

This document details the required application process for any Public School in Orleans Parish wishing to serve four-year-olds through the LA 4 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 26th, 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.

LA 4

Which programs can apply for LA 4? Local Education Agencies (LEAs) can apply for LA 4 funding

School Year 2016-2017 Enrollment: nearly 1,600 four-year-olds are being served in 41 different sites in Orleans Parish through LA 4 funding

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

Program Description: The Cecil J. Picard LA 4 Early Childhood Program is the primary preschool program in the state. Funding for the LA 4 program is limited statewide, so it is possible that not every operator requesting LA 4 seats will be granted them. **For more information on this grant, please review the "LA 4 Information" document posted on <http://www.agendaforchildren.org/coordinated-funding-request.html>.**

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.

Public School 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. Please consult the regular demand reports you receive from EnrollNOLA. In addition, Agenda for Children will work with EnrollNOLA to provide additional data 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 publicapp@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	
Organization Name	
School/CMO Website	
School/CMO Phone Number	
School/CMO Fax Number	
Anticipated First Day of 2018-19 Classes	
CEO Contact Information	
CEO Name	
Phone Number	
Email Address	
Application Contact Information	
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 LA 4 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 LA 4 or PEG 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 school locations where your organization is currently serving LA 4 or Preschool Expansion Grant (PEG) seats, *and* all school locations where your organization would like to serve LA 4 or PEG seats for 2017-18.
- List the name of each physical location on a separate row. List the PEG classroom as “School Name @ Center Name.” (Example: “Achievement Charter @ Little Learner’s Center”). Please note that per the approved NOEEN Coordinated Enrollment Framework, the students in the PEG center classroom will receive a priority through OneApp to attend the school’s kindergarten class. *Only those public schools and early learning centers currently participating in the Preschool Expansion Grant may participate in the 2018-19 school year.*

Column B: Please list the physical address of the school where the classroom is or will be located.

Column C: Please list the current number of PEG seats allocated to the school for that location (20 or 40 seats).

Column D:

- Please list the *total* number of PEG seats you would like to serve at that location for 17-18.
- The typical PEG classroom serves 20 PEG students. However, it is possible for a PEG classroom to combine less than 20 PEG students with PEG children covered through some other funding stream like private pay/tuition, LA 4, Head Start, or NSECD. For example, a center may request 10 PEG seats and plan to serve those 10 PEG students in the same classroom as 10 four-year-olds who pay private tuition.
- If a location is currently serving PEG seats, but you no longer wish to offer those seats at that location in 17-18, fill in as “0.”

Column E:

- Please list the current number of LA 4 seats allocated to the school for that location.
- If the location is a new LA 4 location proposed for 17-18 and is currently not serving LA 4 seats, fill in as “0.”

Column F:

- Please list the *total* number of LA 4 seats you would like to serve at that location for 17-18.
- If a location is currently serving LA 4 seats, but you no longer want to offer those seats at that location in 17-18, fill in as “0.”

Column G:

- **For charter schools only:** in this row, please list the total number of PK4 tuition seats you would like to serve in your LA 4 classes.
 - There should not be more total PK4 tuition seats than total requested LA 4 or PEG seats per location (Row G should not be greater than Row F for any location).
- Examples of classroom configurations:
 - 30 LA 4 seats + 10 PK4 tuition seats = 2 classrooms with 15 LA 4 children and 5 PK4 tuition seats each
 - 18 LA 4 seats + 2 PK4 tuition seats = 1 classroom of 20 children
 - 20 LA 4 seats + 20 PK4 tuition seats = 2 classrooms with 10 LA 4 children and 10 PK4 tuition seats
- Per state law, only charter schools may offer PK4 tuition seats. All charter school PK 4 tuition programs offered in combination with LA 4 or other publicly funded LA 4 programs must follow the requirements of the NOEEN Coordinated Enrollment Framework. The requirements for the 2017-18 school year can be found in the “NOEEN PK4 Tuition Policy” document posted at <http://www.agendaforchildren.org/coordinated-funding-request.html>. The 2018-19 Coordinated Enrollment Framework is currently being updated, but it is expected that the 2018-19 requirements will be largely similar the 2017-18 requirements.

Column H: This column should be the sum of Columns D, F, and G. (Example: Column D + Column F + Column G = Column H).

Section 3: Application Questions

Before completing the below section, please carefully read and review the “Public School 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 “Public School Rubric”: Quality, Demand, and Meeting Families’ Needs.

Quality

Applicants will receive a Quality Score based on a combination of the school’s 2017 Letter Grade and 2017 Performance Profile Rating based on the school’s Pre-K CLASS scores. For schools without a 2017 Performance Profile Rating, the Quality Score will be based fully on the school’s Letter Grade.

Parent Demand

Applicants that enrolled LA 4 seats for the 2016-17 and 2017-18 school year through EnrollNOLA will receive a Parent Demand score of 0-4 points based on LA 4 enrollment data from both years. For those schools that began enrolling LA 4 through EnrollNOLA in 2017-18, the Parent Demand Score will be based fully on that year’s LA 4 enrollment. Applicants demonstrating higher parent demand and an ability to fully enroll their programs will receive higher points. For those applicants that do not have LA 4 EnrollNOLA data (because they do not currently serve LA 4), the Parent Demand Score may be based on demand for the school’s K-12 program.

Meeting Families’ Needs

Your school’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. Describe the school’s transportation program for LA 4 students. Include all relevant details.

2. What procedures does the school have in place or plan to put in place to ensure that four-year-old children with disabilities will be identified, evaluated, and receive the required special education services as mandated by the Individuals with Disabilities Education Act (IDEA)?

3. What supports does the school 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 school 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 5: 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").

Public Schools should submit signed assurances to: publicapp@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 http://www.agendaforchildren.org/coordinated-funding-request.html 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 th online at http://www.agendaforchildren.org/coordinated-funding-request.html .
	I understand that my organization may comment publicly on the proposed NOEEN recommendations at the November 29 th 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"> • 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; • Teacher, administrator, or other early childhood staff attendance at important NOEEN meetings and trainings; • Trainings, checkpoints, and other activities related to the implementation of TS Gold; • Participation in twice yearly CLASS observations; and • Enrolling and registering all pre-K students through OneApp/EnrollNOLA according to policies in the approved NOEEN Coordinated Enrollment Framework.
	I agree that all seats funded through the grant will be aligned to LA 4 and NSECD program requirements (see 2015-2016 Requirements and Guidelines for Public School and NSECD Pre-K Programs).
	I agree that all funds for the program will be expended according to all regulations of the grant.
	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.

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