

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)



PDG B5 Subgrant Eligibility

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 Tract**
 - 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**

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

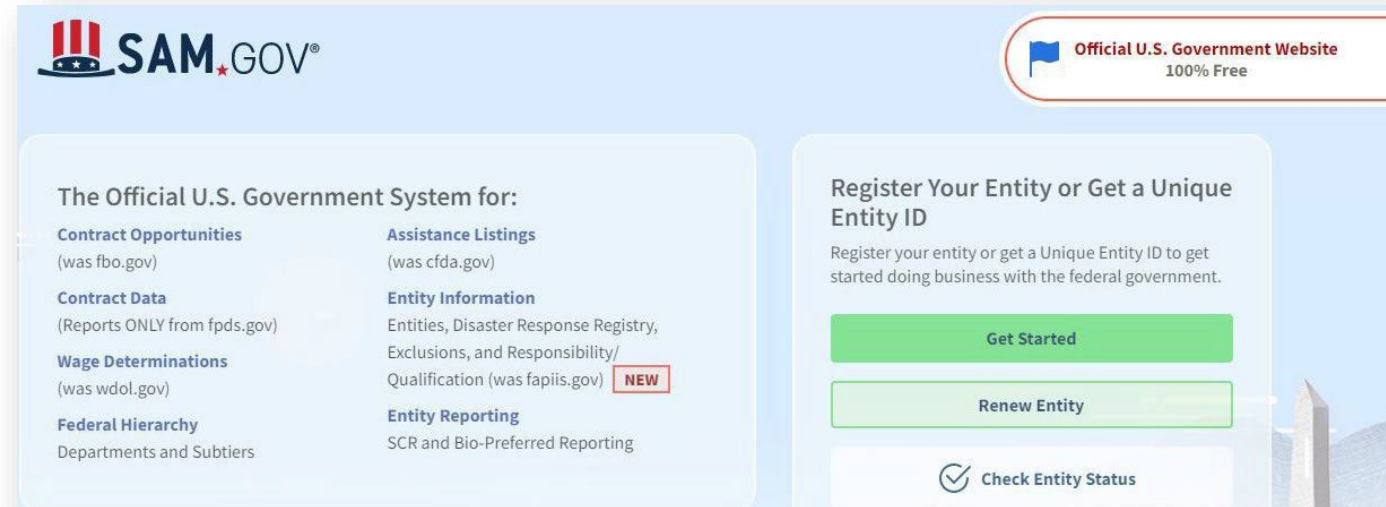


Step 1: SAM.gov Registration/Renewal

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](#)

