



Request for Grant Applications
Utah School Readiness Initiative
High-Quality School Readiness-Expansion
Grant Application

53A-1b-105

Applications Due: February 16, 2018

Application Issue Date: December 1, 2017

Preliminary Award Notification: April 2018

Official Award Notification: April 2018

Proposal Contacts: Tammy Goodwater, 801.538.7765, tammy.goodwater@schools.utah.gov

Letters of Intent & Applications should be submitted to: HQSR-E@schools.utah.gov

Applications must be received via email to the Utah State Board of Education on or before
February 16, 2018 at 5:00 p.m.

Grant Information

1.0 Background

The Utah State Legislature provided seven million dollars (\$7,000,000) of TANF (Temporary Assistance for Needy Families) funds through the High-Quality School Readiness Program Expansion bill, [53A-1b-105](#), to expand access to high-quality school readiness programs for economically disadvantaged students, specifically students whose families qualify for free or reduced lunch.

1.1 Purpose

The High-Quality School Readiness Program Expansion Grant (HQSR-E) is intended to expand access to high-quality school readiness programs for eligible students to increase school readiness, improve academic performance, and reduce remediation costs associated with poor academic outcomes. The HQSR-E Grant program provides grant funds to LEAs with existing early education programs deemed high-quality, as determined by the Early Childhood Environment Rating Scale ECERS-3, ECERS-E, and some additional rubric criteria (evaluation of quality will occur following grant submission).

1.2 Definitions

1.3 Who May Apply

Programs must meet all of the criteria listed below:

- Programs providing services to economically disadvantaged, four-year-old children
- Programs that can illustrate how the funds will be used to expand their current preschool program

- Programs that are deemed as high-quality school readiness program as determined by the ECERS-3, ECERS-R, and some additional rubric criteria (evaluation of quality will occur following grant submission)
- Programs meet the quality criteria of the grant application.

1.4 Performance-Based Contract

The contract will be based on a fixed price for the provision of “high-quality preschool’ services as defined by 53A-1b-105. All payments to the programs will be paid reimbursements, no more frequently than quarterly, based on actual TANF related expenditures paid by the preschool. The contract is also performance-based in that penalties will be assessed for failure to meet specific performance standards as outline in 2.0.

1.5 Contract Effective Date

The contract shall commence upon the date the contract is fully executed, but not before July 1, 2018, and will continue through June 30, 2019, contingent upon funding and performance.

2.0 TANF Preschool Responsibilities

2.1 Preschool Responsibilities

- Provide "high-quality preschool" services to eligible children and their families in a manner consistent with the needs of the local community, including partnerships with other early childhood providers, to enhance program services and avoid duplication.
- Programs are required to demonstrate how services provided by the preschool are based on the needs of qualifying children (economically disadvantaged four-year-olds).
- Utilizes an evidence-based curriculum that includes all of the developmental domains and academic content areas as defined in the Utah Early Childhood Standards adopted by the State Board of Education.
- Incorporates intentional and differentiated instruction in whole group, small group, and child-directed learning, including the following academic content areas:
 - oral language and listening comprehension;
 - phonological awareness and pre-reading;
 - alphabet and word knowledge;
 - prewriting;
 - book knowledge and print awareness;
 - numeracy;
 - creative arts;
 - science and technology; and
 - social studies, health, P.E., and safety
- Provide ongoing, focused, and intensive professional development for staff of the school readiness program
- Provide ongoing assessment of a student’s educational growth and development progress to inform instruction
- Provide a pre- and post-assessment of each student whose parent or legal guardian consents to the assessment that receives funding under this part

- Provides a class size that does not exceed 20 students, with one adult for every 10 students in the class
- Provides ongoing program evaluation and data collecting to monitor program goal achievement and implementation of required program components
- Encourages family engagement, including ongoing communication between home and school, and parent education opportunities based on each family’s circumstances
- Each teacher must have at least obtained:
 - the minimum standards of a child development associate certification; or
 - an associate or bachelor’s degree in an early childhood education related field
- Preschool programs may use funds for allowable activities (See Appendix A: Appropriate Uses of TANF)
- Eligibility Criteria for children attending TANF preschool programs:
 - Age of preschool pupils: “...a pupil must have attained at least his/her fourth birthday on or before September 2nd of the year in which that pupil enrolls.”
 - Children must also meet the following criteria for TANF eligibility:
 - “Economically disadvantaged student” means a student who has qualified or will qualify for free or reduced priced lunches under the National School Lunch Program established by 43 U.S.C. 1751. Validation of eligibility will be required.

