



STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
MISSOURI PRESCHOOL PROGRAM (MPP) INVITATION FOR GRANT

IFG NO.: HB1519
TITLE: Missouri Preschool Program
ISSUE DATE: January 5, 2016

CONTACT PERSON: Angie Koetting
PHONE NUMBER: 573-751-2095
Email: Angie.Koetting@dese.mo.gov

RETURN APPLICATION NO LATER THAN: 1:00 p.m. on February 22, 2016

RETURNING APPLICATION: *PRINT OR TYPE IFG NUMBER (HB1519) AND RETURN DUE DATE ON THE LOWER LEFT HAND CORNER OF THE ENVELOPE OR PACKAGE.	
<u>MAILING ADDRESS</u>	<u>DELIVERY ADDRESS</u>
Department of Elementary and Secondary Education Early Learning Section PO Box 480 Jefferson City, MO 65102-0480	Department of Elementary and Secondary Education Early Learning Section Jefferson State Office Bldg., 7th Floor 205 Jefferson Street Jefferson City, MO 65101

CONTRACT PERIOD: Date of Award to June 30, 2016 – Start Up Funds
July 1, 2016 to June 30, 2017 – Program Funds

The grantee hereby declares understanding, agreement and certification of compliance to provide the items and/or services in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation for Grant. The grantee further agrees that the language of this IFG shall govern in the event of a conflict with his/her proposal. The grantee further agrees that upon receipt of an authorized purchase order from the DESE or when this IFG is countersigned by an authorized official of the State of Missouri, a binding agreement shall exist between the grantee and the DESE.

SIGNATURE REQUIRED

AUTHORIZED REPRESENTATIVE SIGNATURE		DATE	
PRINTED NAME		TITLE	
LEAD AGENCY NAME			
FEDERAL EMPLOYER ID NO. (EIN #) / SOCIAL SECURITY NO. (SS #)			
MAILING ADDRESS			
CITY		STATE	ZIP
PHONE NO.	FAX NO.	EMAIL ADDRESS	

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:	
TITLE Commissioner of Education	DATE
START UP FUNDS NOT TO EXCEED:	\$ _____
PROGRAM FUNDS NOT TO EXCEED:	\$ _____

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – EARLY LEARNING**

FY 16/17

MISSOURI PRESCHOOL PROGRAM (MPP) INVITATION FOR GRANT (IFG)

SECTION I – SITE CONTACT INFORMATION

LEAD AGENCY		LEAD AGENCY Employer ID No, EIN	COUNTY NAME	SCHOOL DISTRICT COUNTY/DISTRICT CODE
LEAD EDUCATION AGENCY AUTHORIZED REPRESENTATIVE				
AUTHORIZED REPRESENTATIVE			EMAIL ADDRESS	
INDIVIDUAL RESPONSIBLE FOR COMMUNICATING WITH THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE) REGARDING PROGRAM ACTIVITIES				
CONTACT PERSON			TITLE	
ORGANIZATION/ENTITY NAME			STREET ADDRESS	
CITY	STATE	ZIP	TELEPHONE NUMBER	
	MO			
EMAIL ADDRESS			FAX NUMBER	

SECTION II - SITE BUDGET INFORMATION

START UP FUNDS							
	6100 Certified Salaries	6150 Noncertified Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	Total
3512 Early Childhood Instruction							
4000 Facilities Acquis. & Construction							
Administrative Costs							
Grand Total							

PROGRAM FUNDS (July 1, 2016 - June 30, 2017)							
	6100 Certified Salaries	6150 Noncertified Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	Total
3512 Early Childhood Instruction							
4000 Facilities Acquis. & Construction							
Administrative Costs							
Grand Total							

DESE COMMENTS - (FOR DESE USE ONLY)

(This area is reserved for DeSE comments and is currently blank.)

AWARD #	START UP FUNDS AWARDED	DATE APPROVED
SIGNATURE OF AUTHORIZED DESE OFFICAL	PROGRAM FUNDS AWARDED	DATE APPROVED

**REPLACE
THIS PAGE
WITH A COPY
OF THE MPP
START UP FUNDS
ITEMIZED BUDGET**

REQUIRED FORMAT:

<http://dese.mo.gov/early-extended-learning/early-learning/missouri-preschool-program>

**REPLACE
THIS PAGE
WITH A COPY
OF THE MPP
PROGRAM FUNDS
ITEMIZED BUDGET**

REQUIRED FORMAT:

<http://dese.mo.gov/early-extended-learning/early-learning/missouri-preschool-program>

SECTION III – SITE INFORMATION

SITE NAME		PROGRAM TYPE: <input type="checkbox"/> Governmental Entity <input type="checkbox"/> Head Start <input type="checkbox"/> Nonprofit <input type="checkbox"/> Private Provider <input type="checkbox"/> Public School	
SITE STREET ADDRESS		SITE CITY	SITE STATE MO
SITE ZIP CODE			

EXISTING SITE INFORMATION (COMPLETED ONLY BY PROGRAMS THAT ARE CURRENTLY SERVING PRESCHOOL CHILDREN.)

