



# Preschool Promise

Oregon Department of  
Early Learning and Care

## 23/25 APPLICATION FOR ADDITIONAL SLOTS

Please note: This is an open application process. All questions must be submitted via email to Adrianna Ruiz via [PSP@delc.oregon.gov](mailto:PSP@delc.oregon.gov)



# Overview

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The Department of Early Learning and Care is issuing this Preschool Promise (PSP) application for current PSP grantees interested in requesting additional slots for the 23/24 and 24/25 program years. Selected applicants must begin services for new slots awarded by 11/30/2023.

Event	Date	Time
Closing (Application Due)	8/20/23	5:00 PM PT
Eligibility Screening	8/21/23	
Evaluation Period	8/23/23 - 8/28/23	
Notice of Determination Issued	08/31/23	5:00 PM PT
Amendments are sent for Signature	09/11/2023	

*Please note full award amount will be dependent on the planned start date. Refer to Grant Amount and Duration for more information.*



# Slots Available for Reallocation by Hub Region

Below is a table that shows the number of available slots for reallocation by ELH region as of 07/31/2023. Slots relinquished by grantees after 07/31/2023 will be reallocated in future applications.

Early Learning Hub Region	# of Slots for Reallocation
Blue Mountain Early Learning Hub	8
Early Learning Hub of Central Oregon	6
Early Learning Hub of Clackamas County	46
Early Learning Hub of Linn, Benton & Lincoln Counties	32
Early Learning Multnomah (ELM)	84
Early Learning Washington County	42
Eastern Oregon Community Based Services Hub	0
Four Rivers Early Learning Hub	53
Frontier Early Learning Hub	0
Lane Early Learning Alliance	23
Marion and Polk Early Learning Hub, Inc.	15
Northwest Early Learning Hub	0
South Coast Regional Early Learning Hub	10
South-Central Early Learning Hub	30
Southern Oregon Early Learning Services	6
Yamhill Early Learning Hub	10
Total	365



At this time, DELC is not accepting applications for ELH regions where there are zero slots available for reallocation.

# Grant Amount & Duration

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The term of each original grant will remain the same as is reflected in the applicant's current grant agreement, with options to renew at Agency's discretion. If awarded additional Slots, the grant agreement will be amended to include additional grant funds per Slot for the remainder of the 23/24 and 24/25 program years, based on the planned start date reflected in the table below. The grant amendment award amount will be based on the number of additional Slots awarded, as follows:

- Base amount: \$13,650 per Slot per year
- Transportation enhancement: \$900 per Slot per year.
- Enhancement Funds: \$1,000 per Slot (one time)

These figures are subject to change, and may increase, prior to Agency awarding additional Slots. Updated figures will be reflected in the successful applicant's amended 23-25 grant agreement.

Funding award amount, prorated by month, for successful applicants will be based on the planned start date:

Planned Start Date	# of Months of Funding 23/24 Program Year	# of Months of Funding 24/25 Program Year
September 2023	12	12
October 2023	11	12
November 2023	10	12

# Eligibility

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Applicants must meet these criteria for eligibility to apply:

- Current 23/25 PSP Grantee
- Not currently on a Corrective Action Plan (low enrollment, licensing threshold or other)
- If grantee is currently on a Low Enrollment Corrective Action Plan, grantee can still apply in ELH regions where they are considered to be in good standing.
- Meet Site and Classroom Eligibility
- Additional slots will not displace another preschool provider or displace families/children receiving services through other funding. Examples including but not limited to: Oregon Prenatal to Kindergarten (OPK), Early Head Start/Head Start, early learning provider offering services at site where additional slots are requested.

