

2019 PA PKC RFA FAQ

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Question	Response
I currently have a Star 2 facility working towards Star 3. Am I able to send a letter of intent since the deadline is May 8?	<i>Providers not yet meeting an eligible provider may submit a letter of intent to apply, however, providers MUST meet an eligible provider type by June 5, the time the application is due.</i>
Can you please tell me if preschools associated with churches are eligible for this funding since such entities are not required to be licensed?	<i>In order to apply for Pennsylvania PreK Counts a program must be an approved eligible provider type. If the program is a religious institution that meets one of these approved eligible provider types the program may apply.</i>
Pennsylvania Pre-K Counts Request for Applications Announced Action Required In the above communication it states we are able to apply for funding for additional slots. Is this the "Expansion" piece that we were informed about at the Pre-K Counts mandatory meeting? For example, we want to convert our 3 half day classes into 3 full day classes. Is this the grant that we would apply to do this in or is there another grant application still coming?	<i>Yes, this is the expansion grant that programs can apply for additional slots or conversion from half day to full day slots.</i>
I have a question about the startup costs. Are funds allowed to be used for supplies such as furniture and curriculum materials?	<i>Classroom furniture and curriculum materials are allowable PKC expenses. Please review The fiscal supplement provided at https://www.pakeys.org/wp-content/uploads/2019/04/APPENDIX-B-Fiscal-Supplement.pdf for more information.</i>
We're a STAR 4 facility interested in applying for Pre- K Counts. I understand to be eligible students must be at 300% of federal poverty. For those families in our program that are, can you tell me what is needed to verify that for Pre-K Counts?	<i>Please review PreK Counts Statute, Regulations and Guidance document, Supplemental Resource #002, page 35-36.</i>
Our agency is considering requesting slots in the county where we are not the Head Start agency. Since we will still apply as a "Head Start" applicant type, are we correct that we will still answer the question about collaboration with Head Start using "applying as a Head Start agency?"	<i>You will always answer based on the eligible provider type your lead agency is applying under. Please note, however, in most instances, to apply as a Head Start, your federal Head Start service area must cover the counties in which you are applying for PKC programming. If this is not the case, then the locations in the county for which you are not the federal Head Start agency would need to meet another eligible provider type.</i>

2019 PA PKC RFA FAQ

<p>The application requests a 13-digit MPI numbers for service locations. However, in previous competitive application, we were not able to be assigned service location numbers since the grant was not yet funded. In those applications, we were instructed to use the agency 9 digit number followed by "0000." This year, if we are applying for a location that does not yet have an MPI number, should we use this same numbering system?</p>	<p><i>The ELN help desk should always be called first, as described on page 12 of the application guidance before assigning "0000." The ELN help desk will verify what you should enter for service locations on the application.</i></p>
<p>We do not have yet have access to the egrant application, but from the RFA Guidance, it appears that we will be asked to provide "poverty level" by zip code, using the information provided on the How to Apply page. This information includes both 100% and 300% FPL. Since the 300% FPL relates to PKC eligibility, should we use this information rather than 100% FPL?</p>	<p><i>Poverty level is not requested as part of this application.</i></p>
<p>The RFA Guidance states that a score for School District Level Risk will be calculated using the most recent "district fast fact information" based on several factors. Since we do not yet have access to the egrant application, we can't determine if we will be asked to provide this information or if it will be used by OCDEL to develop a score. In either case, one of the criteria, dropout rate percentage, does not appear to be included in the fast fact information as it was with the previously used School Performance Profiles. There is a graduation rate listed. How should this be addressed if applicants are to provide this information?</p>	<p><i>OCDEL will generate the risk scores based upon the proposed service locations. The applicant will not be asked to provide this information.</i></p>

2019 PA PKC RFA FAQ

<p>Does the Resolution template related to authority to sign and use electronic signatures need to be submitted by all applicants at the time of application, or only after a grant has been awarded?</p>	<p><i>This would occur after grants have been approved. Applicants who are awarded funding will be given further information about this.</i></p>
<p>The authorized officer statement at the end of the template references an e-grants password for that individual. Since only one individual for each applicant is granted access to the e-grant in order to complete the application and it may very well not be the authorized officer. How should this be addressed?</p>	<p><i>The process for setting up electronic signature, including verifying who is authorized to sign will occur after grants have been approved. Applicants who are awarded funding will be given further information about this.</i></p>
<p>On page 15 of the RFA Guidance it states that "FY 18-19 grantees who receive additional funding will be handled through a funding adjustment within the PELICAN system. Since we are a current grantee, does the requirement for a Resolution apply to us in this application?"</p>	<p><i>Current PKC grantees who are awarded expansion funding will not complete the e-signature process, as the expansion funding will be added to FY 2019-2020 allocations via a PELICAN funding adjustment. More information on this will be provided to applicants who are awarded funding.</i></p>

