

## Question and Answers for Statewide Universal Full-Day Prekindergarten Program

Please note that the Selected Aid Per Pre-Kindergarten Pupil amounts have been updated to reflect the most recent available data as of May 2014. (see Appendix C-2: Grant Calculator)

Please also note Appendix E has been added, which provides a calculation of need points pursuant to the Need Narrative portion of the RFP.

### Application Process/Eligibility to Apply

- 1. What is the correct mailbox to use for questions and to send the Notice of Intent?**  
*Bidders need to send all of their correspondence, including their Notice of Intent, to [nysufdpk@mail.nysed.gov](mailto:nysufdpk@mail.nysed.gov)*
- 2. Is there a standard form for the "Notice of Intent" to apply or will a note from the Superintendent do?**  
*There is no standard form. A letter from the Superintendent expressing the District's intent to apply is sufficient.*
- 3. Can a CBO apply alone?**  
*A CBO may apply directly to the NYS Education Department if it was "denied" to be part of the consolidated application submitted by the District. If a school district does not apply for the grant, eligible entities can still apply individually.*
- 4. Can a CBO that is not located within the district be part of the consolidated application?**  
*The CBO does not need to be located in the school district, but the students served do need to be located within the district.*
- 5. Can districts submit a "joint" application? Can more than one district be part of a consolidated application?**  
*Yes. The law refers to a "consolidated" application process. Should more than one district wish to be part of the consolidated application one of those districts must act as the fiscal agent for the grant funding, and the other district's responsibilities must be clearly described in the narrative. Each component district within a consolidated application would need to complete its own grant calculator (see Revised Appendix C2.)*

- 6. Can districts that were awarded Priority Pre-K seats apply to add new seats with the new funding?**

*A district that received a Priority Pre-K grant can apply for this grant to add new full-day seats or to convert existing half-day placements to full-day.*

- 7. Please clarify the due date of the application. A paper copy has to be received by NYSED by 3:00 pm on July 7, 2014. Due to the July 4<sup>th</sup> holiday, this means the application would need to go in the mail (FedEx, UPS, etc) on July 3. IN ADDITION to the paper copy, an electronic copy must be submitted via e-mail, also by 3:00 pm on July 7?**

*One original and three paper copies of the application must be received by the Department by 3:00 PM on July 7, 2014. In addition, applications must be submitted electronically to the Department, in PDF or Word/Excel format, to by 3:00 PM on July 7, 2014.*

- 8. Our school district has an existing agreement with a community-based organization that is located outside the district attendance area to provide Universal Prekindergarten (UPK) services. Is it allowable to include this current collaborative partner into the school district's consolidated application for the Statewide Universal Full-Day Pre-k Program?**

*The CBO does not need to be located in the school district, but the students served do need to be located within the district.*

- 9. How does a district get to see a sample denial letter? I did not see one in the application.**

*There is no sample denial letter. Each district will need to develop a denial letter that provides an agency with the reason it is being denied inclusion in the consolidated application.*

- 10. Will districts that applied to the Priority Pre-K program and met the application requirements but were not funded be given any special consideration in applying for the new program?**

*No. The requirements for this grant, while similar, are different from those of the Priority Pre-K program.*

- 11. If a district decides not to apply, but that district has an existing UPK or Priority Pre-K program, can a community-based organization apply for this new full-day Pre-K program?**

*If a school district does not apply for the grant, eligible entities can still apply individually.*

**12. If the district does not apply, can more than one CBO (or charter school, museum, library, etc) apply? If so, do they apply individually or as a consolidated application?**

*If a school district does not apply for the grant, more than one eligible entity can still apply individually.*

**13. Are Head Start programs that offer 3.5 hours a day currently (the standard Head Start half-day program) for four or five days a week eligible to apply to serve these children full time as a conversion slot? Or only to create new slots?**

*Head Start programs can be part of a school district's consolidated application, or if denied inclusion, may apply individually to convert a part-day program to full-day. In doing so, the Head Start program must ensure that a minimum of five hours of instruction, not including meals and rest, are provided and that the program operates five days per week for a minimum of 180 days per year.*

**14. If a district chooses not to apply, does the district need to notify the public of their decision?**

*The grant does not include a public notification for school districts. The Department will post on its website by June 17, 2014, the list of districts that have submitted letters of intent.*

**15. Does the verified vendor prequalification apply only to nonprofit organizations applying independently or does it also include nonprofit organizations that are part of a consolidated application from a school district?**

*The vendor prequalification process applies only to not-for-profit organizations that apply as individual applicants.*

**16. When will the second application period for the new full-day Pre-K program be announced?**

*The Department will establish a second application period prior to the 2014-15 school year for school districts and eligible entities, but there is no guarantee that there will be available funding.*

**17. If our district applies for the grant, is it a requirement that we include all students of pre-kindergarten age in the grant?**

*All children who are residents of the district and are four years old on or before December 1<sup>st</sup> or otherwise first eligible to attend kindergarten the following school year are eligible to attend the Statewide Universal Full-day Prekindergarten program. If the district has more applicants for the prekindergarten program than available placements, it must have a random method of selection to determine which children are enrolled in the program. However, applicants may prioritize placement for students who are age eligible and who otherwise would not have access to high-*

*quality full-day prekindergarten due to financial constraints and/or who require additional supports. Applicants choosing to prioritize such children for placement must describe their prioritization strategy, including how it will achieve broad representation of the student populations that are unserved or underserved.*

- 18. Can my school district apply for aid for the Pre-K program we plan to start in September even though we currently do not have a NYS UPK program and do not receive UPK aid for 2013-14? If yes, as a single school district would we file a consolidated application?**

*Districts that do not currently receive Universal Prekindergarten grants are eligible to apply for a Statewide Universal Full-day Prekindergarten grant. Such districts need to widely solicit the community to determine the interest of eligible agencies in being part of a consolidated application.*

- 19. If a NYC non-profit organization does not receive funding through the NYC DOE, can they submit a non-consolidated application for one or more NYC sites?**

*Any eligible agency that is denied inclusion in a district's consolidated application may apply individually.*

- 20. In a consolidated application, must the district canvas only CBO's with sites physically located within the district –or may the district canvas CBO's that serve district students but are not physically located within the district.**

*The CBO does not need to be located in the school district, but the students served do need to be located within the district.*

- 21. We have completed our internal RFP for CBO's to become providers for 2014-15. We have chosen providers and have awarded 10% of our grant enrollment to three different providers (A head start, a 4410, and a private for profit day care). If we want to convert 36 slots to full day in district, can we keep the slots in our schools and keep the half-day programs in the CBO's? Do we need to offer 10% of the full time slots to our CBO's? If so, can we continue to partner with the current CBO's or do we need to re-advertise to the community that we are planning to convert slots and give other CBO's an option to partner with us?**

*A school district may include entities with which they have existing UPK collaborations in their consolidated application. This does not, however, absolve them from responsibility for widely soliciting non-profit organizations, community-based organizations, charter schools, libraries, and museums within the school district to determine their interest in being part of the district's consolidated application. Both universal prekindergarten programs and this grant program have*