# Site & Classroom Eligibility

CLASSROOM & SITE	EXAMPLE	ALLOWABLE
A. All requested slots will be placed in a classroom that had PSP enrolled children in 2022-2023	A multi funding delivery source classroom that has 10 private pay slots and 8 PSP slots in 22-23 could apply for reallocation to add additional PSP slots, i.e.: The program could apply for 4 reallocation slots, and plans to serve 12 PSP and 6 private pay slots in 23-25	Yes
B. All requested slots will be placed in a non- PSP classroom, that was operational for preschool aged children in 2022-23, at a PSP site.	A center that had one private pay classroom and one PSP classroom could apply for reallocation slots to convert their private pay class to a PSP classroom and/or multi funding source classroom.	Yes
C. Some of the slots will be in a classroom that had PSP children enrolled in 2022-23, and some of the slots will be in a non-PSP classroom that was operational for preschool aged children in 2022-23.	A school district could request 28 additional slots, 10 would be added to a current PSP multi funding source classroom, and 18 would be added to a non-PSP funded (i.e.: private pay, district funded) preschool classroom that operated in 22-23	Yes
D. All requested slots will be placed at a non-PSP site, operated by grantee, in a classroom that was operational for preschool-aged, children in 2022-23	A multi-site program that is a PSP grantee has PSP slots at Site A, and would like to add PSP slots at Site B, in a classroom that was serving preschool aged children in 22-23	Yes
E. All or some requested slots will be in any classroom or space that was NOT operational for preschool aged children 2022/23.	A Certified Family Center would like to convert a classroom that served infants and toddlers in 22-23 to a PSP classroom. Or, a school district would like to convert the teacher resource room into a PSP classroom.	No
F. All requested slots will be at a facility new to the owner/operator	A Certified Family provider would like to open a new location and apply for PSP reallocation slots to be placed at their new site	No
G. All requested slots will be subcontracted to a new subcontractor or provider	A PSP grantee would like to apply for reallocation slots to enter into a new sub-contract with a certified center or new CF provider.	No

# Other Considerations

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DELC may conduct additional rounds of competition if Agency determines it is in the best interest of the State. Additional rounds of competition may consist of reference to or participation in the following, but will not be limited to:

- 22/23 PSP data previously submitted to DELC
- Planned Start Date
- Geographic Location
- Presentations/ demonstrations/ additional submissions
- Interviews

# Application Questions

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1. Enrollment Expectations (4 Points): How will you ensure you meet the full (100%) enrollment expectations of this grant?
2. Staffing Readiness (4 Points): provide detailed information on the staffing plans established to ensure that the services are available on the required start date. This should include details about the Lead teacher, Assistant teacher, staff responsible for covering breaks and lunches, individuals in charge of transportation (if applicable), and any other relevant staff members. Confirm that all necessary staff have been selected and hired, and that there are no hiring contingencies that may have an impact on the provision of services.
3. Educational Requirements (4 Points): Does the Lead Teacher and Assistance teacher assigned to this site meet the staff education qualifications as described in the PSP grant agreement?
4. Facilities Readiness (4 Points): Describe the plans being made to guarantee that the site will be completely operational 15 days before the proposed start date. This includes reference to classroom furniture, lease agreement, equipment, etcetera. In addition, is the classroom designated for PSP services in compliance with licensing requirements? If licensed exempt, the classroom space must have a minimum of 35 square feet of usable space per child, and exterior space must have a minimum of 75 square feet of usable space per child.





# Application Questions

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5. Enrollment Readiness (4 Points): Please describe your Enrollment Readiness for PSP, including how many families have been selected and placed for the 23/24 program year?

6. Community Needs (4 Points): To the best of your understanding, how many families were on your waitlist for this site in the 2022/23 program year? If there was no waitlist, please explain the reasoning behind requesting additional slots (ex. number of families interested in the program, shared interest by families).

7. Suspension and Expulsion (4 Points): PSP grantees must have a policy regarding suspension and expulsion that focuses on support to sustain attendance and placement. The policy must include protocols followed by the Grantee when a child exhibits persistent and serious challenging behaviors. The policy must detail how a program will explore all possible options to facilitate the child's safe participation in the program and a process to document all steps taken to maintain the child's placement.

Please upload your program policy

8. Funding Source(s) (4 Points): What other funding sources is your program receiving at this site? Please explain how your request is not supplanting services or funds in the community?



# Evaluation Criteria

Applications meeting the eligibility requirements will be evaluated by an evaluation committee based on the answers provided in the Screening Questions. Evaluators will assign a score of 1 – 4 for each evaluation criterion listed below in this section.