2.2 Monitoring of Program Requirements

The program shall maintain a close liaison with the TANF Preschool Administrators for the purpose of monitoring the contract. Changes to the grant and budget, after they are approved in writing, must be reported to the TANF Preschool Administrator within 10 days including budget, enrollment, and staffing.

2.3 Confidentiality

The LEA shall maintain the confidentiality of all of its records, including but not limited to, billings, the USOE’s records and participant records, in accordance with applicable federal and state laws, regulations, and directives relating to confidentiality.

The LEA shall inform all of its officers, employees and agents providing services hereunder of the confidentiality provisions. The LEA shall be responsible for the consequences of any breach of confidentiality by any of its officers, employees, or agents.

3.0 Penalties for Failure to Perform

Penalties for failure to meet the performance standards shall be applied as follows:

- The preschool’s performance shall be reviewed against the performance standards in Section 4.0 (Performance Standards) on a timeframe outlined by the TANF Preschool Administrator and the State Board of Education
- Failure to meet a standard may require the preschool to develop a corrective action plan; and

- Successfully implement the corrective action plan or face termination of the grant.

4.0 Performance Standards

Grant performance shall be measured by the following performance standards.

4.1 Verification

The preschool shall have the ability to immediately produce documentation which verifies eligibility of enrolled children and the number of children served, and all of the performance information reported to the Utah State Board of Education and the TANF Preschool Administrator.

4.2 Deadlines

The preschool shall accomplish all of the reporting and documentation deadlines and requirements as provided for in the grant.

4.3 Adherence to Schedules

The preschool shall adhere to established schedule for the delivery of designated services as approved by the Utah State Board of Education.

5.0 Application Specifications

In submitting an application, programs agree to the stipulations below:

- The Utah State Board of Education reserves the right to reject any application received if it is determined the proposal does not meet the specifications outlined in the application;
- The Utah State Board of Education reserves the right to reject any application received if funds should be limited for any reason;
- The Utah State Board of Education is the final approving authority for all reports and products occurring as integral parts of any funding agreement resulting from the application;
- Funding for purchase, construction or permanent improvement of any building or facility will not be authorized;
- All documents, reports, records, field notes, data, and materials of any kind resulting from this application become the property of the Utah State Board of Education; and
- The application must include a signed cover page with original application.

6.0 Application Review and Selection Process

The Utah State Board of Education will evaluate each proposal received.

Selection of the awards will be made by the Utah State Board of Education based on high-quality status and performance on the grant application rubric. An award is not final unless approvals are given at each level and no funds may be expended prior to final approval.

If a conditional approval is recommended, a letter will be sent to the applicant, setting forth a list of conditions that must be met for the application approval. Application amendments must

be submitted and contain the recommended changes or explanations of how the applicant will meet these conditions. Upon review and approval of the applications and amendments, and if monies are available, the applicant may be approved for funding. Selection will be made on or prior to April 2018.

7.0 Right to Award, Reject, or Negotiate

The Utah State Board of Education retains the right to negotiate reasonable adjustments with programs or reject any and all applications. The successful award will meet the intent of the funding and be the most advantageous to the goals of the legislation. The Utah State Board of Education may consider suggested modifications to the application received at any time before the award is made, if such modifications meet the intent of the funding and are in the best interests of the State of Utah.

The successful applicant will demonstrate the ability to document, coordinate and integrate project activities with direct project costs and expected outcomes that best meet the intent of the funding.

8.0 Cancellation of Grants

The Department of Education reserves the right to terminate any contract if:

- The recipient demonstrates fiscal irresponsibility as defined by the Utah State Board of Education;
- The recipient fails to perform in accordance with the conditions of the application and/or grant;
- The recipient fails to perform in accordance with the application and any negotiated modifications; or
- The terms and conditions under which the application was approved change and the applicant cannot fulfill the need, goals, objectives and/or population to be served.