*a minimum requirement of 10% collaboration with CBOs, and both requirements must be met.*

**22. Where in the application is the record of violations submitted?**

*The record of violations is not submitted with the application. A school district is responsible for taking into account any record of violations of health and safety codes and/or licensure or registration requirements when determining which agencies will be part of its consolidated application. The Department will be responsible for taking into account any record of violations of health and safety codes and/or licensure or registrations requirements for agencies that apply individually.*

**23. If a district already receives UPK funds are we eligible to apply for this grant?**

*Yes, the district may apply for this grant to create new full-day placements or to convert existing half-day slots to full-day.*

**24. If a district already has children in Targeted Prekindergarten, may they apply for this grant?**

*The district may submit, but is not required, a consolidated application that includes the BOCES that receives the Targeted Prekindergarten grant to create new full-day placements or to convert existing half-day slots to full-day. The district may also submit a consolidated application that does not include the targeted prekindergarten program.*

**25. We do not have an existing half-day UPK program. Can grant funds be used to establish a new half-day UPK program (thereby reaching more children), rather than a new full-day UPK program?**

*No. This grant may be used only to create full-day placements.*

**26. Will a district with demographics such as mine (free and reduced lunch at 10% and 1.2 CWR) be considered for this grant? Should we bother to apply?**

*All applications will be reviewed and considered for funding.*

**27. The proposal we have in mind for UPK includes partnering with an already established Head Start that currently provides half day programming. We would like to utilize UPK grant funding to create a full day model consisting of half day UPK and half day Head Start. Would this model satisfy the "full day" pre-k requirements of the grant as specified by the RFP?**

*Yes, provided that the full-day program is a universal full-day prekindergarten program and to be eligible for funding, programs meet all of the requirements in the RFP, which include but are not limited to providing, at a minimum, five hours of prekindergarten instructional time for five days each week for the full school year. Prekindergarten instruction must be compliant with Education Law Sections 3602-e, 3602-ee, and Commissioner's Regulations Subpart 151-1.*

**28. May we still subcontract with a university for licensed teachers and curriculum coordination?**

*Yes, the RFP places no restrictions on subcontracting, so long as any subcontracting is an allowable expense.*

**29. We have our State Funded - Half day allotted UPK slots filled and assigned, does this mean: A) that the only money we would get would be to change these 1/2 day slots to full day; or B) Would we now have to re-advertise to the rest of the district and make another 180 slots within the district?**

*The district can determine the number and type of placements to apply for based on its current program, the needs of children and families and the capacity of the district and eligible entities to provide additional Pre-K services. The district could apply for funding to: convert its existing half-day program to full-day; create new full-day slots; or both.*

**30. Can an existing TPK apply?**

*BOCES are eligible agencies and may be part of a consolidated application. BOCES cannot apply directly for this grant unless all districts in its supervisory district deny the BOCES to be part of all consolidated applications.*

**31. If a school district has an existing collaboration with a community-based organization that will satisfy the 10% collaboration requirement do they need to do an open solicitation of all eligible providers?**

*A school district may include entities with which they have existing UPK collaborations in their consolidated application. This does not, however, absolve them from responsibility for widely soliciting non-profit organizations, community-based organizations, charter schools, libraries, and museums within the school district to determine their interest in being part of the district's consolidated application. In addition, both universal prekindergarten programs and this grant program have a minimum requirement of 10% collaboration with CBOs, and both requirements must be met.*

**32. Will this funding be available next year so we can have a year to get a facility up and running?**

*Applicants for the 2014-15 school year must have programs and facilities operational for the 2014-15 school year to receive funding for this program.*

**33. In light of the very tight timeline, is it possible for the deadline for submission to be extended to allow for additional opportunities for conference calls and/or responses to questions from Districts BEFORE the RFP needs to be submitted.**

**Additionally, will this grant be available for the following school year, and if so, have timelines been established?**

*The timeline is necessary in order to make awards in time for districts to implement this prekindergarten grant program for the beginning of the 2014-2015 school year. Grantees will have the opportunity to renew funding on an annual basis for the following school year and thereafter subject to the achievement of performance targets and the annual appropriation of funds in the State budget for this purpose. The law provides that there will be a second application prior to the 2014-15 school year, but there is no guarantee of available funding.*

**34. It appears now that a BOCES is eligible for the Grant, is that correct?**

*BOCES are eligible agencies and may be part of a consolidated application. BOCES cannot apply directly for this grant unless all districts in its supervisory district deny the BOCES to be part of all consolidated applications.*

**35. If a district determined that a CBO applicant was not accepted, could that CBO turn around and apply on their own? If yes, is the district then responsible for providing supervision/supports, etc. or is the CBO site on their own?**

*An eligible entity that is denied inclusion in a district's consolidated application may apply individually for a grant. If the agency is awarded a grant, the district is not responsible for providing supervision or oversight of the program.*

**36. Page 11 of the RFP indicates a second application period will be available. What is the timetable for the second round? Is it anticipated that this would allow for a mid-year start-up of a program awarded through the second round?**

*The Department will establish a second application period prior to the 2014-15 school year for school districts and eligible entities, but there is no guarantee that there will be available funding. Mid-year start-up is not an option under the current statutory language that establishes the Statewide Universal Full-Day Prekindergarten Program. More information about the second application will be posted on the SED website.*

**37. If a school district decides not to apply for UPK funds, may private preschools in the district apply individually?**

*Yes, if a school district does not apply for the grant, eligible entities can still apply individually.*

**38. The Head Start Program in our area is a full-day program, on Federal dollars, and has its own mission. Do we need to solicit their participation in a consolidated application?**

*Yes, the district must widely solicit all eligible entities to determine their interest in being part of the consolidated application.*

**39. We applied through the NYC DOE and had our site visit. Should we apply through the state as well?**

*If your agency is denied inclusion in the NYC DOE's consolidated application you may apply for this grant individually.*

**40. The RFP states that the mandatory notice of intent is for school districts. Does this also apply to non-school district educational providers?**

*No, only school districts must submit a Notice of Intent.*

**41. I am unaware of being contacted by our school district for inclusion within any possible consolidated application. When should we expect to be contacted by our school district to be considered for inclusion in any consolidated application?**

*School districts must notify in writing any agency that has been denied inclusion in its consolidated application so that such denial is received no later than two weeks prior to the school district's submission of its application. Given the timeline for submission, interested agencies may wish to initiate contact with their school districts.*

**42. How do we find out if we were included under the Consolidated Application?**

*You should contact your school district to see if they are submitting an application and request to be included in their application.*

**43. Can we apply individually if we were denied under RFP #1015 and not under the Consolidated Application?**

*If you are denied the opportunity to be part of the school district's consolidated application, your agency may submit an individual application. A letter from the school district stating the reason for your denial must be included with your application.*

**44. How should the RFP be presented? Bound or unbounded?**

*The application should be unbound.*

**45. If an individual applicant's service site is in a school district that is not applying but also serves children from a second school district that may be submitting a consolidated application; must the individual applicant show verification of denied inclusion from the second school district.**

*An agency is only required to show verification of being denied inclusion in the consolidated application of the school district in which it is located.*

