Preschool Development Grant B5 Renewal

Subgrant Application Guide

January 2024

Preschool Development Grant B-5 Timeline & Implementation

PDG B5 Implementation Timeline Cohort 2 (Year 1)

Jan-Feb 2024
- PDG Planning
- Informational Webinars
- Build Application & Website

Apr 2024
- Notification of Awards for Expansion & Slots

June-July 2024
- Subgrant Program Implementation Preparation
- Begin Hiring Process

Oct-Nov 2024
- Initial Site Visits Begin for Slot Funded Subgrants

Feb-Mar 2024
- Feb 9-March 22
- Cohort 2 Subgrant Application Open in Grants Management

May 2024
- Subgrant Onboarding

Aug-Sep 2024
- Classroom Setup & Staff Hiring
- Monitoring (EMAC)

March-April 2025
- Initial Site Visits Begin for Start-Up & Expansion
- Monitoring (EMAC)

Data utilized for subgrant eligibility criteria:

- **Poverty**
  - ❑ Low-income communities
  - ❑ High % of students eligible for Free and Reduced Lunch
- **Opportunity Zones** (established by the U.S. Department of Treasury)
- **Census Track**
  - ❑ Rural
  - ❑ Tribal
- **Performance Data**
  - ❑ English Language Arts (ELA) Data
  - ❑ Early Childhood Assessment
- **Preschool Gap Data**
  - Greater than 25% preschool gap
  - Determined by Bipartisan Policy Center
- **Capacity to serve Infants/Toddlers**

AZ PDG B5 Eligibility List

Infant-Toddler Startup/Expansion Subgrant

Infant-Toddler Startup/Expansion

- **Years 1-2 of PDG B5** (2023-2024)
- **Allowable costs include furniture, materials, staffing, etc. for infant-toddler classrooms**
- **Classrooms must be established on a licensed site** *(construction not allowed)*

Infant & Toddler Startup / Expansion	Awarded Amount for Startup/Expansion
Max Awarded Amount per Site	**$200,000**
Estimated Number of Sites Awarded	**$2,450,000**

- *Eligible sites may apply for a maximum of $200,000*
- *Year 1: $2.45 million*

Birth-5 Subgrants for Slots

> **$19 million will be awarded for subgrant sites in high needs communities across three years**
>
> **Subgrants awarded per child** *(infants, toddlers, and preschool age children)*
>
> **Priority given to programs serving infants/toddlers**
>
> **Eligible for programs receiving startup/expansion funds**

Year 1: $5.95 million

Subgrants to Enhance & Expand Access

❑ *Activity Six*
   ✓ **Subgrants to Enhance Quality and Expand Access to Existing and New Programs**

Age Group	Estimated Monthly Amount per Enrolled Child	Annual Award Amount per Enrolled Child
Infant (0-12 months)	$1,833	$22,000
Toddler (1-3 years)	$1,333	$16,000
Preschool (3-5 years)	$1,000	$12,000

PDG Subgrant Application Steps
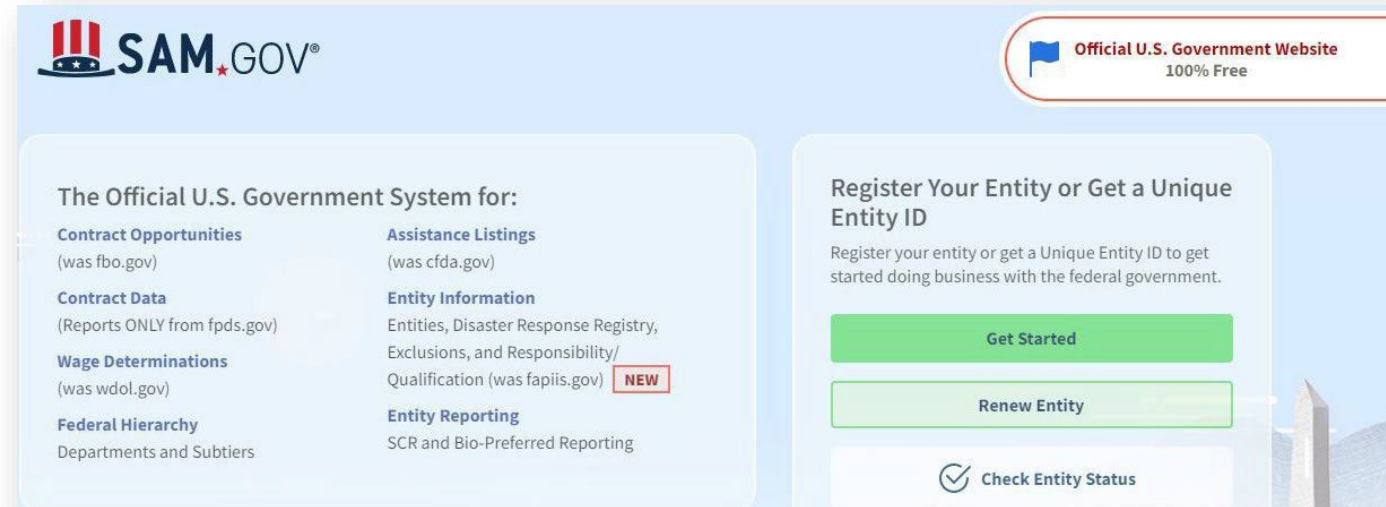
Step 1: SAM.gov Registration/Renewal

