

# 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

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## Pre-K Team

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# 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 1<sup>st</sup>

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](mailto: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

Jurisdiction	Pre-K 3		Pre-K 4		Total
	Part time (Half-Day)	Full time (Full-Day)	Part time (Half-Day)	Full time (Full-Day)	
Allegany	47	0	215	70	332
Anne Arundel	178	209	486	1056	1929
Baltimore County	411	0	2368	98	2877
Calvert	45	0	252	43	340
Caroline	18	0	0	227	245
Carroll	5	3	173	135	316
Cecil	74	0	0	422	496
Charles	0	0	285	444	729
Dorchester	0	0	0	170	170
Frederick	182	70	391	415	1058
Garrett	0	0	0	157	157
Harford	104	1	413	268	786
Howard	217	12	637	148	1014
Kent	0	0	0	79	79
Montgomery	0	0	934	2663	3597
Prince George's	0	0	1075	2841	3916
Queen Anne's	29	5	144	46	224
Saint Mary's	40	15	369	98	522
Somerset	0	24	0	132	156
Talbot	16	0	0	216	232
Washington	12	0	0	785	797
Wicomico	0	49	64	357	470
Worcester	68	0	161	122	351
Baltimore City	93	0	0	2723	2816
<b>Total</b>	1539	388	7967	13715	23609

# Prekindergarten Expansion Grant

## ABC School System

	Enrollment Count Year	School Year Represented	Number of full-day, 4-year-olds enrolled
Pre COVID	September 30, 2020 Enrollment	School Year 2019-2020	230
COVID	September 30, 2021 Enrollment <b>(Appendix I in the application)</b>	School Year 2020-2021	<b>170</b>
Post COVID *We hope	September 30, 2022 Enrollment	School Year 2021-2022 (You will report these numbers in Fall 2021)	The minimum number of 4-year-olds reported on the September 30 <sup>th</sup> enrollment should be <b>the baseline number + the number of 4-year-old slots requested in the PreK Expansion Grant application</b>

- 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)

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

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



# 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](mailto: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)

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

# 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](mailto:prekexpansion.msde@maryland.gov)

# Prekindergarten Expansion Grant

## QUESTIONS?

If you have questions after the webinar please  
send them to

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