**46. Can the PDF email submission be in the form of a scanned original?**

*Yes.*



**47. For those eligible agencies that the district declines to include in the consolidated application, what details must be included about the reasons for denial?**

*The letter of denial must include the specific reason why the agency is being denied inclusion in the consolidated application.*

**48. For those eligible agencies that the district declines to include in the consolidated application, must the district provide a list to NYSED of the eligible agencies we have denied and the reasons for our denial, or does NYSED only need to see this information from eligible agencies that make an individual application to the state after being denied by the district?**

*The Department only needs to receive verification of a denial of inclusion from an agency that is submitting an application individually.*

**49. If we were not included in the Consolidated Application due to failure to apply, can we still apply individually?**

*Agencies can only apply individually when they are denied inclusion in the school district's consolidated application or when the school district is not submitting an application.*

**50. According to information found on your site, a program is only eligible to apply individually if they can provide written denial of inclusion by my school district. Can you elaborate? Should I contact my school district? If so, who do I direct questions to in my school district?**

*School districts must notify in writing any agency that has been denied inclusion in its consolidated application so that such denial is received no later than two weeks prior to the school district's submission of its application. Given the timeline for submission, interested agencies may wish to initiate contact with their school districts. While the position of the person coordinating this effort will vary by school district, the Superintendent's office should be able to direct your inquiry appropriately.*

**51. As a 501(c)(3) are we required to fill out the Vendor Responsibility Questionnaire?**

*All not-for-profit agencies applying individually must complete the Vendor Responsibility Questionnaire.*

**52. If a district submits a notice of intent to apply, but then decides not to apply, does the district need to let NYSED know?**

*Though not required, the school district should notify the Department and eligible agencies in the district immediately if the district decides not to submit an application after submitting a Notice of Intent.*

**53. If an entity within our district wishes to apply for this grant (individually or as part of a consolidated application), does that mean they would have their OWN stand-alone full-day pre-k program NOT tied to the districts full-day pre-k program OR does it mean that if they are awarded this grant they would automatically become a CBO that we must partner with?**

*If an entity is part of a school district's consolidated application, it will be a sub-contractor providing prekindergarten services in collaboration with the school district. If an entity is denied inclusion in the school district's consolidated application and subsequently is awarded funds, it would have its own full-day prekindergarten program not tied to the district's program.*

**54. Is the purpose of soliciting entities within our district to communicate the information about this grant to those entities OR to encourage them to become a CBO partner with us for full-day UPK OR to spread the grant monies more evenly within/throughout districts?**

*The purpose of widely soliciting eligible entities within the district for inclusion in the school district's consolidated application is to ensure that the application demonstrates geographic diversity as well as a diversity of providers that will address the unique needs of each community/population within the district.*

**55. If a non-profit was turned down for funding with NYCDOE may they still apply?**

*Agencies can only apply individually when they are denied inclusion in the school district's consolidated application.*

**56. Are districts (submitting a "consolidated application") required to submit proof of workers' compensation coverage and proof of disability benefits coverage? (Outlined on page 18 of the RFP)**

*School districts are not required to submit proof of workers' compensation coverage and proof of disability benefits coverage.*

**57. Page 5 of the RFP states that districts need to "widely solicit" non-profit organizations, charter schools, etc. for inclusion in its application. What does that mean? What is a satisfactory way of meeting that requirement? We are concerned about how to reach every organization in our community that falls within the list on page 5. If a district posts such a request on its website, is that satisfactory? Does running a newspaper advertisement satisfy this requirement? Also, do we only need to reach such organizations within our district's boundaries? Or is there another area NYSED wants us to cover?**

*The school district is responsible for widely soliciting eligible entities within its district boundaries to determine their interest in being included in the consolidated application. Recognizing the diversity of districts across the state, "widely solicit" will vary. However, multiple means of outreach to determine eligible entities' interest is encouraged.*

## Monitoring

- 1. What is the plan for who will conduct two annual inspections? How will they be coordinated with other regulatory agencies? Will the inspection protocol for already licensed programs be different for the new full- day Pre K program?**

*The Department will develop a statewide inspection protocol, which will include annual inspections of each provider as well as quality assurance and physical plant protocols during the first year of the program specifically tailored to this grant program. The Department will coordinate with the Office of Children and Family Services, the New York City Department of Health and Mental Hygiene, charter authorizing entities, and school districts where and when appropriate.*

- 2. Many child care programs are eager to participate in the state Pre-K program and some may apply on their own, if their districts do not apply. In that case who will determine the responsible oversight agency? Will it depend on whether they also have child care or Head Start funding in the program?**

*When the Department has developed the statewide inspection protocol, it will also provide guidance as to which agency or entity, if not the Department, will inspect each provider. It is not known yet which agencies or entities will inspect which program provider type, except that by statute monitoring of a charter school will be by its charter entity, and providers not included in a school district's consolidated application will not be monitored by that school district.*

- 3. When CBO's are chosen outside of the district's consolidated application, will SED delegate the authority for one of the inspections (which does have to be done by an education agency) to the local school district – or is there another approach to that inspection?**

*When the Department has developed the statewide inspection protocol, it will also provide guidance as to which agency or entity, if not the Department, will inspect each provider. It is not known yet which agencies or entities will inspect which program provider type, except that by statute monitoring of a charter school will be by its charter entity, and providers not included in a school district's consolidated application will not be monitored by that school district.*

- 4. Will programs have to report on a regular basis that there has been in no change in whether a classroom is headed by a certified teacher for a given school year?**

*Grantees will be required to submit an annual report to the Department assuring quality standards.*

- 5. If a program loses a certified teacher and cannot be replaced with a certified teacher will this impact the funding for the District or the individual program that has applied independently?**

*Awards per pupil for a school district or an eligible entity shall be calculated based on the certification status of the classroom teacher of record. If the certification status of a classroom teacher of record changes, it would affect the funding award, regardless of whether the classroom teacher of record is part of district's consolidated application or an independent eligible entity.*

- 6. If a teacher at the beginning of the year is on a study plan and is replaced by a certified teacher, will the funding level to the District or the program be adjusted to reflect this change?**

*The funding award level cannot exceed the approved program budget.*

- 7. Once the grant is awarded, what is the oversight process both on the State level and district level?**

*The Department will develop a statewide inspection protocol, which will include annual inspections of each provider as well as quality assurance and physical plant protocols during the first year of the program specifically tailored to this grant program. The Department will coordinate with the Office of Children and Family Services, the New York City Department of Health and Mental Hygiene, charter authorizing entities, and school districts where and when appropriate. The law also requires that the Office of Children and Family Services establish statewide standards for determining the grounds upon which eligible agencies with a record of serious or critical and/or repeated violations of health and safety codes and/or licensure or registration requirements that pose a risk to health or safety shall, upon final determination of such violations issued by the applicable regulatory agency, be suspended or terminated from participation in this grant program.*

- 8. Are CBOs and charter schools included in a consolidated school district application required to follow the State's contract clauses listed in Appendix A, the school district's contract clauses, or both?**

*Appendix A, Standard Clauses for New York State Contracts, applies to all contracts as well as subcontracts.*