Your organization must have an active SAM.gov registration prior to submitting a Preschool Development Grant B-5 (PDG B-5) application. Upon successful completion of a SAM.gov registration, a **Unique Entity Identifier (UEI),** formerly DUNS**,** number will be issued to your organization.

The SAM.gov UEI registration process can take up to 10 business days to complete.

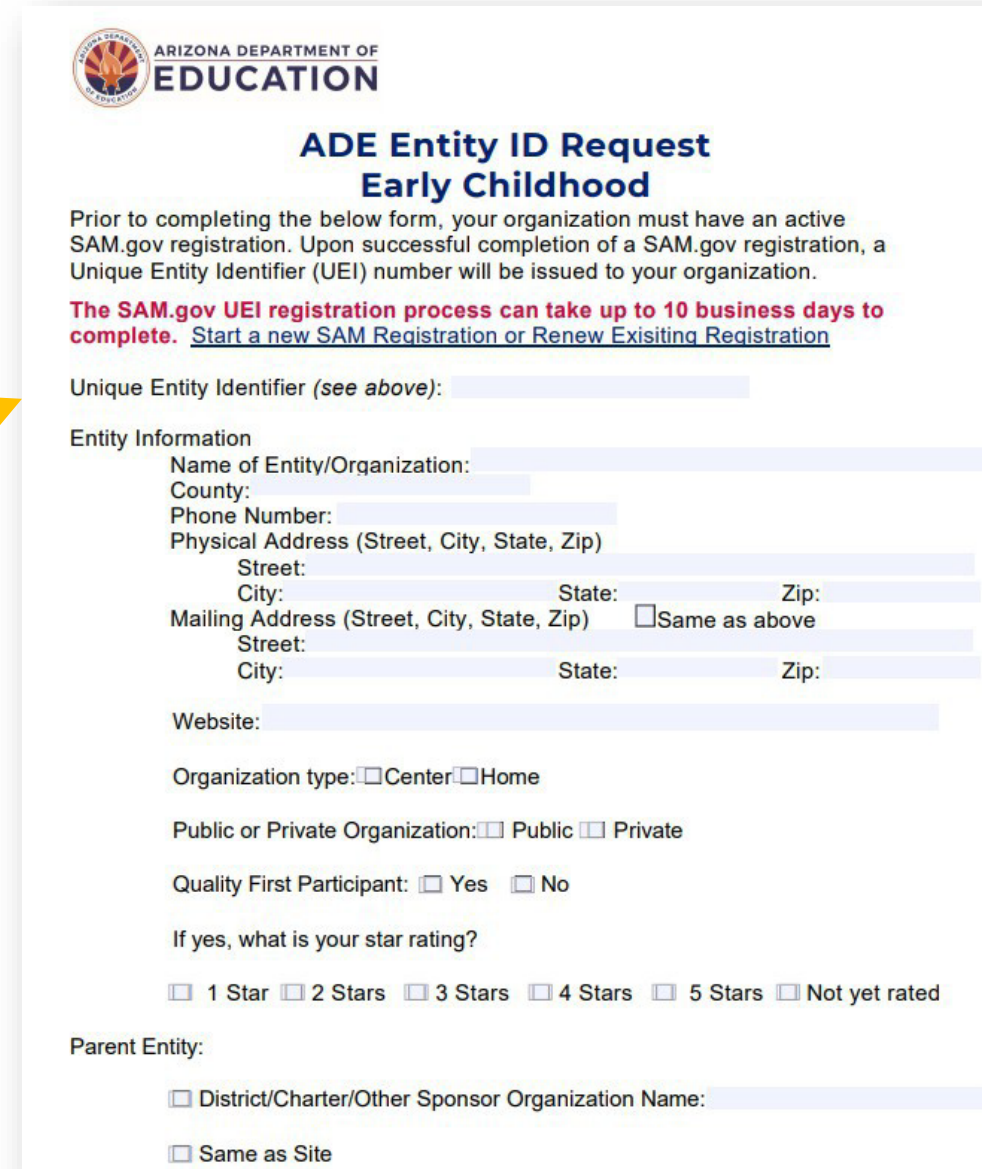**Start a new SAM Registration or Renew Existing Registration**

Step 2: Apply for ADE Entity ID

Your organization must have an **Entity ID** to apply for funding with the Arizona Department of Education and the following documentation:

- ❑ **Complete ADE Entity ID Request Form**

- ❑ **AZ Department of Health Services License Certificate**

- ➢ **Email all documentation to: PDGInbox@azed.gov**

ARIZONA DEPARTMENT OF EDUCATION

ADE Entity ID Request
Early Childhood

Prior to completing the below form, your organization must have an active SAM.gov registration. Upon successful completion of a SAM.gov registration, a Unique Entity Identifier (UEI) number will be issued to your organization.