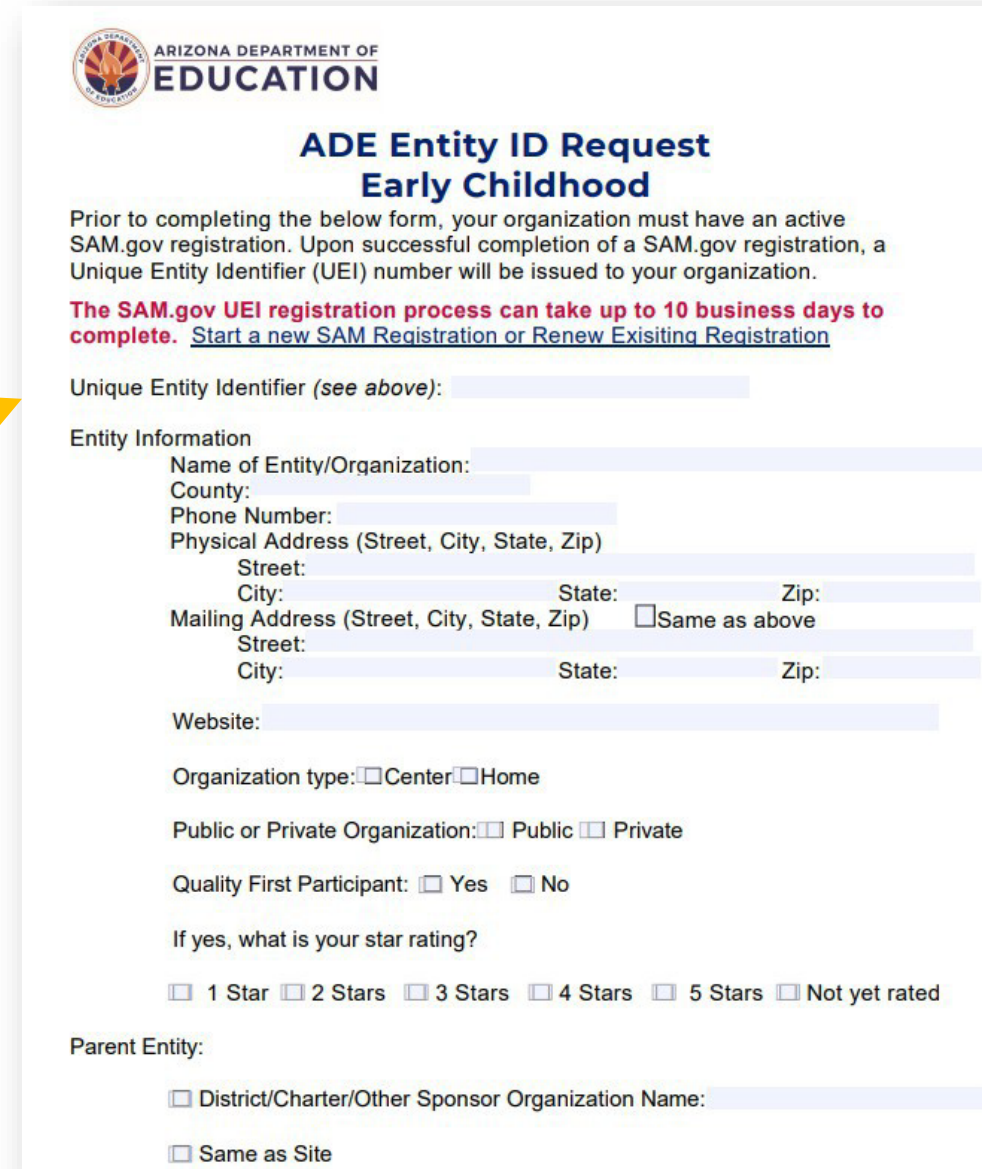


The screenshot shows the SAM.gov homepage. At the top left is the SAM.GOV logo. At the top right is a badge that says "Official U.S. Government Website 100% Free". The main content area is divided into two columns. The left column is titled "The Official U.S. Government System for:" and lists several services: "Contract Opportunities (was fbo.gov)", "Contract Data (Reports ONLY from fpds.gov)", "Wage Determinations (was wdol.gov)", "Federal Hierarchy (Departments and Subtiers)", "Assistance Listings (was cfda.gov)", "Entity Information (Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov) NEW)", and "Entity Reporting (SCR and Bio-Preferred Reporting)". The right column is titled "Register Your Entity or Get a Unique Entity ID" and contains the text "Register your entity or get a Unique Entity ID to get started doing business with the federal government." Below this text are three buttons: "Get Started" (green), "Renew Entity" (light green), and "Check Entity Status" (white with a checkmark icon).

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 Existing 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

