CONTINUATION APPLICATION
(Quality Pre-Kindergarten Services)

Issued by:

Public Health Management Corporation (PHMC)
in behalf of the
City of Philadelphia Mayor's Office of Education

<u>All proposals must be submitted via Reviewr</u>, a web-based application, a link to which will be included in future communications regarding the Continuation Application.

Proposals, including all supporting documentation, must be submitted via Reviewr no later than 5:00 p.m. Philadelphia, PA, local time, on Friday, April 5, 2019

Mandatory Pre-Application Conferences

Applicants MUST attend one of the following Pre-Application Conference Sessions
(No online/web-based options will be offered; applicants must appear in person)

Thursday, March 7, 2019	**Monday, March 11, 2019**	**Monday, March 11, 2019**
PHMC 1500 Market Street East Tower Lower Mezzanine Conference Rooms	PHMC 1500 Market Street East Tower Lower Mezzanine Conference Rooms	PHMC 1500 Market Street East Tower Lower Mezzanine Conference Rooms
1:00-3:00 pm	**9:00-11:00 am**	**5:00-7:00 pm**

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I. Overview of PHLpreK

A. Introduction

Through this Continuation Application ("CAP") Public Health Management Corporation seeks to identify providers with active PHLpreK contracts who may receive contracts for the 2019-2020 school year to provide preschool services under the City's PHLpreK[1] initiative.

Research demonstrates that young children that have access to high quality, developmentally appropriate preschool experiences enter kindergarten ready to learn and succeed in school and beyond. Philadelphia Mayor, the Honorable James Kenney, made expanding high quality prekindergarten services the cornerstone of his administration, understanding that early learning services prepare our future workforce while providing essential childcare support to hard working Philadelphians. Beginning in January 2017, the City funded 2,000 children to participate in PHLpreK programs, ensuring children received developmentally appropriate curriculum and instruction, comprehensive health and developmental screening, improved family and caregiver engagement, and support for kindergarten transition. The City of Philadelphia has a vision to provide access to quality programming to 5,500 children by 2023 and to develop an integrated system of universally accessible early learning services for Philadelphia families.

In the year ahead, the City of Philadelphia seeks to enhance the quality of PHLpreK services and further develop the groundwork necessary to continue to expand this program. The City of Philadelphia prides itself on its diversity and strives to have that diversity reflected in the business community and the workforce of the city. PHLpreK not only supports pre-kindergarten programming for children but it also serves as a growth opportunity for businesses, large and small, and diverse in nature. For this reason, early learning programs of all types and sizes are encouraged to apply to become part of this program

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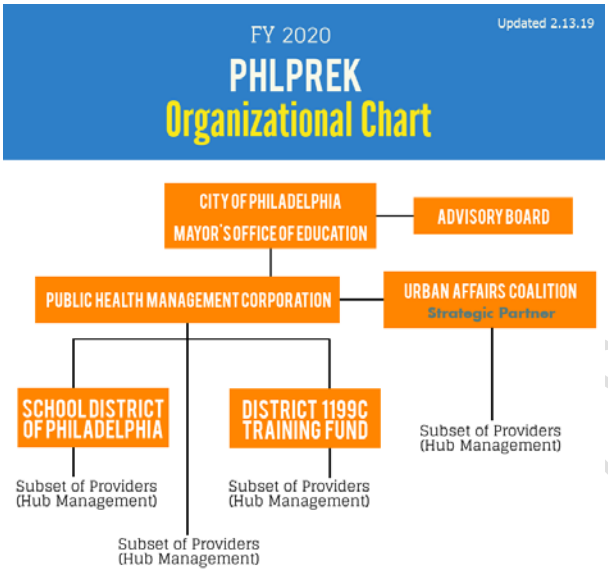
[1] For the PHLpreK Glossary of Terms, click here.

B. PHLpreK Management and Oversight

PHLpreK Organizational Chart



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Mayor's Office of Education, Intermediary Agency and Hub Overview

The Mayor's Office of Education (MOE) is working with public and private organizations and individuals to realize Mayor Kenney's education goals including the implementation of PHLpreK. MOE plays an ongoing role in overseeing the intermediary and insuring successful implementation of PHLpreK. In coordination with the City's PHLpreK Advisory Board, MOE sets policy for the initiative. MOE also provides City-wide recruitment supports to all providers and marketing to the initiative.

The PHLpreK Advisory Board is comprised of 16 community representatives appointed by the Mayor and City Council to support PHLpreK governance and decision making. The Board will make recommendations to the Mayor and City Council on program modifications, adjustments and improvements. The Advisory Board will assess impact and outcomes data and ensure the program meets determined goals.