### **Enrollment**

- 1. If a district has already selected students for its current UPK or Priority Pre-K program by lottery, and has established a waiting list of parents through the lottery, must the district first take parents on the waiting list for the new program? Can it establish a separate priority framework for the new program?**

*Each district and eligible entity must assure that it will establish a method for selection of eligible students to receive prekindergarten program services on a random basis when there are more eligible students than can be served in a given school year, except as*

*provided in a plan for prioritizing or targeting enrollment. A district is not obligated to take students from an existing waiting list.*

- 2. Can a district prioritize enrolling a particular target group such as ELL students, students with disabilities, or students living in temporary housing or must the priority include all of these categories?**

*Applicants may prioritize placements for students who otherwise would not have access to high-quality full-day prekindergarten due to financial constraints and/or who require additional supports. Any such priorities should be established to reflect local conditions as needed to provide equal access to students with disabilities and ELL students and economically disadvantaged students.*

- 3. Does a District have to have a plan for how recruitment, enrollment, and outreach can be facilitated and coordinated among a mix of CBO's and half-day and full-day seats?**

*While a recruitment plan is not required, an applicant is asked to describe its recruitment plan under the "Need Narrative" section, and will receive either all, some, or zero of the points allocated in the rubric as to whether their recruitment plan sufficiently meets the standard set forth in the RFP.*

### **Curriculum**

- 1. Are all members of a consolidated application required to use the same curriculum?**

*No. While using the same curriculum is not required, it would be recommended in order to increase continuity across the program.*

- 2. How much emphasis is placed on the Prekindergarten Foundation for the Common Core?**

*All grantees must assure to adopt and implement age and developmentally appropriate curriculum and activities that are learner-centered across all settings and based on the New York State Prekindergarten Foundation for the Common Core. The Prekindergarten Foundation for the Common Core is the document that includes the New York State learning standards for children in state funded prekindergarten. It is organized into five distinct, but highly interrelated domains that include: Approaches to Learning; Physical Development and Health; Social and Emotional Development; Communication, Language and Literacy; and Cognition and Knowledge of the World. Carefully developed early learning expectations linked to K-12 standards contribute to a more cohesive, unified approach to young children's education. This document is a great tool for preparing children to be successful in the K-12 system.*

**3. Must we follow the state curriculum modules in order to apply/qualify for the grant?**

*No, the New York State curriculum modules do not have to be used by members of a consolidated application. The philosophy regarding the use of modules in the K-12 system is “Adapt; Adopt or Ignore.” Districts must be informed to make choices for their own programming. The same would hold true for the prekindergarten programs within New York State.*

**Reimbursement:**

**1. Am I correct that districts/charters will not receive any reimbursement for 2014-15 operating expenses until they receive 25% in April and the remainder thereafter? Does that mean that applicants are required/expected to have sufficient cash on hand to cover all expenses until that time?**

*Program expenses incurred in the 2014-2015 grant period will be reimbursed in the 2015-16 school year upon submission of and satisfactory review of, the Budget Form FS-10-F long form, as detailed in the **Reporting** section of the RFP. An advance of up to 25% of the awarded funds for the 2014-15 grant period may be available as soon as April 2015.*

**2. Is reimbursement guaranteed if the application is approved? Will full “reimbursement” be provided prior to July 1, 2015?**

*Program expenses incurred in the 2014-2015 (before July 1, 2015) grant period will be reimbursed in the 2015-16 school year upon submission of and satisfactory review of, Budget Form FS-10-F long form, as detailed in the **Reporting** section of the RFP. An advance of up to 25% of the awarded funds for the 2014-15 grant period may be available as soon as April 2015.*

**3. Are there resources that can assist districts or programs to cover the ongoing expenses while waiting for the year end reimbursement of expenses?**

*In the 2014- 2015 grant period, applicants and eligible agencies may need to secure their own funding sources to bridge the period of time between the grant start date and the date of reimbursement for program expenses. An advance of up to 25% of the awarded funds for the 2014-15 grant period may be available as soon as April 2015.*

**4. Based on the following, can grant funds from the Statewide Program be combined with grant funds from the original UPK program or each have to be accounted for separately?**

*Grant funds and associated expenditures of these grant funds for the Statewide Universal Full-Day Prekindergarten Program must be separately accounted and not*

*commingled with other funds, and in the case of a school district funds must be maintained in, and expenditures made from, a special revenue (special aid) fund.*

- 5. How will the upfront expenditure of funds to cover the first year expense on Pre-K affect a District meeting the requirements of the tax cap?**

*This question goes beyond the scope of the RFP.*

- 6. Can you provide further clarification on the Supplemental Funds provision on page 5 of the RFP? Is the calculation of the maximum allowable expenditure based on local GENERAL funds expended by the applicant or does it include other grant funds (UPK, Expanded UPK, Priority UPK, Statewide Universal Pre-K, Title I)?**

*The calculation of the maximum allowable supplemental funds is based on grant funds awarded for new and conversion slots under this grant program. Please see revised Appendix C-2 Grant Calculator.*

- 7. Do the same requirements for supplementation apply to individual CBO applicants as well as school districts? 1) The guidance indicates that districts can only spend \$ 1 for every two dollars of funding for new or conversion slots for quality improvement activities. Can these funds be used to improve quality in all UPK settings including UPK and Priority Pre K as well?**

*Yes, the same requirements for supplemental funds apply to all eligible entities as well as school districts. Supplemental funds may be used to (1) ensure a system-wide state-of-the-art innovative pre-kindergarten program by enhancing the quality of existing full-day pre-kindergarten slots, which may include, but not be limited to, workforce development support, ongoing professional development, or extending their school day; and/or (2) paying one-time start-up costs that advance program quality in the creation of new and/or conversion universal full-day pre-kindergarten slots.*

- 8. If we are under-enrolled for the Full day program and families want part day, can we take them part day? If so what is the monetary consequence?**

*The grant does not fund part day programs. Funds for this grant program are restricted to (1) new full-day prekindergarten placements or (2) conversion of half-day prekindergarten placements to a full-day prekindergarten placement.*

- 9. Does the \$340 million available statewide include the supplemental funding?**

Yes

- 10. Please explain, with examples, the statement in the Timetable for Payment section that reads, "The Department will make payment of awarded funds upon documentation of eligible expenditures following the close of the grant period provided that up to 25% of a school district's and/or eligible entity's awarded funds will be made available in the final quarter of the school year in which the services are provided as an advance on subsequent school year liabilities."**

*Program expenses incurred in the 2014-2015 grant period will be reimbursed in the 2015-16 school year upon submission of, and satisfactory review of, Budget Form FS-10-F long form, as detailed in the **Reporting** section of the RFP. An advance of up to 25% of the awarded funds of the 2014-15 grant period may be available as soon as April 2015.*

- 11. Is there clarification of what expenses are allowed with regard to start up or conversion of slots and fall within the requirement of \$1 for every \$3 spent.**

*Grant funds for this category may be used to pay one-time start-up costs that advance program quality in the creation of new and/or conversion universal full-day pre-kindergarten slots.*

- 12. My district puts about \$400 thousand into our PK program on top of the UPK funds we get to make it full day. Can we use this money to replace the district money?**