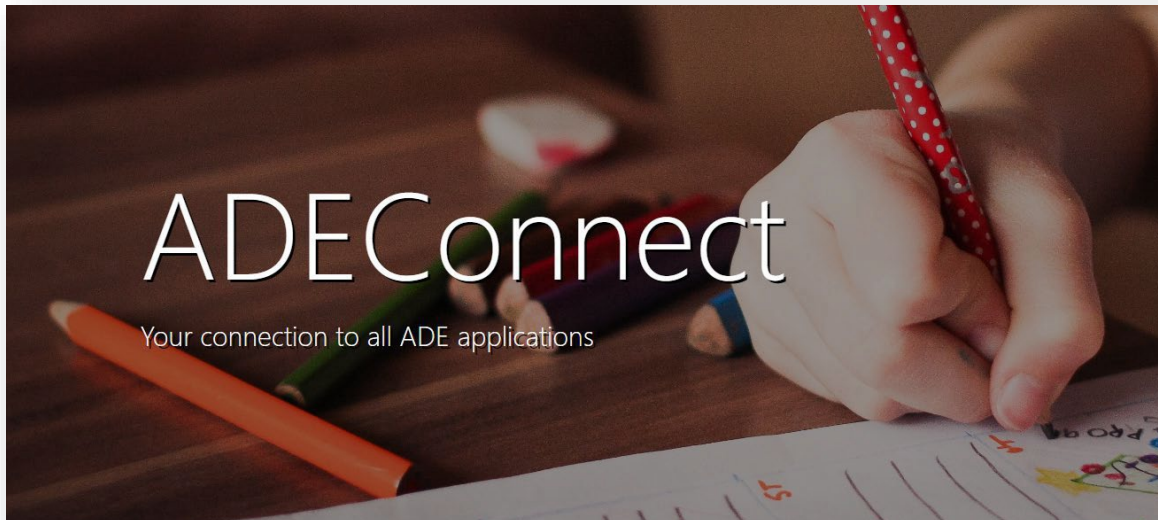
Parent Entity:

District/Charter/Other Sponsor Organization Name: _____

Same as Site

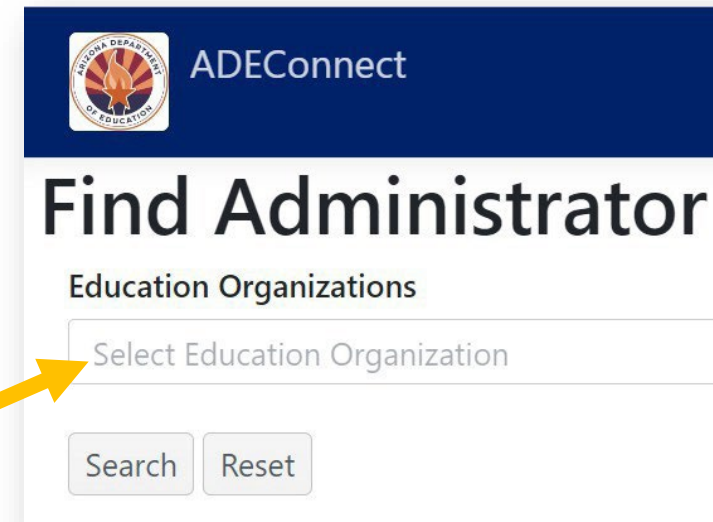
Step 3: Apply for ADEConnect Entity Administrator Access

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](#)



The screenshot shows the ADEConnect interface for finding administrators. At the top left is the Arizona Department of Education logo and the text 'ADEConnect'. Below this is the heading 'Find Administrator' and the sub-heading 'Education Organizations'. There is a search input field with the placeholder text 'Select Education Organization'. Below the input field are two buttons: 'Search' and 'Reset'. A yellow arrow points to the search input field.

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

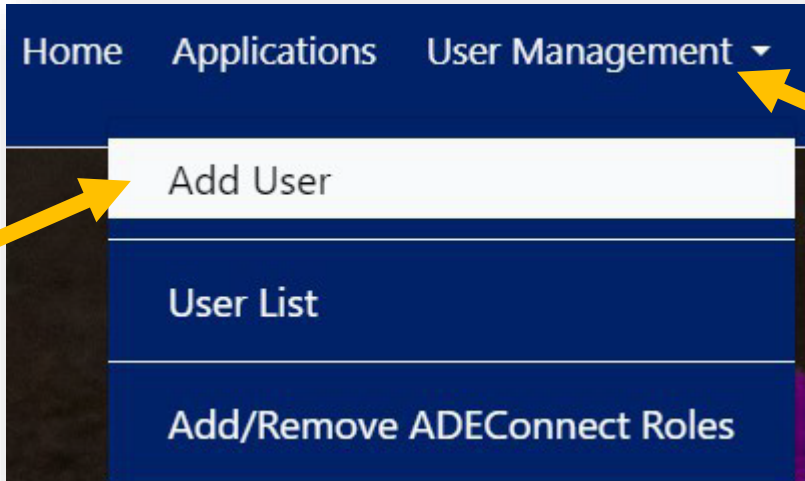
[Apply for ADEConnect Entity Administrator Access](#)