9.0 Nondiscrimination

Equal and fair consideration of all populations, regardless of race, gender, color, national origin, religion, age or those with disabilities, shall be given in the selection of personnel, advisory or steering committee members and in other activities operated as part of the project.

Instructions

Complete all forms accurately. This document will be used to evaluate compliance with legislation and TANF Preschool Requirements if funds are granted.

Please use the following grant application format and use only the space provided for responses.

Grant responses should be single spaced and use Calibri 11 point font.

Any changes in grant format will result in elimination of grant from consideration.

All data should be based on the local need and not based on national statistics or studies. Data generated internally must meet the requirements for compliance with research-based, data-driven design. Reports may be attached or grant readers may request additional data or reports to verify information.

Part 2. APPLICATION
High-Quality School Readiness Program Expansion
COVER PAGE

Grant Period: July 1, 2018 – June 30, 2019

Program Title:

Total number of preschool students currently served by the LEA:
Total number of additional TANF eligible children to be served by the grant:

Requested Amount: TANF Per Child Amount

Fiscal Agent:
Address:
Phone:

Applicant Organization:
Applicant Mailing Address:
Federal I.D. Number:

Project Administrator: Implements program, communicates grant changes and provides requested paperwork and data to TANF Preschool Administrator

Name:
Phone:
E-Mail:

Geographic Coverage (Population to be served):

County(ies)
School District(s)
Local Community(ies)

ASSURANCE

In compliance with this grant proposal, as published by the Utah State Board of Education, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for a High-Quality School Readiness Program Expansion Grant, applicant agrees to the following:

1. Must abide by all district rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.
3. Provide all students with a unique state student identifier, to enable longitudinal data collection.
4. Provide information for reports to the Utah State Board of Education, including, but not limited to (1) the number of students served by the early childhood program, reported by economically disadvantaged status; (2) average daily attendance over the grant period; (3) the cost of the program per student; and (4) the pre-, mid-, and post-assessment results, meeting all required timelines.
5. Provide the independent evaluator access to students, with parent permission, classroom, and other data as requested to determine the growth of the program.

Authorized Representative (Board Chair, Superintendent)

Name:	
Title:	
Phone:	
Fax:	
E-Mail:	

Signature: _____ **Date:** _____

Note: An authorized representative must be a person who has the authority to enter into contracts with the state and commit the organization's resources to the project.

A. Statement of Need

The intent of the TANF preschool grant is to provide local communities with high-quality preschool programs for underserved children who are at high risk for school failure due to poverty. Applicants must demonstrate how they will serve additional new children who are TANF eligible and not children already attending the program.

A1. How have you determined there is a need for the services you propose? Describe local data that were used to determine the population you will serve and the needs of families. (Grant readers may contact programs for additional information to verify data.)

A2. How will you recruit eligible children who are not currently receiving preschool services?

A3. What policies and procedures will be used to admit *eligible* students to the preschool program?



B. High-Quality School Readiness Criteria

Describe how the preschool program demonstrates the following elements of a high-quality school readiness program (as defined by 53A-1b-105; Lines 106-138).