The SAM.gov UEI registration process can take up to 10 business days to complete. Start a new SAM Registration or Renew Exisiting Registration

Unique Entity Identifier (see above):

Entity Information
    Name of Entity/Organization:
    County:
    Phone Number:
    Physical Address (Street, City, State, Zip)
        Street:
        City: State: Zip:
    Mailing Address (Street, City, State, Zip) ❑Same as above
        Street:
        City: State: Zip:

Website:

Organization type:❑Center❑Home

Public or Private Organization:❑ Public ❑ Private

Quality First Participant: ❑ Yes ❑ No

If yes, what is your star rating?

❑ 1 Star ❑ 2 Stars ❑ 3 Stars ❑ 4 Stars ❑ 5 Stars ❑ Not yet rated

Parent Entity:

❑ District/Charter/Other Sponsor Organization Name:
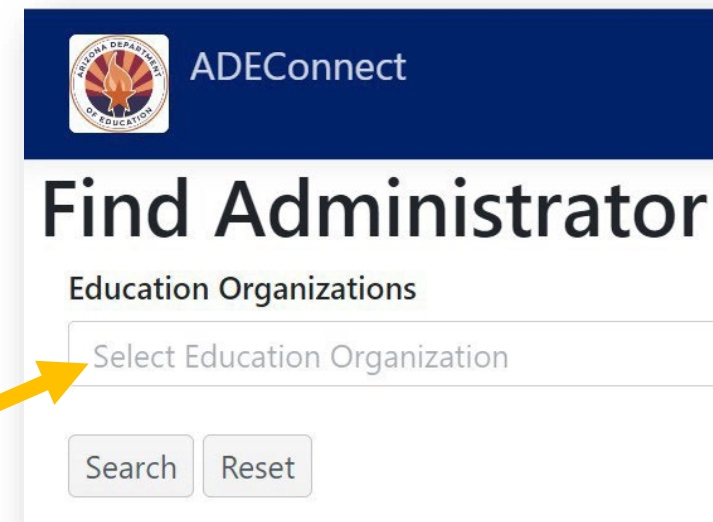
❑ Same as Site

Step 3: Apply for ADEConnect Entity Administrator Access

ADEConnect is the single log-in system that provides access to multiple software applications/programs utilized by ADE. Your organization must have at least one **Entity Administrator** in ADEConnect who will grant permissions/access to users.
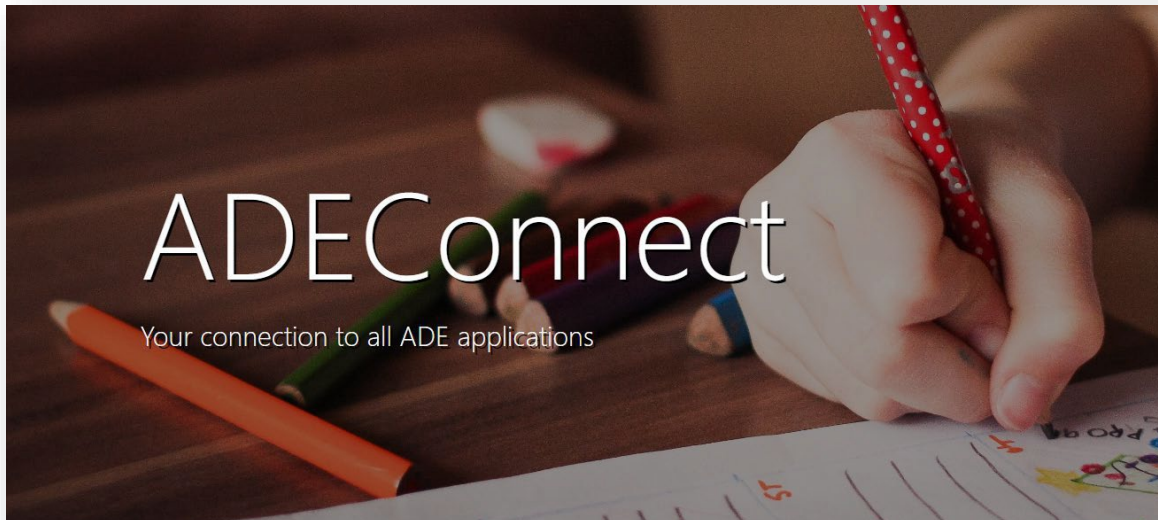
First, search to see if your organization already has an ADEConnect Entity Administrator.