Step 4: Access to ADEConnect

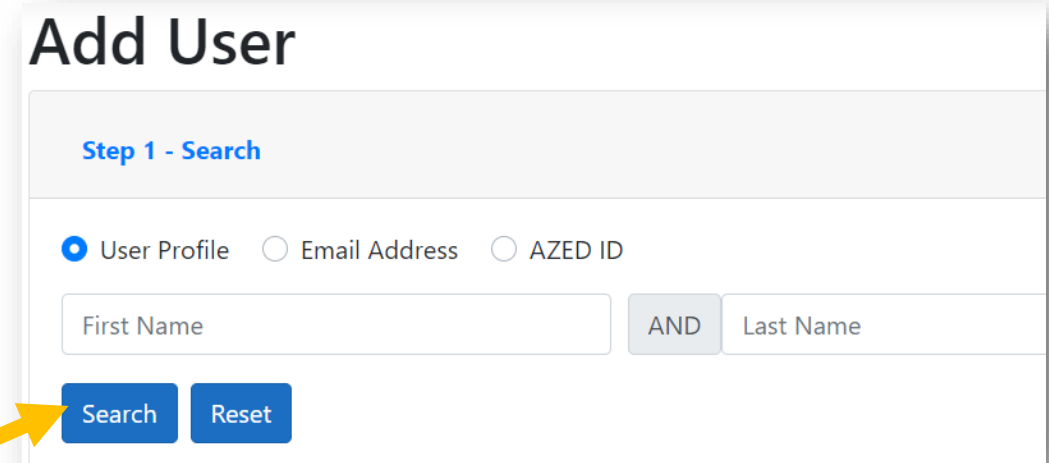
Your organization's Entity Administrator will need to give access to ADEConnect for anyone else in the organization who needs access. *If you do not know who your Entity Administrator is, go to [Step 3](#).*

Entity Administrators:

- Log into [ADEConnect](#)
- Under **User Management** (top right) click **Add User**

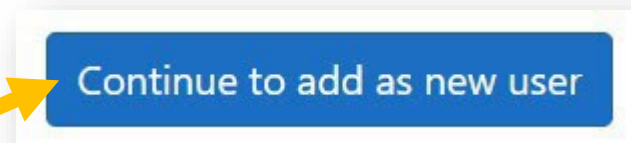


- **Search** for current ADEConnect User By: First/Last Name or Email Address

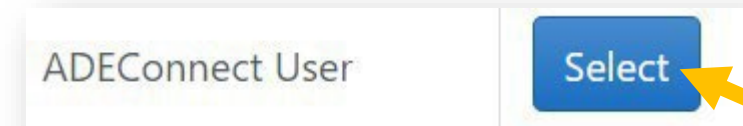


A screenshot of the 'Add User' form, specifically the 'Step 1 - Search' section. It features three radio buttons for search criteria: 'User Profile' (selected), 'Email Address', and 'AZED ID'. Below these are two text input fields for 'First Name' and 'Last Name', separated by an 'AND' button. At the bottom are 'Search' and 'Reset' buttons. A yellow arrow points to the 'Search' button.

