

This document details the required application process for any Type III Early Learning Center in Orleans Parish wishing to serve four-year-olds through the NSECD program for the 2018-19 school year.

### ***Coordinated Funding Request Process Overview***

#### New Orleans Early Education Network

The New Orleans Early Education Network (NOEEN) seeks to create a high-quality and seamless educational system for children by increasing at-risk children's access to quality early care and education and by designing and implementing a systematic approach to improve the quality of all publicly funded early learning programs. NOEEN is comprised of all publicly funded early childhood care and education providers in Orleans Parish—more than 150 public schools, non-public schools, Type III early learning centers, Early Head Start centers and Head Start centers—serving more than 5,500 publicly funded birth to five-year-old children. Agenda for Children serves as NOEEN's Lead Agency and is responsible for ensuring that the network fully coordinates early childhood standards, evaluations, observations, enrollment, and funding per Act 3 of the 2012 Regular Legislative Session.

#### Coordinated Funding Request (CFR)

In December 2017, each early childhood care and education network in the state, including NOEEN, will submit Coordinated Funding Requests to the Louisiana Department of Education (LDE) detailing recommendations for seat allocations to specific operators for LA 4, NSECD, and Preschool Expansion Grant (PEG) for the 2018-19 school year. The goal of NOEEN's Coordinated Funding Request is to ensure that the limited number of publicly-funded early childhood seats are allocated to those programs that:

- Are high quality;
- Are in high demand by parents; and
- Meet families' needs

On September 26<sup>th</sup>, the NOEEN Steering Committee approved NOEEN's Coordinated Funding Request process and timeline. As part of this approved process, all applicants wishing to serve four-year-old children through the NSECD or LA 4 early childhood programs for the 2018-19 school year will need to complete and submit this application by October 27, 2017. Operators who do not currently serve LA 4, NSECD, or PEG will receive a site visit in early November. For a detailed timeline and more information, please consult the "Approved NOEEN Coordinated Funding Request Process" presentation posted on <http://www.agendaforchildren.org/coordinated-funding-request.html>.

#### **Enrollment and Funding**

Please note that each center or school is responsible for filling seats allocated to their organization. Programs are only guaranteed funding for the number of children who are actually enrolled. In addition, the Louisiana Department of Education may take away LA 4 or NSECD seats from under-enrolled programs. Please consider this as you determine the number of seats to request.

#### **NSECD (Nonpublic Schools Early Childhood Development Program)**

**Which programs can apply for NSECD?** Registered nonpublic schools and Type III early learning centers; publicly-funded early learning centers must have a minimum CLASS rating in order to be eligible to participate in the NSECD program (LDOE has not yet announced the required minimum CLASS rating).

**School Year 2017-2018 Enrollment:** There are approximately 460 four-year-olds enrolled at 14 different nonpublic schools and early learning centers located in Orleans Parish.

**Target population:** Four-year-olds from households at or below 185% of the Federal Poverty Line.

**Program description:** NSECD provides four-year-olds from low-income families the opportunity to attend pre-k in state-approved nonpublic schools and early learning centers. Funding for the NSECD program is limited statewide, so not every operator requesting NSECD seats will be granted them. For more information about this grant, please review the "NSECD Information" document posted on <http://www.agendaforchildren.org/coordinated-funding-request.html>

**Preschool Expansion Grant Note:** A handful of charter operators have partnerships with licensed early learning centers to provide Pre-K 4 through the Preschool Expansion Grant. Only those public schools and early learning centers currently participating in the Preschool Expansion Grant may participate in the 2018-19 school year. These programs will not be required to fill out an application, but will be required to sign assurances committing to continue participation for the 2018-19 school year. Agenda for Children will provide these assurance forms to current program participants in October.

**LA4 Note:** A few charter operators partner with Type III early learning centers to deliver LA4 programs. Only Local Education Agencies (LEAs), such as Orleans Parish School Board or charter operators, can request LA4 seats. Centers cannot apply for these seats directly.

### **Early Learning Center Application Submission Instructions**

1. **Review** the “Approved NOEEN Coordinated Funding Request Process” presentation posted on <http://www.agendaforchildren.org/coordinated-funding-request.html>.
2. **Plan** accordingly. Connect with leaders in your program to determine the number of seats in each funding stream that you would like to serve next year. If your program is already participating in OneApp, please consult the regular demand reports you receive from EnrollNOLA. In addition, Agenda for Children will work with EnrollNOLA to provide additional data to programs participating in OneApp tailored to the CFR process to help inform your request by mid-October.
3. **Complete** the application below. Each organization should only submit **one** application form, even if the organization has more than one location or is applying for more than one funding stream.
4. **Print, initial and sign the assurances.**
5. **Submit** the full application and scanned signed assurances to Teresa Falgoust, Agenda for Children’s coordinated funding contact, **no later than October 27, 2017**, at [centerapp@agendaforchildren.org](mailto:centerapp@agendaforchildren.org). Please save files with your organization’s name in the file name (Example: “CFRApplication\_ExploreAcademy”). If you can’t scan in your assurances, they can be hand-delivered or mailed to Agenda for Children (8300 Earhart Blvd., Suite 201, New Orleans, LA 70118). However, they must be received by (not postmarked by) October 27th in order to be considered.