CURRENT NUMBER OF PRESCHOOL CLASSROOMS: _____	CURRENT CAPACITY OF THE PROGRAM: _____
CURRENT NUMBER OF PRESCHOOL AGE CHILDREN BEING SERVED: _____	IS PROGRAM CURRENTLY LICENSED? <input type="checkbox"/> Yes or <input type="checkbox"/> No
NUMBER OF PRESCHOOL AGED CHILDREN ON THE WAITING LIST: _____	CURRENTLY ACCREDITED BY THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC) OR MISSOURI ACCREDITATION (MOA)? <input type="checkbox"/> Yes or <input type="checkbox"/> No

EXPANSION INFORMATION

NUMBER OF MONTHS PER PROGRAM YEAR 12 Months School Year

MPP CHILDREN WILL RECEIVE BEFORE AND AFTER-CARE SERVICES USING OTHER FUNDS Yes No

STAFF WILL BE TRAINED IN AND IMPLEMENT Creative Curriculum Emerging Literacy & Language High Scope Project Construct

ENGLISH LANGUAGE LEARNER (ELL) CHILDREN WILL BE ELIGIBLE FOR SERVICES IN THE MPP CLASSROOM(S) Yes No

LOW INCOME CHILDREN WILL BE ELIGIBLE FOR SERVICES IN THE MPP CLASSROOM(S) Yes No

SPECIAL NEEDS CHILDREN WILL BE ELIGIBLE FOR SERVICES IN THE MPP CLASSROOM(S) Yes No

HOMELESS CHILDREN WILL BE ELIGIBLE FOR SERVICES IN THE MPP CLASSROOM(S) Yes No

NUMBER OF CONTRACTED SLOTS PER CLASSROOM THAT WILL BE NEW DUE TO MPP FUNDS. (A MINIMUM OF 10 CONTRACTED SLOTS FOR EACH CLASSROOM)
 PUBLIC SCHOOLS AND GOVERNMENTAL ENTITY ARE ELIGIBLE FOR MULTIPLE CLASSROOMS.

CLASSROOM 1 <input type="checkbox"/> 10 Children <input type="checkbox"/> 15 Children <input type="checkbox"/> 20 Children	CLASSROOM 2 <input type="checkbox"/> 10 Children <input type="checkbox"/> 15 Children <input type="checkbox"/> 20 Children	CLASSROOM 3 <input type="checkbox"/> 10 Children <input type="checkbox"/> 15 Children <input type="checkbox"/> 20 Children	CLASSROOM 4 <input type="checkbox"/> 10 Children <input type="checkbox"/> 15 Children <input type="checkbox"/> 20 Children
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PROVIDE A BRIEF NARRATIVE DESCRIBING THE PROCESS FOR SELECTING CHILDREN TO PARTICIPATE IN THE MPP CLASSROOM(S) ALONG WITH THE RECRUITMENT PLAN FOR MAINTAINING CONTRACT SLOTS THROUGHOUT THE YEAR.

**REPLACE
THIS PAGE
WITH
A COPY
OF THE
APPLICATION
FOR LICENSE
TO OPERATE
A CHILD CARE
CENTER OR
APPLICATION
FOR LICENSE
REVISION**

**REPLACE
THIS PAGE
WITH THE
LEAD TEACHER
AND
ASSISTANT TEACHER
JOB
DESCRIPTIONS**

SECTION IV – COMMUNITY INVOLVEMENT

Community Advisory Committee

All of the below organizations are present in the community. Designate the number of advisory members from each category.

- | | | |
|--|---|--|
| <input type="checkbox"/> Child Care Provider | <input type="checkbox"/> County Health and/or Dept. of Mental Health | |
| <input type="checkbox"/> Church/Ministerial Alliance | <input type="checkbox"/> Head Start | <input type="checkbox"/> Public School Personnel |
| <input type="checkbox"/> Civic Service Group | <input type="checkbox"/> Local Board of Education | <input type="checkbox"/> Senior Citizen |
| <input type="checkbox"/> College/University Personnel (Optional) | <input type="checkbox"/> Parents as Teachers | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Community Partnership (Optional) | <input type="checkbox"/> Preschool Parent | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Community Preschool | <input type="checkbox"/> Parent Teacher Association (PTA)/
Parent Teacher Organization (PTO) | _____ |

DESCRIBE THE PROCESS FOR COLLECTING COMMUNITY INPUT.

DESCRIBE THE RESULTS OF THE COMMUNITY INPUT.

SECTION V – PROGRAM DESCRIPTION

DESCRIPTION OF PROGRAM:

Provide a summary of the program grant and how it will support the needs of the community.

PROGRAM GOALS:

Present a concise description of the intended goals of the program.

SECTION V – PROGRAM DESCRIPTION (continued)

EVALUATION OF PROGRAM GOALS:

Briefly describe how you will evaluate the program goals. What data will you collect? How will you know if your preschool program was successful?