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



- **EXISTING USERS:** For existing users, click **Select**

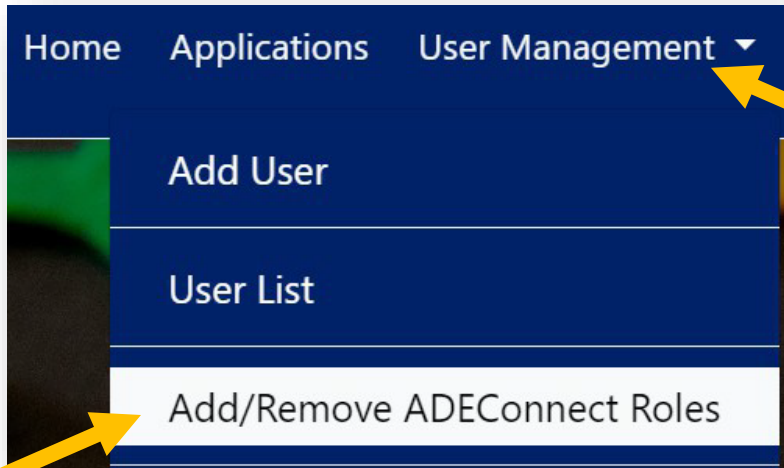


Step 5: ADEConnect Roles

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:

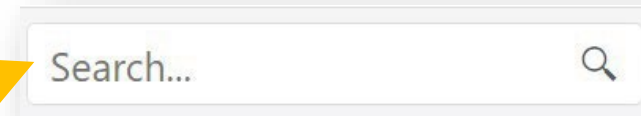
- Log into [ADEConnect](#)
- Under **User Management** (top right) click **Add/Remove ADEConnect Roles**



- Under Parent Education Organization click **Next**



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



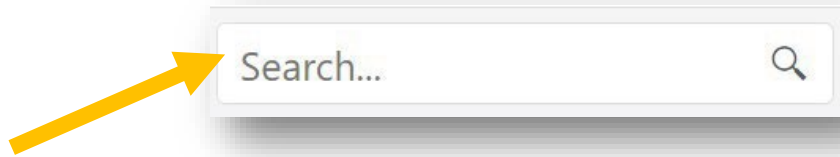
- You can search for and add multiple users. If you are the Entity Administrator, be sure to add your name. Once all users are selected, click Add ADEConnect Role.



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

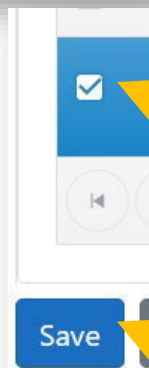
Step 6: Access to Grants Management (*continued*)

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



- 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)

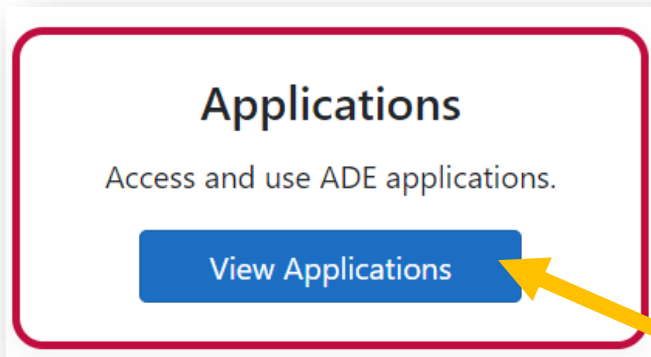


Click the box next to Grants Access

Click Save

Step 7: Access Preschool Development Grant Application

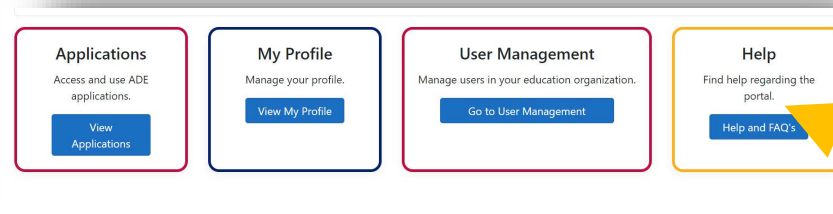
- Log into [ADEConnect](#)
- Click **View Applications**



- Click **Grants Management**



- **7a.** Search your GME Addressbook to see if your organization has an **LEA User Access Administrator**. If your organization does have an **Lea User Access Administrator** skip to step 7b. If no **LEA User Access Administrator** in GME is present in your organization, submit a **Helpdesk ticket** requesting an LEA User Admin Access Role.



- **7b.** Once you have LEA User Administrator Access, assign the below roles.