Search for ADEConnect Entity Administrator

If your organization **does not** already have an Entity Administrator, please fill out the form below and email to PDGInbox@azed.gov.

Apply for ADEConnect Entity Administrator Access

Step 4: Access to ADEConnect
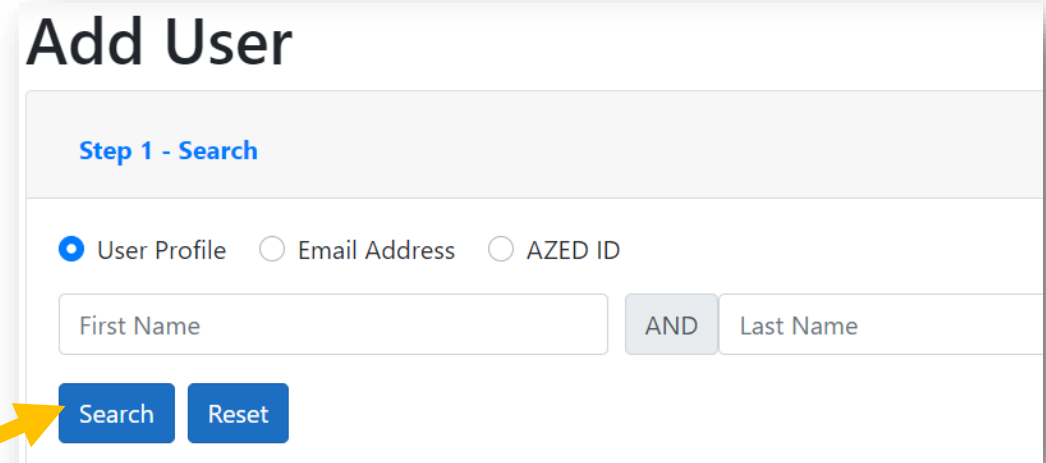
Your organization's Entity Administrator will need to give access to ADEConnect for anyone else in the organization who needs access. *If you do not know who your Entity Administrator is, go to Step 3.*

Entity Administrators:

- Log into **ADEConnect**
- Under **User Management** (top right) click **Add User**
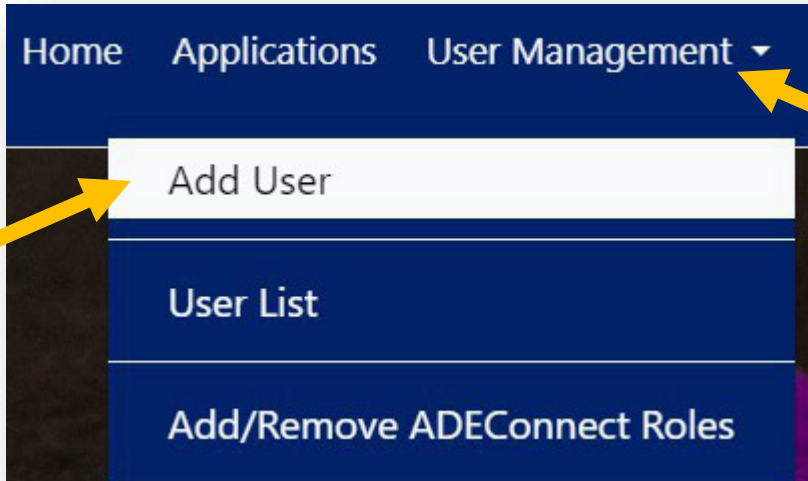
- **Search** for current ADEConnect User By: First/Last Name or Email Address

Add User

Step 1 - Search

⦿ User Profile ◯ Email Address ◯ AZED ID

| First Name | AND | Last Name |

[Search] [Reset]

- **NEW USERS:** If no matches are found by name or email address, Click **Continue to add as new user** and complete information

[Continue to add as new user]
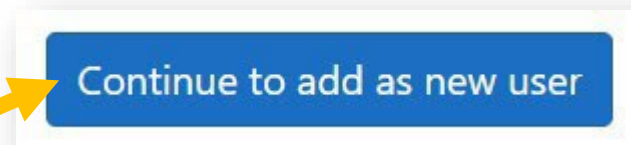
- **EXISTING USERS:** For existing users, click **Select**

ADEConnect User   [Select]

Home   Applications   User Management ▾

Add User

User List

Add/Remove ADEConnect Roles
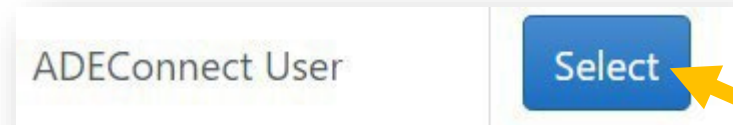
Step 5: ADEConnect Roles

Your organization's Entity Administrator will need to give access to Grants Management for themselves and to anyone else in the organization who needs access.