*Grant funding must be used only to supplement, not supplant, existing costs of prekindergarten activities. You cannot use grant funds to replace district money.*

- 13. The RFP specifies maximum funding amounts per student for NEW full-day slots for programs where the teacher of record is either credentialed in early childhood years (\$10,000) or NOT so credentialed (\$7,000). However, there appears to be no such distinction in funding levels for slots CONVERTED from half-day slots. Is that correct?**

*No. The same credentialing rules apply to half-day conversions. However, to determine funding levels school districts will receive a per pupil award amount equal to the difference between the full-day prekindergarten per pupil award amount (as described in the RFP) and the half-day prekindergarten per pupil amount the district would receive under the current UPK program.*

- 14. How will bills be paid 7/1/14 -06/30/15, if no money will be flowing until June 2015?**

*Program expenses incurred in the 2014-2015 grant period will be reimbursed in the 2015-16 school year upon submission of, and satisfactory review of, Budget Form FS-10-F long form, as detailed in the **Reporting** section of the RFP. An advance of*



*up to 25% of the awarded funds of the 2014-15 grant award may be available as soon as April 2015.*

**15. Will this be sustainable funding?**

*The law provides for the program to be in effect for the five-year period ending June 30, 2019, subject to appropriation and availability of funds.*

**16. Will the new grant cover the cost of all of our current 163 half-day students? (already signed up for 2014-2015)**

*The grant will fund the conversion of half-day prekindergarten placements to a full-day prekindergarten placement. It will not fund half-day programs and funds cannot be used to supplant funding for existing placements in such programs.*

**17. If we are awarded this grant, will we continue to receive our current (half day) UPK Grant allocation on July 1st each year? Or would ALL monies be paid according to the Payment of Awards outlined in this grant?**

*Payment and reimbursement of the allocational UPK grant is not affected by this RFP.*

**18. Assuming a district wins a grant and remains in good standing, for how many years can we expect cash resources and will those allotments be increased on a yearly basis to meet facilities and contractual obligations?**

*The law provides for the program to be in effect for the five-year period ending June 30, 2019, subject to the appropriation and availability of funds. The annual grant award will stay level over the five year period and budgets to remain the same, except for the supplemental start-up funds. See Revised Appendix C-2: Grant Calculator.*

**19. Will reimbursement for funding still be based on the number of students in attendance on BEDs day?**

*Districts will need to report the number of prekindergarten students on BEDS day in a manner prescribed by the Department. This process will be described to the awardees after the awards are made.*

**20. May a grantee consolidate the program with the existing Universal Prekindergarten program? If not, how should the grantee document spending for conversion classes, especially since those classes do not have separate “legacy” and “conversion” budgets?**

*Grant funds must be separately accounted and not commingled. In a conversion, grant funds are being used to extend the existing universal prekindergarten program*

*to full-day, so the district must maintain reasonable documentation of expenditures in support of its Budget Form FS-20 for payment.*

- 21. According to the regulations, 25% of the payment will be made after April 1, 2015, and the remaining 75% will be made after June 30, 2015. Since the second payment is after the year is over, will the payment be subject to the standard FS-25 process, or will we not receive reimbursement until we submit a final claim?**

*Applicants will not receive reimbursement until a FS-10F long-form is submitted and reviewed. Program expenses incurred in the 2014-2015 grant period will be reimbursed in the 2015-16 school year upon submission of and satisfactory review of, Budget Form FS-10-F long form, as detailed in the **Reporting** section of the RFP. An advance of up to 25% of the awarded funds of the 2014-15 grant period may be available as soon as April 2015.*

- 22. CBOs and charter schools are allowed an indirect cost of 2.6%, but may request an increase in indirect of up to 8%. Does this apply to CBOs and charter schools within the consolidated school district application, or just to CBOs and charter schools that make an individual application? If it applies to CBOs within the consolidated school district application, should the CBOs file reports through the school district, or will they submit documentation directly to NYSED?**

*Consolidated applications will use the indirect cost rate of the school district applicant. Individual not-for-profit applicants are to submit a budget using a 2.6% indirect cost rate and if they have been selected for an award, they may for a higher indirect cost rate of up to 8%, following the process outlined in the RFP.*

- 23. Our school district receives two different per-pupil rates in our Universal Pre-K Allocational grant funding. Which of these two per-pupil rates will be used to calculate the per-pupil funding for conversions of half-day prekindergarten placements to full-day prekindergarten placements (referred to on page 4 of the RFP)?**

*The Selected Grant/Pupil for 14-15 UPK Increase (Column J on the UPK Allocations chart) will be used to calculate the per pupil rates for converting half-day placements to full-day.*

- 24. If we wish to request supplemental funding, should we submit a separate FS-20? (Or FS-10?)**

*All requested funding should be submitted on the original budget application, and all reimbursement requests should be submitted per the payment schedule.*

- 25. Page 28 says districts should “separately specify” the amount of supplemental funds requested – does that mean within the main budget narrative? Or should that information be included in a separate budget narrative?**

*Within the main budget narrative.*

- 26. The provided grant calculator doesn’t include supplemental funds. Should we note any supplemental funds on the grant calculator, when we include it in our application package?**

*Please see the newly revised Grant Calculator (Appendix C-2) that now includes a section for supplemental funds.*

- 27. Is a district eligible to apply for supplemental funds even if they already qualify for the maximum \$10,000 per student?**

*Yes, within the limits established by the RFP.*

- 28. What is “workforce development support” mentioned on page 5 of the RFP under “supplemental funds”? How is that different from professional development?**

*Workforce development support could include initiatives to improve the workforce, particularly in community-based organizations. Such initiatives could include activities to assist uncertified teachers obtain certification (substitutes and paid release time to attend classes, tuition assistance, etc.) or activities targeted at maintaining a certified and stable teaching staff (retention stipends, for example).*

### **Required Services**

- 1. Is it a requirement that transportation services are provided? Must we provide transportation for our students?**

*Transportation is not required, but is an allowable cost.*

- 2. Must lunch and snacks be provided to all students, or do free & reduced laws come into place?**

*Programs must provide appropriate meals and snacks to ensure that the nutritional needs of the children are met.*

- 3. What are the eligible or required “transportation services” expenditures? Do eligible services and expenditures include booster seats or other safety devices needed to transport small children; training for bus drivers/aides who have**

**never before transported small children; and salaries and benefits for additional bus drivers/aides?**

*Eligible transportation services are those that are reasonable and necessary for the school district or entity to provide a quality prekindergarten program and are allowable costs. Salaries and fringe benefits, if reasonable and necessary, are also allowable costs. It is up to the applicant to justify expenses, such as those above, and articulate why they are reasonable and necessary.*

- 4. On page 10 of the RFP, there is a reference to Education Law that states “no parent and/or guardian of a child participating in a prekindergarten program should be subjected to a fee/charge for the instructional program.” Does this include school-based breakfast and lunch? That is, would a school district providing full-day prekindergarten have to provide FREE breakfast and lunch for all pre-K students? Or are full-day pre-K students eligible to apply for the federal free and reduced-price school meals program, and therefore the district could charge pre-K students for school meals?**