Public Health Management Corporation (PHMC) serves as the administrative intermediary for the PHLpreK initiative. PHMC is a nonprofit 501(c)(3) corporation and public health institute that builds healthier communities through agreements with government, foundations, businesses, and community-based organizations. PHMC has served the Greater Philadelphia region since 1972 as a facilitator, developer, intermediary, manager, advocate, and innovator in the field of public health. PHMC fulfills its mission to improve the health of the community by providing outreach, health promotion, education, research, planning, technical assistance, and direct services.

PHMC directly contracts with other agencies, referred to as Hub agencies, which are responsible for monitoring subsets of PHLpreK providers. PHMC will ensure contract compliance for the

Hub agencies and provide program and data infrastructure to the PHLpreK system. PHMC also acts as a Hub agency itself, directly contracting with a subset of Providers and oversees payment, fiscal and contract compliance for this group.

The Urban Affairs Coalition (UAC) is an identified Hub agency for this program. UAC will directly contract with a subset of Providers and oversee enrollment benchmarks, payment and fiscal and contract compliance for this group. UAC will provide business and financial technical assistance to its subset of providers in the categories of budgeting, financial reporting, payroll and employee benefits, audit compliance, insurance, financial policies, personnel policies, financial accounting system, business policies, cash flow issues, and blended funding. Programs managed by School District of Philadelphia, 1199C and PHMC can request business technical assistance from UAC, but such assistance would be at the cost of the Provider. UAC participates in the intermediary structure with specific responsibilities defined in the agreement between UAC and PHMC.

Urban Affairs Coalition (UAC) is a nonprofit 501(c) (3) organization that brings together over 70 organizations that works on diverse issues that affect communities. UAC has served the Greater Philadelphia region since 1968 as an operator of a wide range of programs, service, and public policy initiatives. UAC achieves its mission by providing fiscal sponsorships and shared services to organizations looking to succeed. As a strategic partner in PHLpreK, UAC PHLpreK programs have achieved tremendous success in STAR level movement, accomplished business and financial goals, and succeeded in opening additional early childhood center locations with support received from UAC. The UAC PHLpreK team is committed to excellence in service delivery by bringing a wealth of knowledge, experience, and expertise to their early childhood work.

The School District of Philadelphia (SDP) is an identified Hub agency and will directly contract with school district sites, overseeing enrollment benchmarks, payments and fiscal and contract compliance for this group. SDP will provide technical assistance to its subset of providers to ensure success in meeting PHLpreK requirements.

District 1199C Training and Upgrading Fund (1199C) is an identified Hub agency and will directly contract with Family ChildCare Homes and oversee enrollment benchmarks, payment and fiscal and contract compliance for this group. 1199C will provide technical assistance to its subset of providers to ensure success in meeting PHLpreK requirements.

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C. PHLpreK Services Overview

Public Health Management Corporation (“PHMC”), in behalf of The City of Philadelphia (“City”), intends to fund 3,300 quality Pre-Kindergarten slots in September 2019.

Grant awards of $8,500 per child are available to eligible Applicants to provide a minimum of 5.5 hours of instructional time per school day for 180 days in school year 2019-2020. This does not include time for children’s arrival and departure each day or nap time. Providers are

encouraged to combine PHLpreK funding with Child Care Works (a.k.a. Child Care Subsidy) to provide eligible children with wrap-around and summer care. Providers may not charge fees or establish material requirements for participation in PHLpreK funded hours of programming. Providers may charge for wrap-around and summer care, unless prohibited by other program regulations.

This Pre-K program is open to all three and four year old children who live in the City of Philadelphia. The focus is to encourage enrollment among children in neighborhoods with high poverty, a large presence of young children at risk for poor health and educational outcomes, and a shortage of quality early learning opportunities. Enrollment is also encouraged for children from families experiencing homelessness, English Language Learners and children with special needs. Detailed program deliverables and provider performance expectations are outlined herein.

This Continuation Application ("CAP") is for all sites that were contracted in the PHLpreK program in FY19 and have an active PHLpreK contract at the point of application for FY20. All current sites are expected to submit a Continuation Application in order to receive ongoing funding.