2019 PA PKC RFA FAQ

On page 17 of the RFA Guidance it states "information is collected using charts which cannot be required in the eGrants system. It is up to the applicant to ensure the information that is entered is saved, accurate, and that all sections are fully completed." We are unsure as to the meaning of this and request clarification.	<i>There will be charts within the eGrants system that you must complete in order to receive an application score. The eGrants system will not alert you if these charts are not complete. This is up to you to review and make sure you completed and saved everything in that section. A webinar will be released next week that may help clarify this information.</i>
We understand that for collaboration with school districts, child care providers and community agencies that information about planning meetings and MOUs are to be provided. Are we correct that, given the close collaboration with EI providers, that this documentation is not sought in the question related to EI collaboration?	<i>That is correct.</i>
I am an administrator for a multi-site child care center with 4 STAR 4 sites eligible to apply for PreK Counts. We are planning on submitting a letter of intent for PreK Counts slots for all 4 schools as a Lead Agency. We already have an AUN number and Vendor number for one of our schools. My question is, Do we need to submit one letter of intent that covers all 4 schools or do we need to submit a letter of intent for each school individually? If we do need to submit a letter of intent for each school individually, would one school be the lead agency and the other 3 schools their partners?	<i>If the sites are all locations of the same legal entity (same Tax ID), then only one LOI is needed. If the sites have unique tax IDs then they are considered individual legal entities and either an LOI for each would be necessary or, one LOI could be submitted with one legal entity serving as the lead agency with the other entities as partners.</i>
The application directions indicate that we should list all proposed locations. Are we to enter only the expansion locations or all of our locations from the previous proposals?	<i>Please list only the locations you are proposing for expansion.</i>
I understand the timeline of May 8th being the designated deadline for the Letter of Intent that is a pre-requisite for approval for applying. My question is "will all applicants then only have access to the grant application after the May 8th deadline, or, will an applicant be given access to begin the process after their Letter of Intent is received, reviewed, and approved?"	<i>Applicants are given access to eGrants and may begin inputting their application after their LOI has been submitted and verified. The deadline to submit the LOI is 5/8 by 3pm.</i>

2019 PA PKC RFA FAQ

We are seeking to apply for funding for a third classroom for the upcoming school year. On the letter of intent listing the number of students we intend to serve, do I list the number of students (19) we intend to serve in one class (the expansion classroom) or do I include the number of students in our current classrooms (38) and the expansion classroom (19) for a total of 57?	<i>Please list only the expansion slots you are proposing. The other slots would be handled in PELICAN through the normal continuation grant process.</i>
Under the pre-K counts program, what are the ramifications of falling under your stated classroom size? For example, if we write the grant for several classes of 17, we anticipate wait lists. But what happens if we only maintain a class size of 15? Would we automatically lose all funding, or can we maintain a percentage of our goal of 17?	<i>Please refer PKC Statute, Regulations and Guidance document 405.24 Enrollment on pg. 14-15. Program's that do not meet enrollment requirements may be asked to return funding.</i>
Can you tell me if there is any way that students above the 300% poverty line can be accepted if we have a hard time meeting full enrollment?	<i>No, the regulations state at or below 300 percent of the federal poverty level can be supported with PKC funding.</i>
Our organization is applying for continuation as well as for an expansion of our PreK Counts program. Do we have to fill out an application in both eGrants and Pelican?	<i>Yes, continuation grant info will be submitted in PELICAN and expansion is to be completed in eGrants.</i>
Where do I find the webinar and the loi?	https://www.pakeys.org/getting-started/ocdel-programs/pre-k-counts/how-to-apply/
Should the budget details include the only expansion request or the entire budget for each partner?	<i>Only information related to the applicant's expansion request should be entered.</i>
Do I need to include partner details, including budgets, for partners who do not wish to expand?	<i>Only information for partners you are applying with for expansion should be entered.</i>
Must the Letter of Intent form be signed electronically, or may it be printed, signed, scanned and returned?	<i>Either method is acceptable.</i>
We have been granted access to the eGrant system and have created a Pre-K Counts Application. However, there are no character counts listed for any of the sections. How is this determined, or are there no character count limits this year?	<i>The character limits are set at the highest allowable counts for the eGrants system. No applicants should need more than this maximum character limit for any one narrative question. Applicants should answer each narrative question concisely, addressing only what each question is asking.</i>
It seems that eligibility and approval for the PKC program is that we be a Head Start Grantee. So, if	<i>Only the Head Start agency who receives the federal Head Start grant meets the PKC Head Start eligibility</i>