GME User Roles

GME Roles	Description
LEA User Access Administrator	<ul style="list-style-type: none"> • Adds and removes GME roles • Audits GME roles
LEA Business Manager	<ul style="list-style-type: none"> • Initiates and edits FAs, RRs, CRs • First level of approval for FAs • Only roles required for RRs & CRs • Initiates, edits, and submits Indirect Cost Request
LEA Authorized Representative	<ul style="list-style-type: none"> • Second and final approval for funding applications (incl. revisions) • Cannot initiate or edit
LEA Authorized Entity Signer	<ul style="list-style-type: none"> • Reviews the GSA for accuracy • Approves and submits the GSA to ADE • This must be a legal (authorized) signer • Cannot be a vendor/consultant • Cannot initiate or edit

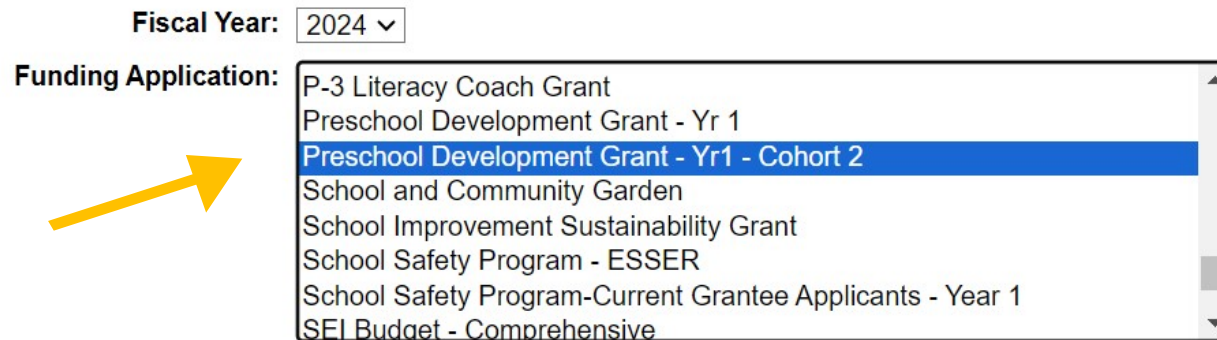
* To add or edit roles use the main menu on the left to navigate to Administrator > User Access. From there you can assign yourself the above roles. To assign the roles search for your name and then click on the "sticky note" to edit your roles.

Step 7: Access Preschool Development Grant Application (continued)

- 7c. In Search, Click **Funding Applications**



- Select **Fiscal Year 2024**
- Scroll down to find **Preschool Development Grant -Yr1-Cohort 2**



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

[Redacted] - 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

Previous Page

Sections

1. The district/organizati

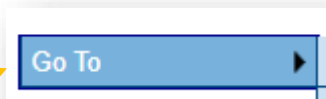
* Yes

- 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.



Program Information / Instructions

[Redacted] - FY 2024 - **Medium Risk** - Preschool Development Grant - Yr 1 - Rev 0 - Program Instructions

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 Standards > [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 Questionnaire

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 Questionnaire

1. Is your site/program on the PDG Eligibility 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

	Preschool Development Grant - Yr 1
	District Level
	Preschool Development Grant - Yr 1 School Allocations
	Budget
	Budget Overview
	Budget Overview Plus/Minus

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

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

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?

PDG B5 Application – Related Documents



Step 13: Complete Optional Budget Detail Worksheet

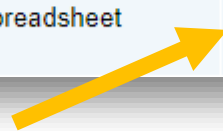
- Select **Related Documents**

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	\$ -

PDG B5 Application – Budget Section



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 Each Site for Year 1
- Complete **Capital Outlay Worksheet** for any purchases \$5,000 or above

Resources

- 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

A yellow arrow points from the text 'Change Status To: Draft Completed' to the underlined text 'Draft Completed'.

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

Sections

[Redacted] FY 2024

0

Application Status: LEA Authorized Representative Approved

A yellow arrow points from the text 'Application Status: LEA Authorized Representative Approved' to the underlined text '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: [Text Input Field]

Questions?

PDGInbox@azed.gov
www.azed.gov/ece/pdg