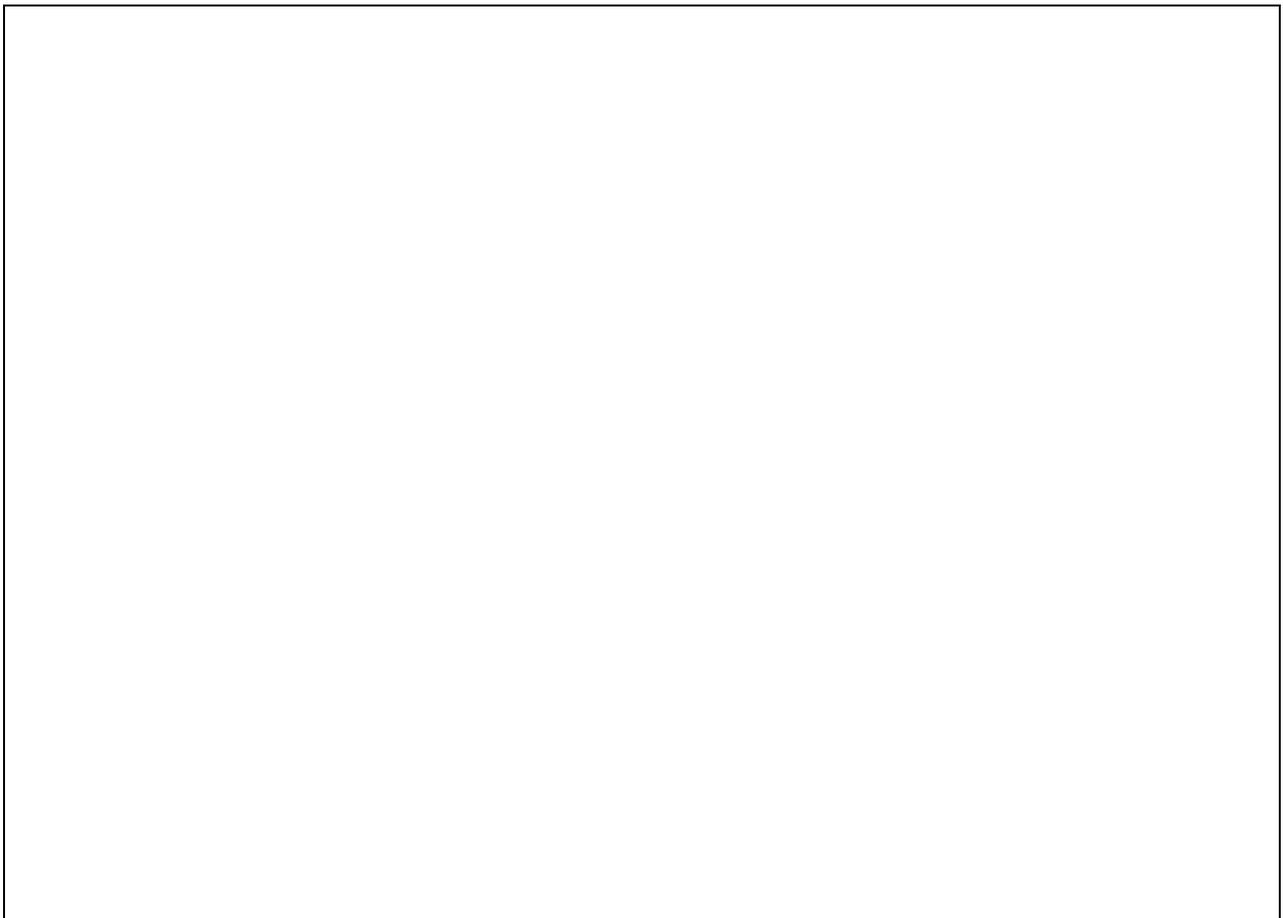
B1. Actively implements an evidence-based curriculum that is aligned with all the developmental domains and academic content areas as defined in the Utah Early Childhood Standards, including the following academic content areas: oral language and listening comprehension, phonological awareness and prereading, alphabet and word knowledge, prewriting, book knowledge and print awareness, numeracy, creative arts, science and technology, social studies, health, physical education, and safety.

B2. Incorporates intentional and differentiated instruction in whole group, small group, and child-directed learning,

B3. Provides ongoing, focused, and intensive professional development for staff.