2019 PA PKC RFA FAQ

we are part of Head Start, and receiving a grant, am I correct to believe I am eligible to apply for the Pre-K Counts program?	<i>requirement. In addition, Pennsylvania continues to be committed to a mixed delivery system. As such, eligible applicants include existing Pennsylvania Pre-K Counts grantees and new applicants from these five eligible entity categories:</i> <i>1.School districts;</i> <i>2.PDE Licensed nursery schools;</i> <i>3.Head Start grantees;</i> <i>4.Child care centers and group child care homes designated at Keystone STAR 3 or STAR 4; and</i> <i>5. A third party entity applying for Pennsylvania Pre-K Counts funding to administer the lead agency responsibilities for entities that are eligible to provide the classroom services under the categories listed above.</i>
Does the Partnering Agency need to submit it's own Letter of Intent or just be included on the Lead Agency's Letter of Intent?	<i>Only the legal entity who is applying as the lead agency needs to submit the letter of intent.</i>
Will the Partnering Agency complete it's own eGrant or just be included under the Lead Agency's eGrants submission?	<i>Only the legal entity who is applying as the lead agency needs to submit an application in the eGrants system. If applying with partners, a letter of commitment will be required as part of the application process.</i>
The Partner Letter of Commitment asks for our "true capacity to serve PKC slots." Should the response reflect only our capacity for serving slots on behalf of the lead agency receiving the letter of commitment? Or, should the response reflect our total capacity, including all of our own locations and those we intend to service with other lead agencies?	<i>A partner letter of commitment should be completed for each partner. The partnering agency completes the letter of commitment. So the capacity should reflect the true capacity of each partner to serve PKC students at their location.</i>
We are not partnered with any organization. Is there a place to help guide how to partner with another organization? Is this something we must do to be approved.	<i>Providers wishing to partner with agencies applying for PKC funding are responsible for outreach to those providers. A list of current PKC grantees by county is posted at https://www.pakeys.org/getting-started/ocdel-programs/pre-k-counts/programs-lead-agencies/.</i>
Is the pre-K counts classroom allowed to utilize the classroom to provide wraparound care after pre-k counts hours of operation?	<i>Wrap around care is allowable, but would not be by the PKC grant. Please review PreK Counts Statute, Regulations and Guidance document, 405.22 Maximizing Resources, pp. 13-14 for further clarification.</i>

2019 PA PKC RFA FAQ

<p>What is the cut off date for students to qualify for pre-k counts?</p>	<p><i>Providers should use their location's school district's kindergarten entry cutoff date to determine age eligibility for PKC children. Please note, that PKC children will only be funded for up to 2 years of PKC services, so be mindful of cut off dates when enrolling a three-year-old.</i></p>
<p>If a child participates in PreK counts at the age of 3 can they still participate at the age of 4 as well?</p>	<p><i>Yes, however, please note, that PKC children will only be funded for up to 2 years of PKC services, so be mindful of cut off dates when enrolling a three-year-old.</i></p>
<p>Can you please verify if the proposed expansion funding would only cover additional slots for the 19-20 fiscal year or, if awarded, will these slots be for the remaining 4 years of the 5 year grant cycle (which started in the 18-19 fiscal year)? Essentially, is the proposed funding only for 1 year?</p>	<p><i>The expansion funding would be applied to the remaining years of the 5 year cycle as long as funds are available.</i></p>
<p>Is it permissible to use PA School Performance Profile data in our application, or are we required to use the new Future Ready PA Index data (the Future Ready site seems a bit daunting to navigate even after watching the tutorial videos)?</p>	<p><i>OCDEL will be calculating school district risk scores for each applicant using proposed locations and the district fact sheets accessed through the Future Ready PA index. Applicants are encouraged to use other data elements and sources in their rationale for the proposed locations. For the other data sources, more points will be awarded for more recent sources, but any sources can be used.</i></p>