Entity Administrators:

- Log into **ADEConnect**
- Under **User Management** (top right) click **Add/Remove ADEConnect Roles**
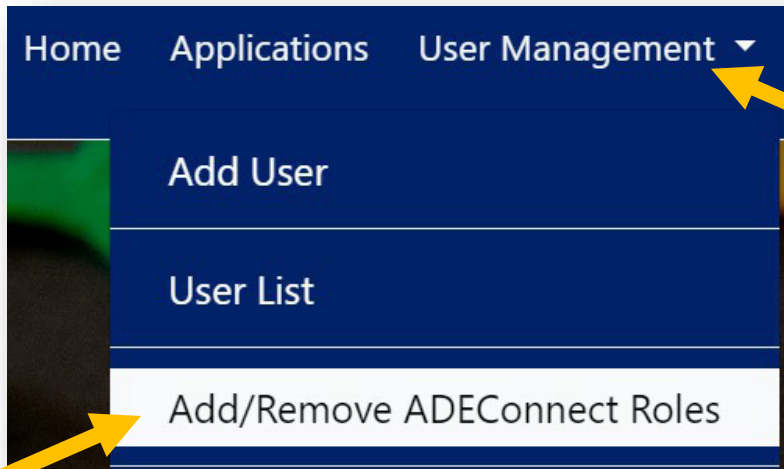
- Under Parent Education Organization click **Next**

Add/Remove ADEConnect Roles

Education Organizations

◉ Parent Education Organization

Next

- Type in user's name and hit enter in **Search** box
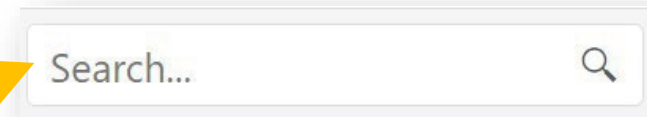
Search...

- You can search for and add multiple users. If you are the Entity Administrator, be sure to add your name. Once all users are selected, click Add ADEConnect Role.

Add ADEConnect Role

- You can add access to software applications such as EMAC, Grants Management, and AZEDs Identity

Home   Applications   User Management ▾

Add User

User List

Add/Remove ADEConnect Roles

Step 6: Access to Grants Management *(continued)*

- After selecting users and clicking "Add/Remove ADEConnect Roles" **Search for ADEConnect Role**.
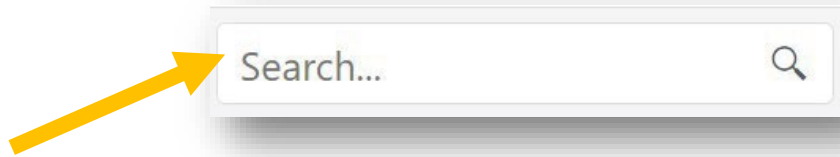
Search...

- Type "**Grants Management"** in Search box and hit Enter

ADEConnect Role	ADEConnect Role Description	Application Name
Grants Access	Role provides initial authorization to access the Grants Management Enterprise System (GME). Role must be provided in Entity Administration at the Parent Entity/LEA/District level, not the Related Organization/School level. Once added in Entity Administration, user must have separate user roles created in GME by the LEA User Access Administrator for that system in order to have full access to GME.	Grants Management (1)

☑
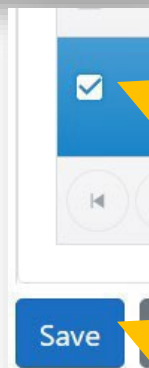
Click the box next to Grants Access

Save

Click Save

PDG B5 Application – Grants Management

Step 7: Access Preschool Development Grant Application

- Log into **ADEConnect**
- Click **View Applications**

Applications

Access and use ADE applications.

[View Applications]