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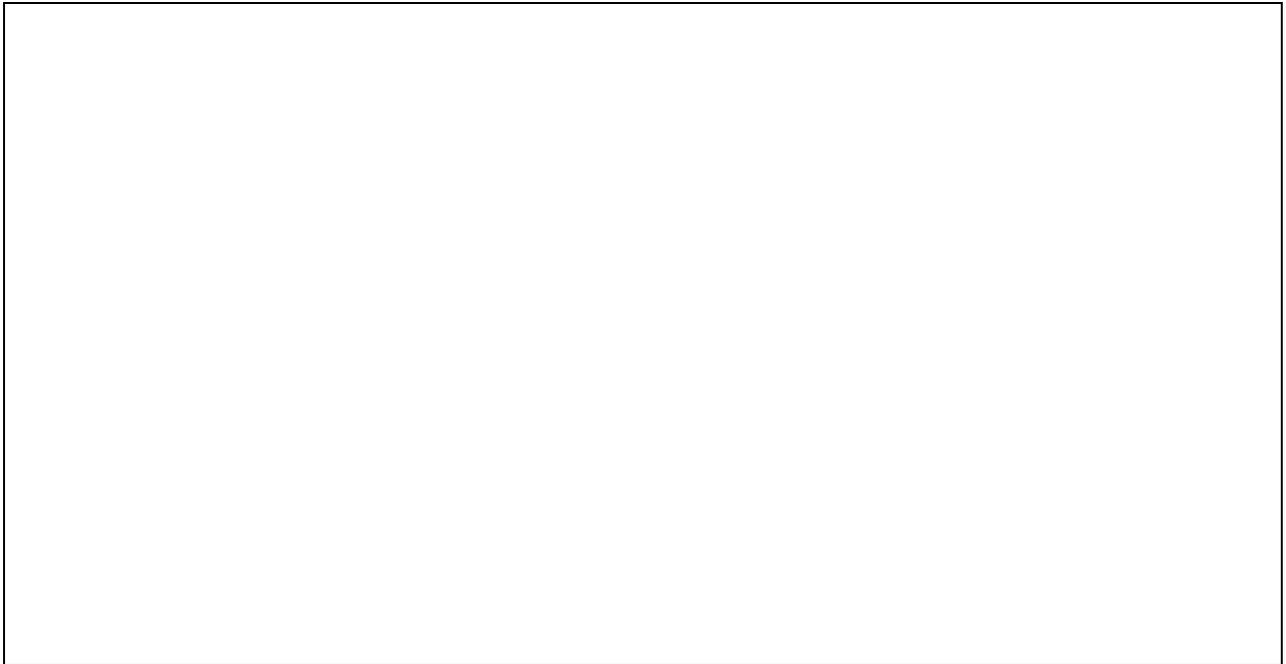
B4. Provides ongoing assessment of a student's educational growth and developmental progress to inform instruction.

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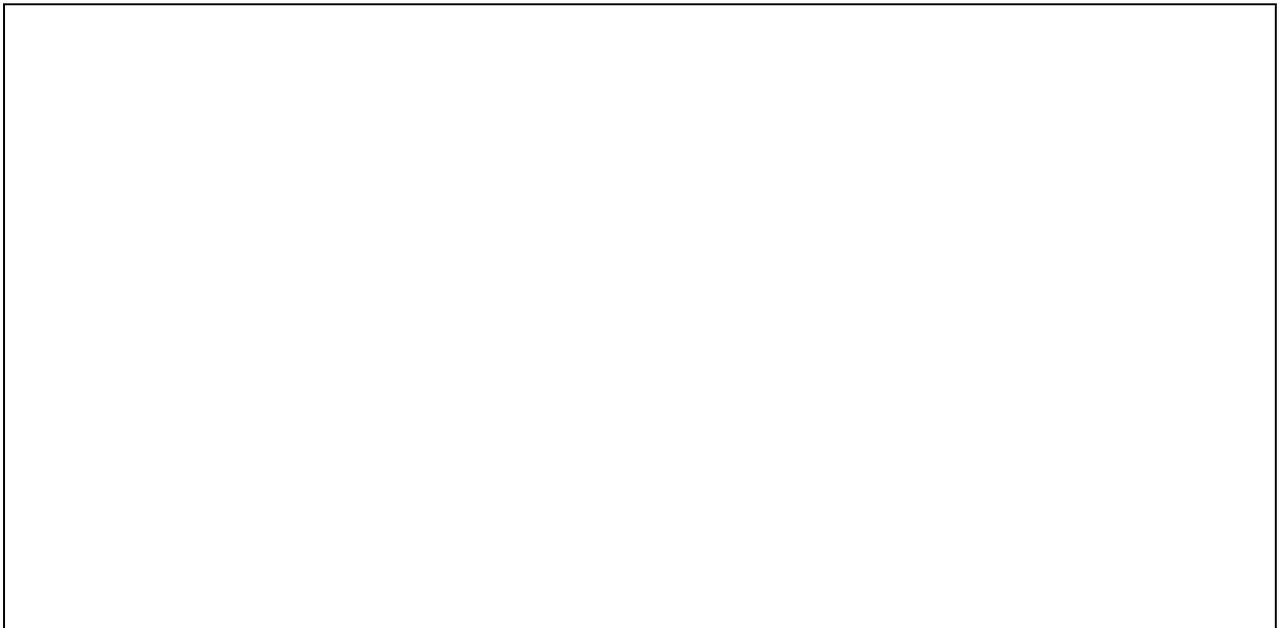
B5. Plans for how the program will incorporate the Board selected pre- and post-assessment of each student and gather parent consent for such an assessment.