*If the school participates in the Child Nutrition Programs it would have to provide access to all Pre-K students if they were on-site during the meal services. If the children arrive after breakfast is served to the general school population, the school would not be required to offer breakfast to the Pre-K students. All children that qualify for free meals would receive all meals served at no charge. Students eligible for reduced price meals would be required to pay \$.25 for each meal served. Students that do not qualify for F/R meals would be required to pay for their meals.*

- 5. If a school district collaborates with a community-based organization outside their attendance boundaries, does that provider have to provide the required services within the district boundaries or can a child attend UPK at a site that is outside its home district?**

*The Department has allowed the practice of school districts to provide services outside of the district when it would best serve a community in the Universal Prekindergarten program. The Department will continue to allow this if the applicant can demonstrate that community and its children are best served.*

- 6. The RFP states that equal access must be provided to preschool children who have disabilities. Can a student who is receiving integrated services (special education) be enrolled as a UPK student and will the district or agency receive UPK funding for the integrated student?**

*All programs must ensure that students with disabilities are able to access the program pursuant to the Section 504 of the Rehabilitation Act of 1973. A student with a disability enrolled in a universal prekindergarten program can also receive preschool special education and related services in prekindergarten setting.*

- 7. Is it acceptable for a non-school district educational provider to serve students from multiple school districts in the same location? If this is acceptable, will home districts provide transportation?**

*The CBO does not need to be located in the school district, but the students served do need to be located within the district. School districts are not required to provide transportation, though it is an allowable cost.*

- 8. At the present time, prek students can purchase lunch. Other than providing free and reduced lunch, does the district have financial responsibilities regarding lunch or snack?**

*If the school participates in the Child Nutrition Programs it would have to provide access to all Pre-K students if they were on-site during the meal services. If the children arrive after breakfast is served to the general school population, the school would not be required to offer breakfast to the Pre-K students. All children that qualify for free meals would receive all meals served at no charge. Students eligible for reduced price meals would be required to pay \$.25 for each meal served. Students that do not qualify for F/R meals would be required to pay for their meals. This describes the district's financial responsibility in regard to meals.*

- 9. Will districts be expected to meet the same mandates around the arts and PE that are in place for elementary students?**

*Districts will be expected to meet the requirements outlined in the RFP, Education Law Sections 3206-e and 3206-ee, and Commissioner's Regulations 8 NYCRR 151-1.*

- 10. Would moving from a half day program to a full day program now require the CBO to hire a nurse? Full time?**

*Programs will be expected to meet quality standards on health and safety as outlined in the RFP, but there is no specific requirement for employment of a nurse.*

- 11. Is the CBO now to have a full lunch program? Can they still require that children bring their own lunch?**

*If the Pre-K students attend a school that participates in Provision 2 or the Community Eligibility Provision (CEP), all children would be eligible to receive meals at no charge. If a CBO has no affiliation with a school, they would receive meals under the Child and Adult Care Food Program (CACFP). If a school is ultimately responsible for the Pre-K that is operating at a CBO, the CBO would be eligible to participate in the school meals programs.*

## **Budget**

1. Upon following the link, the [www.oms.nysed.gov](http://www.oms.nysed.gov) website states: "There are two types of budget forms, the FS-10 and the FS-20. Previously, each of the Department's grant applications or Requests for Proposals specified the type of budget to submit. However, as of May 1, 2014 only the FS-10 budget form should be used." Which form should be used, the FS-20 or the FS-10?

*The FS-20 budget form must bear the original signature of the Chief School/Administrative Officer or Chief Executive Officer, as applicable. The FS-20 budget form is available at <http://www.oms.nysed.gov/cafef/forms/fs20.xls>*

2. Does the budget need to reflect itemized expenses? We do not submit that for UPK.

*Yes, Unlike for the allocational UPK, this grant requires subtotals for each budget category.*

3. It appears furniture could be included under the main grant budget (funded by \$7,000 or \$10,000 per student) or using supplemental funds; is that correct? Can districts decide which funding to use for furniture?

*Yes. It could be an allowable expenditure under the grant in either category.*

4. What is the amount of the implementation money for the program and are there specific purchasing requirements per Pre-K class that need to be met?

*Implementation expenses can be an allowable expense in either category, the grant award budget funded by either \$7,000 or \$10,000 per pupil or the supplemental funds. This grant allows supplemental funding which may be used to (1) ensure a system-wide state-of-the-art innovative pre-kindergarten program by enhancing the quality of existing full-day pre-kindergarten slots, which may include, but not be limited to, workforce development support, ongoing professional development, or extending their school day; and/or (2) paying one-time start-up costs that advance program quality in the creation of new and/or conversion universal full-day pre-kindergarten slots.*

5. Can the prekindergarten budget have professional development money earmarked for staff development outside of the professional development provided by the program?

*All money in the prekindergarten budget designated for professional development must be used to support the staff employed by the prekindergarten program. This could include transitional and/or alignment activities for Pre-K through Grade Three.*

## **Specific Charter School Questions**

1. Can the prekindergarten follow the charter school's enrollment preferences?

*Yes.*

- 2. Is the prekindergarten going to be part of the school's charter or outside of the charter?**

*As a "program" that is run by a charter school, the provision of prekindergarten would not require a charter revision.*

- 3. Does the existing charter need to be amended?**

*No.*

- 4. Will the prekindergarten students automatically feed into the Kindergarten class the following year, giving them enrollment preference?**

*Yes.*

- 5. Can the staff be held to the charter school's 8am-4pm school hours? The children would be in school the required 6 hours and 20 minutes, but the additional time would be used for staff prep time, PD, common planning time and lunch breaks.**

*Prekindergarten staff persons are employees of the charter school. It is within the charter school's purview to determine the terms of employment.*

- 6. Can the prekindergarten program follow the charter school's code of conduct?**

*Yes. The department recommends that programs being operated in the same facility have aligned codes of conduct that are age-appropriate.*

- 7. As a charter school that has been initially accepted into the NYCDOE district UPK program, we are inquiring about the supplemental funds mentioned in the RFP, page 5. We were informed by the NYCDOE that, as an included district UPK program, only the \$10,000 per student allocation will be awarded to our school. At this time, they are not aware of any additional supplemental funds available to the school. Can you provide any information on whether a school should/can submit an individual application to NYSED for these supplemental funds or if these supplemental funds will be provided to district-included schools not applying individually.**

*No. A charter school that is included in the consolidated application cannot apply separately for supplemental funds. Supplemental funds may only be provided to the applicant, which would be the district in this instance. The district may decide to make these funds available to entities included in the consolidated application.*

- 8. What is the amount of the implementation money for the program and are there specific purchasing requirements per Pre-K class that need to be met?**

*Implementation expenses can be an allowable expense in either category.*

*This grant allows supplemental funding which may be used to (1) ensure a system-wide state-of-the-art innovative pre-kindergarten program by enhancing the quality of existing full-day pre-kindergarten slots, which may include, but not be limited to, workforce development support, ongoing professional development, or extending their school day; and/or (2) paying one-time start-up costs that advance program quality in the creation of new and/or conversion universal full-day pre-kindergarten slots.*

