical Assistance Webinar</td>
</tr>
<tr>
<td>April 30, 2021</td>
<td>Application due to MSDE</td>
</tr>
<tr>
<td>April-May, 2021</td>
<td>Applications reviewed</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Notification of grant approval/Notice to proceed</td>
</tr>
<tr>
<td>June 5, 2021</td>
<td>Last day to submit revised budget narrative and C-125 or the State may rescind the grant</td>
</tr>
<tr>
<td>July 1, 2021</td>
<td>Notice of Grant Award (NOGA) system opens. *NOGAs will begin being processed. Please allow 6-8 weeks for processing.</td>
</tr>
<tr>
<td>August 31, 2021</td>
<td>NOGA issued and Advance Request submitted for processing (please allow up to two weeks to receive payment)</td>
</tr>
<tr>
<td>September 15, 2021</td>
<td>Anticipated date for grantee to receive advance</td>
</tr>
</tbody>
</table>
Grant Review Process

The review of proposals may be a four-part process.

1. Written applications will be prescreened for submission requirements and inclusion of all required sections. Applicants not meeting all prescreen requirements will not be read.

2. A review committee established by MSDE will evaluate written applications. The committee will be composed of MSDE personnel. Reviewers will comment upon the proposals and assign numerical scores.

3. Applicants may be scheduled for an oral program presentation as determined by the review committee.

4. Final approval for awards will be determined by the review committee.
Application Submission

Due to factors related to COVID-19, all applications must be submitted via email. MSDE staff may not be in the building and therefore not able to retrieve the mail. Please submit applications to the following email prekexpansion.msde@maryland.gov
Prekindergarten Expansion Grant

QUESTIONS?

If you have questions after the webinar please send them to

prekexpansion.msde@maryland.gov