- Click **Grants Management**

ADEConnect
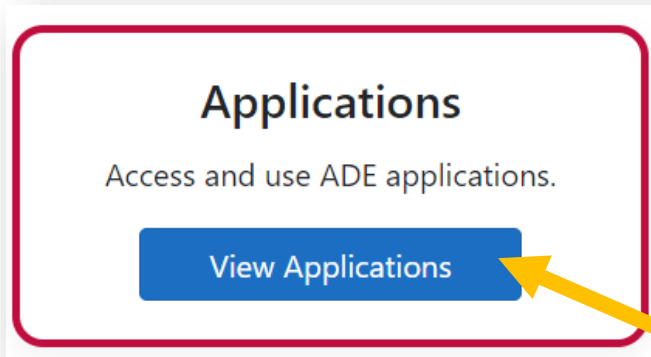
Grants Management

- In Search, Click **Funding Applications**

GME Home	**GME Home**
Administer ▶	
Search ▶	Organizations
Reports	Funding Applications
Inbox ▶	Funding Application Related Documents
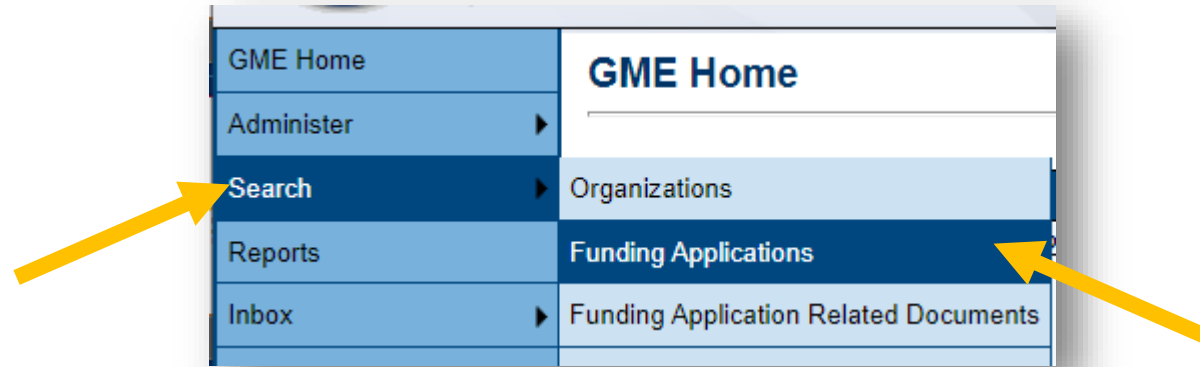
- Select **Fiscal Year 2024**
- Scroll down to find **Preschool Development Grant – Yr 1**

Fiscal Year: 2024 ▾

Funding Application:
NSLP Equipment Grant
OIE RISE
P-3 Literacy Coach Grant
Preschool Development Grant - Yr 1
School Improvement Sustainability Grant
School Safety Program - ESSER
School Safety Program-Current Grantee Applicants - Year 1
SEI Budget - Comprehensive
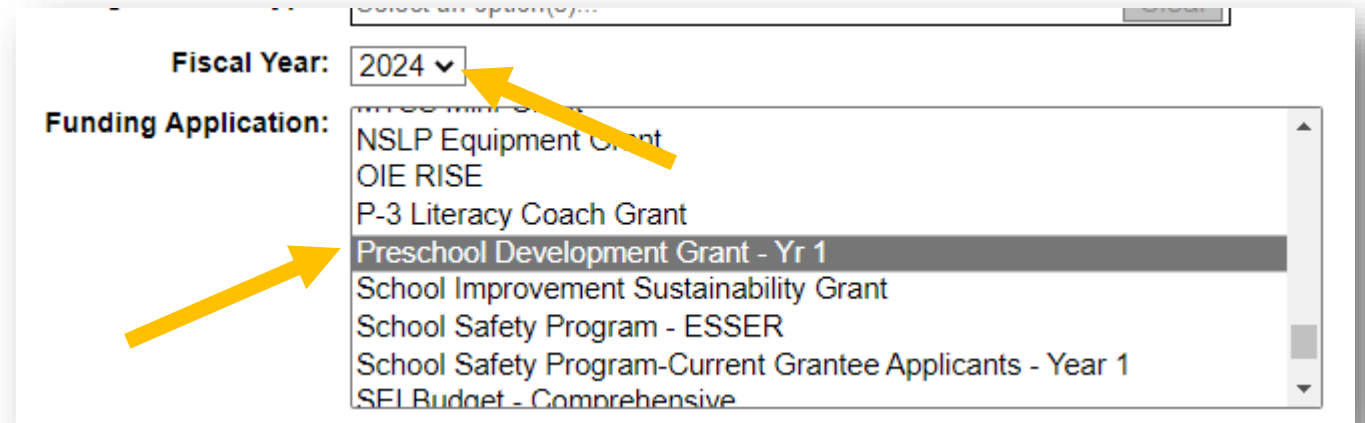
Step 8: Complete FFATA & GSA Section

- Complete **FFATA** Federal Funding Accountability and Transparency Act **& GSA Verification**

    FFATA = Federal Funding Accountability and Transparency Act

FFATA & GSA Verification

━━━━━━━━━━━━━━━━ FY 2024 - Medium Risk - Preschool Development Grant - Yr 1 - Rev 0 - FFATA & GSA Verification

| Go To ▶ |

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

☐ * Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including registration expiration, that funding for the organization can be placed on hold.