**9. Can the prekindergarten budget have professional development money earmarked for staff development outside of the professional development provided by the program?**

*All money in the prekindergarten budget designated for professional development must be used to support the staff employed by the prekindergarten program. This could include transitional and/or alignment activities for Pre-K through Grade Three.*

**10. Would the prekindergarten program be a separate entity and be financially independent or can funds between the prekindergarten and charter school be comingled?**

*Grant funds and associated expenditures of these grant funds for the Statewide Universal Full-day Prekindergarten Program must be separately accounted and not comingled with other funds.*

**11. Can current charter staff be used to support the prekindergarten (i.e.: payroll, parent involvement coordinator, Principal, HR, Director of operations, specialty teachers)? If so, can a percent of their salary be allocated to the prekindergarten grant?**

*Direct allocation of salaries for noted positions must supplement, not supplant, existing services. Allocation of central administration services must be consistent with the charter school's approved indirect cost rate.*

**12. Also, would there be a specific way that SED would want the hours tracked? Or can the charter personnel do pre-session work to support the operation of the prekindergarten?**

*The Department does not proscribe time and effort methodologies. Pre-session work is allowable, provided that it supplements, and does not supplant, any existing funds.*



**13. Does the prekindergarten program provide the insurance for the prekindergarten or does the charter school have to include the prekindergarten in their insurance policy?**

*The charter school, as the operator of the prekindergarten program, is responsible for providing appropriate insurance coverage. Insurance cost related to operation of the prekindergarten program is an allowable expenditure for this grant.*

**14. The prekindergarten has a first come first serve criteria for student enrollment or is student selection part of the charter school's lottery?**

*The prekindergarten program does not have a first come first served policy for student selection. It requires that there be a random method of selection when there are more applicants than slots available. In the case of a prekindergarten program operated by a charter school, the charter school's enrollment and lottery policies would apply.*

**15. Can the school's uniform policy be implemented with the prekindergarten?**

*Yes.*

**16. Given the fact that the charter school is unionized, how does this affect the prekindergarten staff in the charter school?**

*This question is beyond the scope of the RFP and the applicant should consult with their attorney on collective bargaining issues.*

**17. Is the prekindergarten staff part of the schools benefit package and payroll system or are they paid and covered through the SED system? Is the prekindergarten staff part of the SED or CSEA retirement system?**

*This question is beyond the scope of the RFP and the applicant should consult with their attorney on collective bargaining issues.*

**Oversubscription**

- 1. If there is no oversubscription statewide (requests for more than \$340 M in funding), is it correct that awards will be made outside of New York City based only on rank order of scoring without regard to geographic distribution across the state?**

*If there is not oversubscription, and if the total dollar value of successful applications with scores above 65 points is 40 million dollars or less for the regions outside of New York City, the awards will be made in ranked order.*

- 2. Will the DOB plan for allocation be public and will there be an opportunity for a public review of the plan?**

*In the case of oversubscription, DOB's plan will be made public after awards are made under the RFP and resulting contracts are approved by the Office of the State Comptroller.*

## **MWBE**

**1 Are School Districts, especially those already operating an authorized UPK program, required to submit the supplemental documentation required of other organizations, specifically:**

- **M/WBE Goal Calculation Worksheet**
- **M/WBE Cover Letter**
- **M/WBE 100 Utilization Plan**
- **M/WBE 101 Request for Waiver**
- **M/WBE 102 Notice of Intent to Participate**
- **M/WBE 103 Quarterly M/WBE Compliance Report**
- **M/WBE 105 Contractor's Good Faith Efforts**
- **form EEO 100: Staffing Plan**

*Yes, any school district submitting a consolidated application must submit properly completed M/WBE and EEO information.*

**2 Why do districts need to follow M/WBE guidelines?**

*This is required by NYSED policy and by the provisions of Article 15-A of the NYS Executive Law, 5 NYCRR Parts 140-145, Section 163 (6) of the NYS Finance Law and Executive Order #8.*

**3 If we already completed the M/WBE requirements when applying for the Priority Prekindergarten grant do we need to re-submit the information with this application?**

*Yes. Each application that includes M/WBE participation goals stands alone. You need to submit all forms as required by this RFP regardless of what you included in another grant application (for example, Priority Prekindergarten).*

## **Non-Public School Questions**

- 1. Instead of each of our individual schools applying (if their districts are not applying) can we apply as a regional corporation with multiple sites and/or as the Archdiocese of New York with multiple corporations?**

*The only eligible applicants are school districts via a consolidated application or individual entities directly to the Department if individual entities are denied for inclusion in consolidated application. Consortia applications will not be accepted from individual entities.*

- 2. If a letter of intent is not submitted by a school district we serve in, will there be an opportunity for us to submit a letter of intent or just bypass it and submit the application by July 7<sup>th</sup>?**

*Letters of intent are only required for school districts, not for individual entities.*

- 3. If a letter of intent is not submitted by a school district we serve in, and we choose to apply as individual schools, can we still register to be prequalified after the June 13<sup>th</sup> letter of intent due date?**

*It is important to note that a new Bulletin regarding Prequalification Requirements has been issued. Effective July 1, 2014, the requirement that non-profit grantees be prequalified on the due-date for applications is suspended for 90 days. Therefore, not-for-profit organizations responding to a Request For Proposal from July 1, 2014 to September 30, 2014, which includes these grant funds, do not need to prequalify at the time of this application. However, applicants must be prequalified in order to receive awards, and thus are encouraged to complete the prequalification process as soon as possible.*

- 4. Does every individual school need to complete the New York State Prequalification System for Grants Contract Vendors or can we do one Prequalification application for the Archdiocese of New York?**

*The requirement that not-for-profit grantees be prequalified on the due date for applications is suspended for 90 days effective July 1, 2014. Therefore, any not-for-profit responding to a Request For Proposal from July 1, 2014 to September 30, 2014, which includes these grant funds, do not need to prequalify at the time of this application. School districts do not need to be pre-qualified. However, applicants must be prequalified in order to receive awards, and thus are encouraged to complete the prequalification process as soon as possible.*

- 5. Can we have one site that serves multiple school districts even though the site does not reside in all of the school districts' boundaries?**

*The provider does not need to be located in the school district, but the students served do need to be located within the district.*

**6. Are Christian schools eligible to receive these funds?**

*A preschool program that is operated by a faith-based agency is not, per se, disqualified from receiving Statewide Universal Full-day Prekindergarten funds. However, the program must be conducted within constitutional parameters. Therefore, no State funds can be used in support of religious instruction.*

**7. Can a private school with an already existent Pre-K program put in a proposal for innovative improvements and procedures for its classroom?**

*If the private school is denied inclusion in a district's consolidated application or if the school district in which it is located does not submit an application, it may submit an individual application to create new full-day placements or convert existing half-day placements to full-day.*

**General Questions:**

**1. Will 1/2 day UPK exist for those districts not funded for full day after this year?**

*The Allocational UPK Program is available to eligible districts for the 2014-2015 school year. As with every year, because the grant is allocational districts must await the outcome of the enacted budget each year to know if and how much funding will be made available to them.*