B6. Ensures class size does not exceed 20 students, with at least one adult for every 10 students in the class—consider lower ratios for preschool classrooms with students with disabilities.

B7. Engages families, including ongoing communication between home and school, and parent education opportunities based on each family's circumstances.



B8. Staffs the program with a teacher who has at least obtained an associate's or a bachelor's degree in an early childhood education related field or a child development associate certification.



B9. Conducts ongoing program evaluation and data collection to monitor program goal achievement and implementation of required program components.

Sample

Outcome	Measurement	Activities/Collaborations	Timeline
<i>25 eligible children will improve vocabulary and language readiness by 50%.</i>	<i>Creative Curriculum Progress reports ELSA PPVT-3</i>	<i>Writing center Big Books/Story acting Monthly Field Trips/Projects Family Library Program Raising Readers Teacher Training on Language Development- CDC CDC Speech/Language</i>	<i>October baseline established in CC and ELSA-June end of year assessment. October Parent Program on language Ongoing Sp/L Visits</i>
<i>6 native Spanish-speaking parents will increase in knowledge of conversational English by 30%</i>	<i>Tutor logs ELP</i>	<i>Even Start County Library Literacy Program School District GED</i>	<i>Parents will choose appropriate programs and be assessed at entry. Post-test at completion.</i>

Complete your outcomes for the High-Quality School Readiness Program Expansion

Outcome	Measurement	Activities/Collaborations	Timeline

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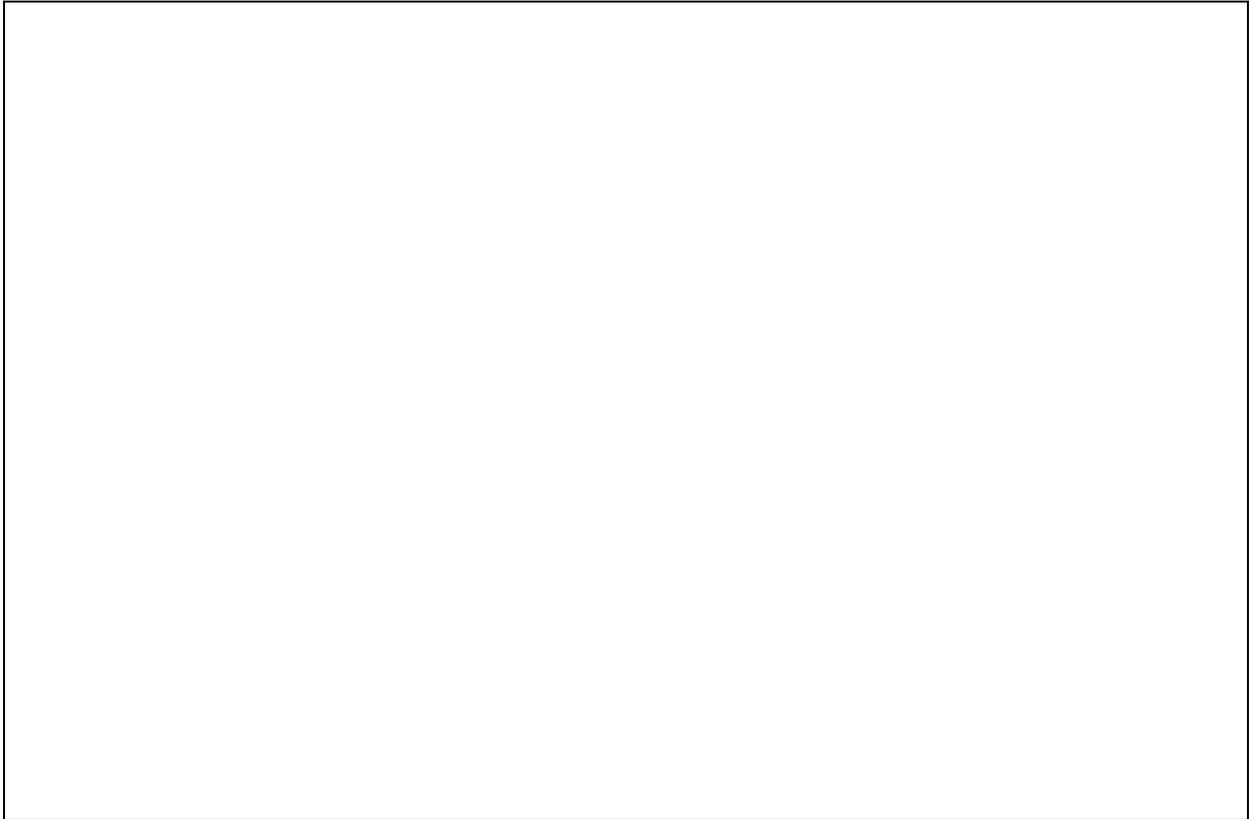
(This table may be extended as needed)