☐ * Yes

* 3. Please provide a short description of your project in one to two paragraphs:

Go To ▶	Current Page
	Next Page
1. The district/organizatio	Previous Page
☐ * Yes	Sections

- To navigate to additional sections of the grant **click "Go To"** and then select **"Sections"**

Step 9: Complete Preschool Development Grant Application

- Review **Program Information/ Instructions** Section
  - ✓ PDG Summary
  - ✓ Eligibility
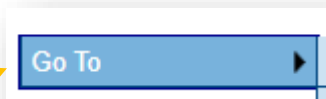 - ✓ Subgrant Options
  - ✓ Max Award Amounts
  - ✓ Dates and Deadlines

IMPORTANT: ==Do not click the back button in your browser. Always click the "Go To" Tab to navigate to different sections.==

Go To ►

Program Information / Instructions

_____ - FY 2024 - *Medium Risk* - Preschool Development Grant - Yr 1 - Rev 0 - Program In

Instructions

Go To ►

Preschool Development Grant Summary

In December 2022, Arizona was awarded the Preschool Development Grant through the Arizona department of Education. This is a 3-year federal subgrant funding available to eligible early childhood sites across the state. This subgrant funding includes infant and toddler startup/expansion funding for children age Birth to 5. This is a highly competitive grant application with a limited amount of funding available for subgrant awards

- $2,450,000 for startup/expansion (estimated 12 awarded sites)
- $5,950,000 for Birth to 5 slots (estimated 40 awarded sites)

Please fill out the application completely and provide as much detail as possible.

Eligibility

The current eligibility list can be found within the Grants Management Resource Library by navigating to Program Area Resources > Academic Stan PDG Eligibility.

Eligibility for the grant includes:

- Poverty data
- Opportunity Zones
- Census Data (rural/tribal communities)
- Performance/Assessment Data
- Preschool Gap Data
- Capacity to serve infants/toddlers

If your school/site is not within this list you will need to review the Eligibility Questionnaire page.

Step 10: Complete Preschool Development Grant Application

- Complete **Eligibility Questionnaire** Section
- Is your site/program on the [PDG Eligibility List](#)?
  - ☐ Yes
  - ☐ No

If No, must answer eligibility questions:
  - ☐ Opportunity Zone
  - ☐ Tribal Area
  - ☐ Rural Area
  - ☐ Child Care Gap greater than 25%

Eligibility Questionaire

─────────────── FY 2024 - Medium Risk - Preschool Development Grant - Yr 1 - Rev 0 - Eligibility

Go To ▶

Eligibility Information / Instructions

The current eligibility list can be found within the Grants Management Resource Library by navigating to Program Area Resources > Academic Standards > FY24 PDG Eligibility.

Eligibility for the grant includes:
- Poverty data (% of population at or below 150% of poverty level)
- Opportunity Zones
- Rural Communities
- Tribal Communities
- Preschool Gap Data
- Child Care Gap (greater than 25%)

Eligibility Questionaire

1. Is your site/program on the PDG Eligiblity List? *If Yes, please proceed with the application. If No, please answer the questions below.*

☐ Yes

☐ No

a. Is your site/program located in an Opportunity Zone? *Click HERE to view OZ map. Enter street address and if address shows in "blue zone", select YES. If address is not in "blue zone" select No.*

○ Yes

○ No

b. Is your site/program located in a Tribal area? *Click HERE to view Tribal Land Area Address Verification. Enter street address in top search line and click "Enter." If address is located on a tribal land select YES. If address is not located on a tribal land select No.*

○ Yes

○ No

PDG B5 Application – Contact Information

Step 11: Complete Contact Information Section

Contact Information

Please provide the following contact information for all sites applying for PDG B5 Subgrant funding.

Contact Role/Title	Contact Name	Contact Email	Contact Phone
District/Organization Level Grant Manager			
Site Level Grant Coordinator			
Site Level Preschool Coordinator			
Additional PDG Contact			

Step 12: Complete Preschool Development Grant Application

- Select District Level and add eligible **Site Level** programs

- Complete **Program Narrative Questions** for each site

Program Narrative Questions

Arizona Department of Education (000111000) Test District - FY 2024
Yr 1 - ABC Elementary School (999321999) - Public School - New

Go To ▶

Program Narrative Questions

1. Please select your type of organization:

○ District PreK

○ Head Start

○ Early Head Start

○ Family Child Care

○ Private Center

○ Other

If other please specify:

2. What is the license number of your site/program?

License:

3. Are you currently participating in Quality First?

☐ No

☐ Yes

If Yes, what is your site's current Quality Star Rating?

Step 13: Complete Optional Budget Detail Worksheet

- Select **Related Documents**

Preschool Development Grant - Yr 1 School Allocations	
Budget	
Budget Overview	
Budget Overview Plus/Minus	
Program Narrative Questions	
Related Documents	

- Download Optional **PDG Budget Detail Worksheet**
- Complete & upload budget spreadsheet for Year 1

Type	Document Template
Preschool Development Budget Detail Spreadsheet	PDG Budget Detail Worksheet

Activity Description

Year 1 - FAY23 (7/01/2023-6/30/2024) Total Funds Requested	$	-
Grant Activities		
Employee Base Salaries (6100)	$	-
Employee Bonus/Incentives (6300)	$	-
Employee ERE Benefits (6200)	$	-
Contractual/Professional Services (6300)	$	-
Classroom/Program Supplies (6600)	$	-
Technology (6737)	$	-
Operational Costs (6800)	$	-
Staff Tuition Reimbursement (6810, 6240)	$	-
Other	$	-
Capital Outlay	$	-
Administrative/Indirect Costs (No more than 5%)	$	-
Expenditures	$	-
Unallocated	$	-