Please answer the following questions to the best of your ability. Answers should be typed in the spaces and between the brackets that are highlighted light blue. Take as much space as you need to appropriately address each question. .

## Section 1: Applicant Profile and Contact Information

Organizational Information	
Center Name	
Center Website/Facebook Page	
Center Phone Number	
Center Fax Number	
Current Licensed Capacity	
Ages of Children Currently Served at Center for 2017-18	
Current Total Number of Children Enrolled at Center (all ages)	
Leader Information	
Director Name	
Phone Number	
Email Address	
Application Contact Information	
The person who should be contacted with questions about the application. It may be the same person as the director.	
Application Contact Name & Title	
Phone Number	
Email Address	

Please describe any other information about your organization that you would like evaluators to know in the space provided. Examples of helpful responses may include information related to your organization’s mission and values, leadership team, history, important milestones, unique programs or initiatives, and key community supports and/or partners. If you have a current NSECD audit finding, or a finding related to licensing, please explain and list the corrective action steps.

## Section 2: Seat Request

Please carefully read the instructions below in order to fill out the seat request correctly.

If you currently serve NSECD children, please review the **2017.18 Allocations document** posted on <http://www.agendaforchildren.org/coordinated-funding-request.html> to ensure you provide accurate information on the number of seats your program is currently allocated in the form below.

### Column A:

- List the name of all centers where your organization is currently serving NSECD seats, and all centers where your organization would like to serve NSECD seats for 2018-19.
- List the name of each physical center location on a separate row.

### Column B:

- Please list the physical address of the center where the classroom is or will be located.

### Column C:

- Please list the current number of NSECD seats allocated to the center for that location.
- If the location is a new NSECD location proposed for 17-18 and is currently not serving NSECD seats, fill in as 0.

### Column D:

- Please list the total number of NSECD seats you would like to serve at that location for 18-19.
- A full NSECD class is 20 seats, so most centers request NSECD seats in units of 20. However, you may request less than 20 NSECD seats if you would like. If you request less than 20 NSECD seats, you may fill the remaining seats in the class (up to 20) with tuition paying students, if you so choose, as long as all children in the class are served according to the requirements of the NSECD program.
- If that location is currently serving NSECD seats and you no longer want those seats to be served there for 18-19, fill in as 0.

A	B	C	D
Center Location Name	Location (Address where classroom will be located)	No. of NSECD Seats in 17-18	Total No. of NSECD Seats Requested for 18-19
<i>Example: Explore Academy</i>	<i>123 Explorers Ave.</i>	<i>0</i>	<i>0</i>

## Section 3: Application Questions

Before completing the below section, please carefully read and review the “Early Learning Center Rubric” posted at <http://www.agendaforchildren.org/coordinated-funding-request.html> that will be used by evaluators to score your application. All applications will be evaluated based on the following categories, as detailed in the “Early Learning Center Rubric”: Quality, Demand, and Meeting Families’ Needs.

### **Quality**

Applicants will receive a Quality Score based on the center’s 2017 Performance Profile Rating.

For a center that does not have a 2017 Performance Profile Rating, the center will receive a Site Visit Score in place of a Quality Score. The Site Visit Score will be based on observable quality measures and interview questions.

### **Parent Demand**

Applicants that enrolled NSECD, PEG, LA 4, or Pre-K 4 Head Start seats for the 2016-17 and 2017-18 school year through EnrollNOLA will receive a Parent Demand score based on enrollment data from both years. For those centers that began enrolling through EnrollNOLA in 2017-18, the Parent Demand Score will be based fully on that year’s enrollment. For those applicants that do not have EnrollNOLA data, the center will not receive a Parent Demand Score, and instead, the Evaluator Committee will determine how to rank the applicant based on the Site Visit Score and other relevant factors.

### **Meeting Families’ Needs**

Your center’s overall Meeting Families’ Needs score will be based on the questions below. **Points awarded in this section will count as bonus points toward your final total score.**

**IMPORTANT NOTE: PLEASE SPECIFICALLY ADDRESS EACH LOCATION YOUR ORGANIZATION IS REQUESTING SEATS FOR IN THE QUESTIONS BELOW.**

1. While free transportation for four-year-olds is not required for NSECD programs that are located at centers, some centers voluntarily offer free transportation or other solutions to aid families with transportation needs (ex: charging parents for van pickup services, providing RTA passes, etc.). Please explain whether you plan to offer transportation, and if so, describe your transportation program. Include all relevant details.

2. Although special education services are not required to be provided to children at centers, some centers partner with public schools to provide these services. What procedures, if any, does the center currently have in place or plan to put in place to ensure that four-year-old children with disabilities will be identified, evaluated, and receive special education services?

3. What supports does the center currently have in place or plan to have in place for English language development for children who are English Language Learners (ELL) and effective communication with parents who do not speak English?