C. Funding

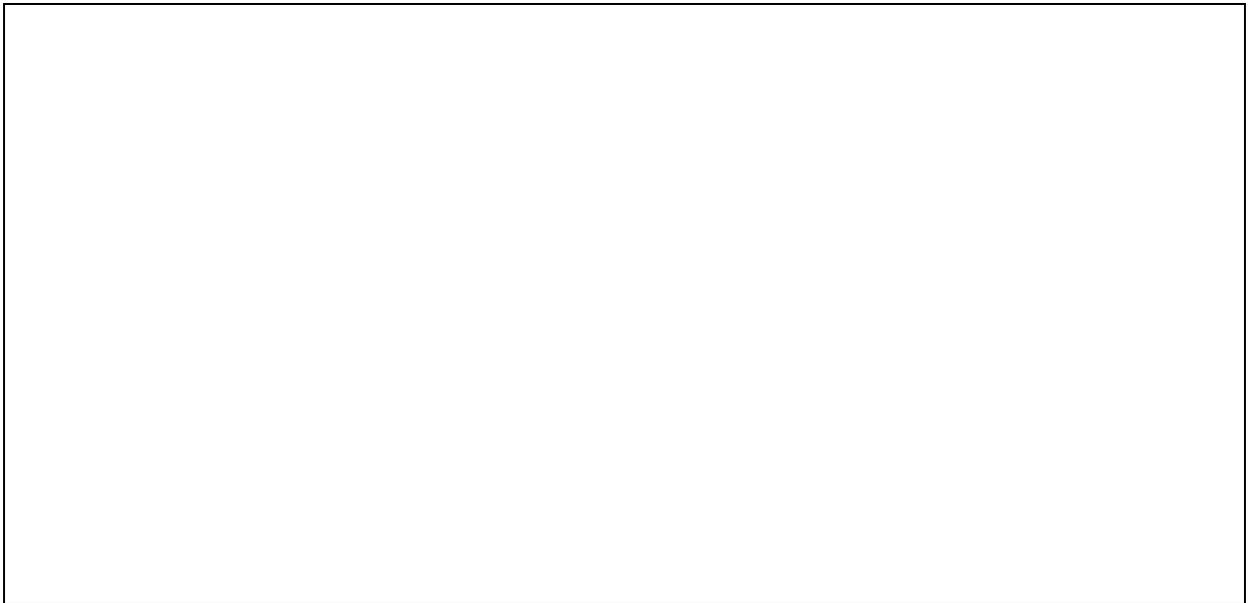
C1. What, if any, fees will the student's parent or legal guardian pay?

C2. How will other funding sources (i.e., federal, private grants or donations, or existing or planned partnerships between the LEA and eligible private provider or home-based technology provider) be used to increase access to the LEA's preschool program?

C3. How will the grant funds be used to expand the number of eligible students served?



C4. How will the funding be targeted towards the highest risk students, including children at risk of experiencing intergenerational poverty?



C5. How will funding be used to support an inclusive program?

D. Budget Detail and Narrative

On the Budget Form, please itemize, detail, and describe each line item for each year of grant funding requested in the Budget Detail Form (Tab 1) and Narrative (Tab 2). For details on allowable uses of TANF funds, visit <https://jobs.utah.gov/services/tevs/appropriateusestanffunds.pdf>