Step 14: Complete Budget Section

- Select **Budget**

Preschool Development Grant - Yr 1 School Allocations
Budget
Budget Overview
Budget Overview Plus/Minus
Program Narrative Questions
Related Documents

- Complete **Budget Section** for <u>Each Site</u> for Year 1

- Complete **Capital Outlay Worksheet** for any purchases $5,000 or above

Assurances
⊟ **Capital Outlay Worksheet**
    Capital Outlay Worksheet

Budget

Arizona Department of Education (000111000) Test District - FY 2024 - Global Hold(s): (2021, 2022, 2023, 2024) - Preschool Development Grant - Yr 1 - Rev 0 - Preschool Development Grant - Yr 1 - ABC Elementary School (999321999) - Public School - New

| Go To ▶ |

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost	
Total Allocation	$0.00
Budgeted Amount (Contributing to Indirect Cost)	$0.00
Excludable Costs	$0.00
Indirect Cost Rate	0.00%
Max Indirect Cost based on Budgeted Amount	$0.00
Max Indirect Cost based on Total Allocation	$0.00

Budget By Function Codes

	Object Code	Total
View	6100 - Salaries	$0.00
View	6200 - Employee Benefits	$0.00
View	6300 - Purchased Professional Services	$0.00
View	6400 - Services	$0.00
View	6500 - Other Purchased Services	$0.00
View	6600 - Supplies	$0.00
View	6731 - Supplies (Under $5,000)	$0.00
View	6732 - Supplies (Under $5,000)	$0.00
View	6734 - Supplies (Under $5,000)	$0.00
View	6735 - Supplies (Under $5,000)	$0.00
View	6737 - Supplies (Under $5,000)	$0.00
View	6738 - Supplies (Under $5,000)	$0.00
View	6733 - Capital ($5,000 or Above)	$0.00
View	6736 - Capital ($5,000 or Above)	$0.00
View	6739 - Capital ($5,000 or Above)	$0.00

Step 15: Assurances

- Complete **Assurances** Section

Assurances

Arizona Department of Education (000111000) Test District - FY 2024 - Global Hold(s): (2021, 2022, 2023, 2024) - Preschool Development Grant - Yr 1 - Rev 0 - Assurances

Go To ▶

Assurances

☐ * 1. Have all requisite power and authority to execute in full the terms of this grant.

☐ * 2. Will participate in all grant monitoring requirements, including desktop monitoring (submitting documentation in EMAC), onsite monitoring (a minimum of one site visit annually), and technical assistance.

☐ * 3. Will implement strategies and interventions aligned to the Program Guidelines for High Quality Early Education, the Arizona Early Learning Standards, Infant and Toddler Developmental Guidelines, and the Preschool Development Grant Guidance Manual.

☐ * 4. Will participate in relevant meetings, trainings, or other events that are organized or sponsored by the State in relation to this grant.

☐ * 5. Will participate, as requested, in any evaluations of this grant conducted by the State and/or state contracted vendor.

☐ * 6. Will be prohibited from spending grant funds on construction, modernization, custodial care, before or after care, and religious instruction.

☐ * 7. Will coordinate, but not supplant, the delivery of services and programming funded under this grant with existing services including, if applicable, programs and services supported through Title I, IDEA Part C and Section 619 of Part B, Subtitle VII-B of the McKinney-Vento Act, the Head Start Act, the Child Care and Development Block Grant Act, Quality First, and the High Quality Early Learning grant.

☐ * 8. Will partner with local education agencies and/or other early learning providers to participate in the Early Childhood Quality Improvement Practices (ECQIUP) Program.

☐ * 9. Understand that failure to comply with all monitoring requirements for the grant may cause a programmatic hold which may lead to suspension of grant funds and possibly disqualify the site/program from future grant participation.

By checking the box below and signing my name, I attest that these assurances have happened or will happen:

☐ * Yes

* Signature

Step 16: Submit Application

❑ Ensure that ALL Sections have been completed
❑ At top of home page, change Application Status to **Draft Completed**

Sections

Arizona Department of Education (000111000)

Application Status: Draft Started

Change Status To: Draft Completed

❑ LEA Business Manager for your organization will review draft and Change Application Status to: **LEA Authorized Representative Approved**

Sections

FY 2024 -
0

Application Status: LEA Authorized Representative Approved

Grants Management Resource Library

• For additional help with Grants Management, please visit the Grants Management Resource Library

Grants Management Resource Library

Tolleson Elementary District (070417000) Public District - FY 2024 - Low Risk - Global Hold(s): (2022, 2023, 2024)

Grants Management Resource Library Search	
Choose Keyword:	Choose Keyword
Or Enter Text:	

Questions?

PDGInbox@azed.gov

www.azed.gov/ece/pdg