Score	Explanation
4	<ul style="list-style-type: none"><li>•Exceeds Standards Application demonstrates an excellent understanding of the requirements of the Grant and the new or proven approach significantly exceeds performance or capability standards.</li><li>•Applicant has several exceptional strengths that will significantly benefit children and families being served.</li><li>•Application has no weaknesses; normal provider effort and normal DELC monitoring will be sufficient to minimize risk.</li><li>•Application is extensive, detailed, and exceeds all requirements and objectives; and therefore, has a high probability of meeting the requirements with little or no risk to DELC or state.</li></ul>
3	<ul style="list-style-type: none"><li>•Acceptable Application demonstrates an acceptable understanding of the requirements of the Grant and the approach meets performance or capability standards.</li><li>•Applicant has strengths that will benefit children and families being served.</li><li>•Application has no material weaknesses.</li><li>•Close DELC monitoring will probably minimize any difficulties of risk.</li><li>•Application generally meets requirements; therefore, has an acceptable probability of meeting the requirements.</li></ul>
1-2	<ul style="list-style-type: none"><li>•Inconsistent Application demonstrates a limited understanding of the requirements of the Grant and the approach, and only marginally meets performance or capability standards necessary for minimal program performance.</li><li>•Application has minor omissions and demonstrates a misunderstanding of the requirements that may be corrected or resolved through negotiations if awarded a Grant.</li><li>•Approach has weaknesses that could potentially cause some disruption of schedule, increase in cost, or degradation of performance even with close DELC monitoring.</li></ul>
0	<ul style="list-style-type: none"><li>•Unacceptable Application demonstrates a misunderstanding of the requirements of the Grant and the approach fails to meet performance or capability standards.</li><li>•Application has major omissions and inadequate detail to assure the evaluators the Applicant has an understanding of the requirements.</li><li>•Application proposes an unacceptable risk and cannot meet the requirements without major negotiations.</li></ul>

# Evaluation Criteria

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*Scores are the values (0 – 4) assigned by each evaluator.*

*Points are the total possible value for each question as listed in the table below.*

EVALUATION CRITERIA	POINTS POSSIBLE
Evaluation Item 1: Enrollment Expectations	4 pts
Evaluation Item 2: Staffing Readiness	4 pts
Evaluation Item 3: Educational Requirements	4 pts
Evaluation Item 4: Facilities Readiness	4 pts
Evaluation Item 5: Enrollment Readiness	4 pts
Evaluation Item 6: Community Needs	4 pts
Evaluation Item 7: Suspension and Expulsion	4 pts
Evaluation Item 8: Funding Source(s)	4 pts
TOTAL POINTS POSSIBLE:	32 pts

- **Landing Page Tutorial** -  
**Click Here to Open**

**-Application SmartSheet Link-**  
**Click Here to Open**

# Frequently Asked Questions (FAQ)

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Q: As a former 22/23 PSP grantee who opted out of the PSP program, is it possible for me to use this process to regain my slots?

A: *Thank you for your interest, at this time only 23/25 PSP Grantees are eligible to apply for additional slots.*

Q: If selected for reallocation award can I subcontract these slots to new subcontractors or providers?

A: *No, currently DELC is not accepting applications for new subcontractors or providers.*

Q: I am a 23/25 grantee and only interested in applying for the transportation enhancement, not additional slots. Can I apply for the transportation enhancement using this application?

A: *No, this application is only for grantees interested in additional slots.*

Q: When will slots relinquished after 7/31/2023 be reallocated?

A: *Slots relinquished by grantees after 07/31/2023 will be reallocated in future applications*

Q: I am on a low enrollment Corrective Action Plan; can I apply for additional slots?

A: *Grantees on a Low Enrollment Corrective Action Plan can only apply in ELH regions where they are in good standing through this application process.*

Q: Is it possible to submit my application in Spanish?

A: *Yes, interested applicants can submit their application in either English or Spanish.*

Q: Is it possible to view this information in a different language besides English?

A: *Yes, you can view the content in another language by clicking on the world icon located on the top right-hand corner of this page.*

# Point of Contact

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Please direct all questions to:

ADRIANNA RUIZ (she/her/hers)  
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Training and Outreach Coordinator  
Email: [psp@delc.oregon.gov](mailto:psp@delc.oregon.gov)