SECTION VI – DESE GOALS: PROVIDE A DESCRIPTION OF HOW THIS PROJECT WILL ASSIST THE DESE IN MEETING THEIR GOALS.

Goal 2) All Missouri children will enter kindergarten prepared to be successful in school.

Goal 3) Missouri will prepare, develop, and support effective educators.

SECTION VII – PROGRAM PLANNING (Refer to 2.2.8 of the MPP Guidelines.)

a. PARENT ADVISORY COMMITTEE PLAN *(This is not the same as the Community Advisory Committee)*

Must include:

ROLE OF MEMBERS:

SELECTION PROCEDURE:

REPLACEMENT PROCEDURE:

NUMBER OF MEMBERS:

FREQUENCY OF MEETINGS:

b. FUNDING PLAN

Will the program become a vendor with the Department of Social Services for the Child Care Assistance Program: Yes or No

PARENTAL FEES:

SLIDING FEE SCALE:

FOOD SERVICES:

LOCAL GRANTS:

LOCAL FUNDRAISING:

OTHER:

Describe how the program will sustain the classroom(s) as MPP funds decrease utilizing other sources of funding.

**REPLACE
THIS PAGE
WITH
A COPY
OF THE
SLIDING FEE
SCALE**

SECTION VII – PROGRAM PLANNING (continued) - (Refer to 2.2.8 of the MPP Guidelines.)**c. CHILD DEVELOPMENT, EDUCATION, AND CARE PLAN**

Must address the following. **Required attachments include: daily schedule (ATTACHMENT F) and the physical classroom design which includes the number of children to be served in each MPP classroom. (ATTACHMENT G).**

RESEARCH BASED CURRICULUM:**DEVELOPMENTALLY APPROPRIATE ENVIRONMENT:****HEALTH & NUTRITION AND DEVELOPMENTAL SCREENINGS:**

(plan should address service delivery, instruments used and partners such as PAT)

PROGRAM GROWTH:**TRANSITION FROM PRESCHOOL TO KINDERGARTEN:**

(e.g., orientation activities, home visits, etc.)

COMMUNITY LINKAGES AND RESOURCES:

(e.g., public library, police department, etc)

**REPLACE
THIS PAGE
WITH A
COPY OF
THE DAILY
SCHEDULE**

**REPLACE
THIS PAGE
WITH A
COPY OF THE
PHYSICAL CLASSROOM
INCLUDING MEASUREMENTS**

SECTION VII – PROGRAM PLANNING (continued) (Refer to 2.2.8 of the MPP Guidelines.)

d. PROFESSIONAL DEVELOPMENT PLAN

Must show evidence of continuous professional development associated with the selected curriculum model. Include: activities that will support the curriculum such as educational courses through T.E.A.C.H. Early Childhood® MISSOURI, seminars, conferences, consultants, and explain how professional development is ongoing.

CONTINUOUS PROFESSIONAL DEVELOPMENT ASSOCIATED WITH SELECTED CURRICULUM:

EDUCATIONAL COURSES THROUGH T.E.A.C.H. Early Childhood® Missouri:

CONFERENCES:

OTHER:

e. PARENT EDUCATION, INVOLVEMENT, AND COMMUNICATION PLAN

PAT SERVICES (see Section 2.1.8, 2.1.9 and 2.1.18:

CLASSROOM VOLUNTEERS:

COMMUNICATION:

PARENT MEETINGS:

PARENT TEACHER CONFERENCES:

SECTION VII – PROGRAM PLANNING (continued) - (Refer to 2.2.8 of the MPP Guidelines.)

f. COMMUNITY PLAN

Describe the collaboration/partnership efforts and activities among other licensed early care and education providers who are serving age-eligible children within the grantee's community.

**All programs other than public
schools must register as a vendor
through the
MissouriBUYS website.**

<https://MissouriBUYS.mo.gov>

SECTION VIII – REQUIRED ATTACHMENTS

Include the following pieces of **required documentation** to complete the Missouri Preschool Program IFG.

Attachment A – All programs must submit Attachment A. (pg. 3)

A copy of the Start Up Funds itemized budget using the format provided.

Attachment B – All programs must submit Attachment B. (pg. 4)

A copy of the Program Funds itemized budget using the format provided.

Attachment C – All programs must submit Attachment C. (pg. 6)

A copy of the Application for License (New Programs)

or

A copy of the Application for Revision (Existing program that is Expanding)

Attachment D – All programs must submit Attachment D. (pg. 7)

A copy of a job description for the lead teacher position and the assistant teacher position.

Attachment E – Only programs that have indicated they are using a sliding fee scale must submit Attachment E. (pg. 12)

Attachment F – All programs must submit Attachment F. (pg. 14)

A copy of the daily schedule.

Attachment G – All programs must submit Attachment G. (pg. 15)

A copy of a physical classroom design that indicates the number of children in each classroom. MPP funds require a classroom to have no more than 20 children. Each classroom must have a lead teacher.

Attachment H – All programs other than public schools must complete Attachment H. (pg. 18)

MissouriBuys System: <https://MissouriBUYS.mo.gov>