4. Will the center provide education or before-/after-care options for families beyond the minimum 6 hours required instructional day for four-year-old children? If so, what time do you plan to offer these options and at what cost?

## Section 4: Coordinated Funding Request Assurances

In order to complete the NOEEN 2018-19 Coordinated Funding Request and have your organization's seat requests considered, an individual authorized to sign on your organization's behalf must initial each of the following assurances and sign at the bottom of this form.

Please print, sign, scan, and email this document along with your completed application to the email addresses below. Include your organization's name in the file name (Example: "CFRAssurances\_ExploreAcademy").

Early Learning Centers should submit signed assurances to: [centerapp@agendaforchildren.org](mailto:centerapp@agendaforchildren.org).

### **Program Performance Assurances**

Initial	Assurance
	I understand that no 2018-19 pre-K seats are guaranteed for my organization and that all seat requests are dependent on: 1) recommendations from the NOEEN Steering Committee; 2) Louisiana Department of Education (LDE) review of NOEEN Steering Committee recommendations and subsequent funding determinations; and 3) approval by the State Board of Elementary and Secondary Education (BESE).
	I understand that the allocation of seats may be amended if the number of awarded slots in this application is not filled or if the number of slots is exceeded, provided funds are available.
	I have read the "Approved NOEEN Coordinated Funding Request Process" presentation posted on <a href="http://www.agendaforchildren.org/coordinated-funding-request.html">http://www.agendaforchildren.org/coordinated-funding-request.html</a> and understand that my application for seats will be evaluated according to the process outlined in this presentation.
	I understand that applicants who are awarded seats by BESE but subsequently decide to "give up" some of those seats may be penalized in the 2019-20 Coordinated Funding Request Process.
	I understand that my organization will have the opportunity to view and comment on proposed NOEEN recommendations prior to approval by the NOEEN Steering Committee on November 29 <sup>th</sup> online at <a href="http://www.agendaforchildren.org/coordinated-funding-request.html">http://www.agendaforchildren.org/coordinated-funding-request.html</a> .
	I understand that my organization may comment publicly on the proposed NOEEN recommendations at the November 29 <sup>th</sup> NOEEN Steering Committee meeting prior to approval of the recommendations by the Steering Committee.
	If granted seats, my organization agrees to enroll, register, and serve all students assigned to the pre-K class through the OneApp/EnrollNOLA citywide process year-round at the school or center location.
	If granted seats LA 4 or PEG seats, my organization agrees to 1) provide first priority to all students with disabilities assigned to the pre-K classes through the OneApp/EnrollNOLA citywide process year-round at the school or center location, regardless of disability status, type, severity, or level of services required and 2) provide all services required for these students pursuant to the Individuals with Disabilities Education Act (IDEA).

Initial	Assurance
	<p>If granted seats, my organization agrees to participate in the New Orleans Early Education Network (NOEEN) and comply with all NOEEN required actions, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Submission of data, in accordance with state and federal privacy laws, that is necessary to help NOEEN fulfill its lawful responsibilities (ex: classroom and teacher counts and information, class size, teacher qualifications, etc.), as periodically requested by Agenda for Children;</li> <li>• Teacher, administrator, or other early childhood staff attendance at important NOEEN meetings and trainings;</li> <li>• Trainings, checkpoints, and other activities related to the implementation of TS GOLD;</li> <li>• Participation in twice yearly CLASS observations; and</li> <li>• Enrolling and registering all pre-K students through OneApp/EnrollNOLA according to policies in the approved NOEEN Coordinated Enrollment Framework.</li> </ul>
	<p>I agree that all seats funded through the grant will be aligned to LA 4 and NSECD program requirements (see <a href="#">2015-2016 Requirements and Guidelines for Public School and NSECD Pre-K Programs</a>; updated versions of these documents will be forthcoming).</p>
	<p>I agree that all funds for the program will be expended according to all regulations of the grant.</p>
	<p>I agree all records and other documents will be maintained for at least (3) federal fiscal years after the final payment or as described in 4 CFR 74.53(b), whichever is longest.</p>

I, the undersigned, am authorized to sign and submit this application on behalf of the public charter/nonpublic school and/or child care center. I assure and certify that the agency site(s) will comply with the assurances, regulations, policies, guidelines, and/or requirements, as they relate to the application, acceptance, and use of funds for the program(s) for which this application is made. This agreement, including the assurances contained herein, is binding on the institution, its successors, transferees, and assignees as long as it receives financial assistance to fund the program(s) for which this application is made. This agreement, including the assurances contained herein, is given in consideration of and for the purpose of obtaining any and all financial assistance to operate the program(s) for which this application is made.

The information in this agreement is true and correct to the best of my knowledge, including the name and mailing address below. I understand that this information is hereby given in connection with the receipt of funds for the program(s) for which this application is made. I understand that State Agency personnel may, for cause, verify information; and that deliberate misrepresentation may subject me to prosecution under applicable Federal and State criminal statutes.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number