**2. Would our entire Pre K population be eligible for 2015-2016?**

*Yes. A district determines their capacity to serve eligible students. Applicants must clearly document the resources and needs of the community to be served by the project; the needs of the students to be served; and gaps in services currently available. Keep in mind that the funding will remain the same for the following year if all funds are allocated and unless appropriation is increased.*

**3. We have a college with room availability and a nursery school both within a mile from the school district, Can they be used as a center?**

*Eligible community-based organizations include existing providers of child care and early education, licensed or registered day care providers, Head Start programs, not-for-profit organizations, nursery schools, preschool special education (4410) providers, BOCES, non-public schools, libraries and museums.*

- 4. If a district only has capacity to offer full day to one session, can it offer one session as full day until accommodations are able to be made for *all* classrooms?**

*Yes. Districts may apply for funding for one class. However, keep in mind that the funding will remain the same for the following year if all funds are allocated and unless appropriation is increased.*

- 5. Among the criteria listed that the Division of Budget (on page 12) would use to fund applicants is “regional diversity.” There are 10 Rest of State regions listed on page 4 of the RFP that are not referenced anywhere else in the application. Are there regional targets for grant money distribution, provider participation and/or available slots? If so, can those regional targets be made public before the July 7 application deadline?**

*There are no regional targets. The only time regional targets come into play is in the case of oversubscription.*

- 6. Does the grant require full day programming on the site of a public school OR can you apply to expand existing CBO offerings (e.g., move from ½ day programs to full day and increase the # of participants)?**

*A district can choose to expand and/or increase only its CBO slots.*

- 7. If a district’s current playground equipment is not developmentally appropriate for 4-year-olds, can the district use Statewide Universal Full-Day Prekindergarten funds to purchase developmentally appropriate playground equipment? In other words, is playground equipment an eligible expenditure under this RFP?**

*Yes. This would be an appropriate expenditure.*

- 8. Page 24 of the RFP states that the department will calculate the allocation of points reflecting the measurement of high-need students defined by Free/Reduced Price Lunch, Limited English Proficient, Need Resource Category and Need Resource Index. How many points does this calculation yield? Will applicants with the highest need be given a SIGNIFICANT competitive advantage?**

*The Department will post on the website Appendix E, which will give detailed instructions to applicants how many points they will receive based on these data points.*

- 9. What kind of preference is going to be given to districts with high poverty and other risk factors?**

*At a date prior to July 7<sup>th</sup>, an additional appendix will be posted that will provide more information on how the need-related points will be distributed.*

- 10. When will we receive notification if we have been approved? This may require some work to get classrooms in order.**

*It is expected that the award announcements will be made around July 24<sup>th</sup>.*

- 11. Would we be able to maintain some of the half day program that we currently have? We already have contracted our CBOs for September and they may not be able to accommodate full day.**

*Yes, a district can choose to maintain half day programming.*

- 12. The RFP states that, except as otherwise provided, current UPK rules and regulations must be followed. It also states that applicants may prioritize placement for students who otherwise would not have access...Therefore, just to clarify, does that mean random selection DOES NOT have to be applied?**

*Each district and eligible entity must assure that it will establish a method for selection of eligible students to receive prekindergarten program services on a random basis when there are more eligible students than can be served in a given school year, except as provided in a plan for prioritizing or targeting enrollment. A district is not obligated to take students from an existing waiting list. This is one of the areas that are an exception to the current UPK regulations. Applicants choosing to prioritize such children for placement must describe their prioritization strategy, including how it will achieve broad representation of the student populations that are unserved or underserved. If the district has more applicants for the prekindergarten program than available placements, it must have a random method of selection to determine which children are enrolled in the program.*

- 13. The documentation for the Statewide Full-Day UPK program states districts will receive a per pupil award amount equal to the difference between the full-day pre-kindergarten per pupil award and the half-day prekindergarten amount the district would receive under the current UPK program. Does that mean we will continue to submit an application for the current UPK grant along with the proposal for full-day conversion and, if so, would we receive funds from the current UPK grant in addition to the new funding?**

*Yes, you will continue to submit an application for the Allocational UPK.*

- 14. We applied through the DOE and had our site visit. Should we apply through the state as well???**

*If A CBO in NYC has applied to the DOE and has been accepted into NYC's consolidated application, that CBO cannot also apply individually.*

**15. Can a district have both part-time and full-time UPK? Repeat of question #11**

*Yes.*

**16. Will there still be an option for districts to be fully implemented?**

*No. Fully implemented applies to the Allocational UPK Program, only.*

**17. How long does it take to receive log-in information from the New York Grants Gateway?**

*Information on the Grants Gateway can be found on the Grants Reform Website at (<http://www.grantsreform.ny.gov/>).*

**18. Can a CBO commingle private paying pupils in the same classroom as full day UPK granted program pupils?**

*Yes.*

**19. What does “geographic diversity” mean? How does a school district show geographic diversity? (What evidence/what do we have to do to show diversity?)**

*The purpose of widely soliciting eligible entities within the district for inclusion in the school district's consolidated application is to ensure that the application demonstrates geographic diversity as well as a diversity of providers that will address the unique needs of each community/population within the district.*

**20. A religious (non-public) school within our district will be applying for this grant either individually or as part of our consolidated application. If the grant is awarded to them will their allocation of funds be tied to our lottery system or would they have their own lottery?**

*As part of the consolidated application, and except as otherwise provided, all Statewide Universal Full-Day Prekindergarten Programs must comply with all the same rules and requirements as UPK programs funded pursuant to Section 3602-e of Education Law. This includes random selection. If the non-public school applies independently, they will still have to use a random process if they have more applicants than they have seats.*

**21. If a community-based organization applies as an individual application, are they allowed to accept pupils from multiple school districts, if the CBO is just outside the school district attendance boundary?**

*Yes, for individual CBO applications, the child must reside in a New York school district, which has denied the CBO inclusion in its consolidated application, and be four years of age on or before December 1st of the year in which he or she will be enrolled or who will otherwise be first eligible to attend public school kindergarten the following school year in their school district of residence.*

- 22. Assuming a district meets all program and reporting requirements and is eligible to receive funding for 15-16, can the number of students served change? Will there be an opportunity to submit a new budget for future years?**

*Funding will continue at the rate awarded the first year, except for supplemental start-up funds, and renewed the following year provided the program meets the quality standards and all applicable requirements, including the number of students served, and appropriations in the enacted budget. The reward cannot be increased, only decreased if the number served decreases. Keep in mind that the funding will remain the same for the following year if all funds are allocated and unless appropriation is increased.*

- 23. On page 3 of the RFP, under “Purpose,” the value of exposure to multiple languages is cited; is such exposure required for applying programs? Would it be considered something that contributes to an applicant’s competitive advantage?**

*Evidence of exposure to multiple languages is not required, but if an applicant can demonstrate exposure to multiple languages in their application, it may help that applicant achieve maximum quality points where applicable.*

- 24. When does NYSED expect to announce award recipients under this program?**

*It is expected that the award announcements will be made around July 24<sup>th</sup>.*