This Continuation Application process is designed to conduct review of current PHLpreK providers to ensure that current performance aligns with the priorities of the PHLpreK system and to identify providers that have capacity to receive additional slots that result from redistribution of existing contracts or increased funding to support program expansion. Only Applicants to the CAP and RFQ will be eligible to contract with PHMC (or its designee) and receive City funds for Pre-K expansion during Fiscal Year 2020. It is anticipated that PHMC will issue RFQs for program expansion in future years. Funding for all expansions and any renewals is contingent upon the availability of appropriations.

D. Priorities for PHLpreK in FY20

In addition to ensuring the program goals outlined here, there will be focus and attention to the following areas in PHLpreK for the upcoming year:

- Access to the highest quality services that will prepare students (or children) for kindergarten
- Alignment with and leveraging of other early learning initiatives
- Serving high need areas and special populations
- Improving nutrition and physical activity
- Expanding access to families that are unserved or underserved in the early learning system
- Accountability and data-driven decision making
- Equity and good stewardship

Each of these is described in more detail below.

Access to the highest quality services that will prepare children for kindergarten - Ensuring all children participating in PHLpreK are receiving the highest quality services is critical to the

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impact of PHLpreK. Providers are expected to demonstrate and maintain quality via program assessments and data reporting requirements. PHLpreK will monitor Growth Providers to ensure they are progressing toward STAR 3. Efforts are underway to develop quality improvement supports for providers.

Alignment with and leveraging of other early learning initiatives - Recognizing that PHLpreK exists in a landscape of early learning programs, alignment with other early learning efforts is essential for program success. The City is and will continue to actively pursue cooperation and agreements with state and federal initiatives to ensure alignment of standards and practices across these programs. We will seek the input and cooperation of Providers in adjusting to new mandates and changing expectations associated with the Child Care Development Block Grant, Keystone STARS, and the Early Learning Resource Centers. We will also work with Providers and others to ensure families are accessing state and federal funding streams.

Serving high need areas and special populations - While available to all eligible Philadelphians, additional efforts will be made to ensure PHLpreK slots are utilized in areas of high need and are serving families with multiple risk factors. Current efforts are underway to refine outreach efforts to identify and recruit vulnerable children and their families including those engaged in the child welfare system, those experiencing homelessness, new Americans and immigrants, dual language learners, and children with special medical, developmental or mental health needs.

The City will engage a group of stakeholders to inform policy and supports for children with developmental delays and those with mental health concerns. The system continues to build out supports for Providers to prevent the expulsion and suspension of young children.

Improving nutrition and physical activity - The Philadelphia Department of Public Health's Chronic Disease Prevention Division has adapted the Comprehensive Nutrition Standards (www.phila.gov/nutritionstandards), mandated by Executive Order 04-14, for ECE settings ("Philadelphia Nutrition Standards for Early Care and Education"). The standards improve nutrition and provide recommendations for physical play and screen time. In the upcoming year, we develop monitoring methods and provider support.

Expanding access to families that are unserved or underserved in the early learning system - PHLpreK funding is intended to create new slots. The funding may not be used to convert or replace seats currently funded through Early Head Start, Head Start, or Pre-K Counts, Child Care Works (a.k.a. Child Care Subsidy) or private pay.

Accountability and data-driven decision making - Data collection and accountability are a key area of focus for PHLpreK. In order to ensure that timely and accurate data is collected, Providers must develop systems of data entry and quality assurance, utilize appropriate technology, and seek support when needed to ensure the integrity of data. Providers participating in PHLpreK are required to utilize the ChildWare system to enter PHLpreK program data.

Equity and good stewardship - The City is committed to ensuring all PHLpreK funds are used appropriately and in support of the stated program goals. No City funds may be used to support,

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subsidize or endorse religious activities. Eligibility for service to Philadelphia families is universally available and programs must meet the religious and cultural needs of enrolled families. PHLpreK may not discriminate against prospective employees or program participants based on their religious affiliation, ethnicity, country of origin, gender or sexual orientation.

II. The Continuation Application Process (CAP)

A. Eligibility

This Continuation Application ("CAP") is for all sites that were contracted in the PHLpreK program in FY19 and have an active PHLpreK contract at the point of application for FY20.

All current sites are expected to submit a Continuation Application in order to receive ongoing funding. If your site does not wish to participate in PHLpreK in the upcoming school year, you must notify us at phlprek@phmc.org by April 5, 2019.

All CAP applicants must be quality community-based child care providers (center- and multi-site, group, family childcare, school district, Head Start) licensed by and in full compliance with the Department of Human Services (DHS) or the Pennsylvania Department of Education (PDE), who operate within the City of Philadelphia.

Current PHLpreK providers that began delivery of PHLpreK service in FY17, were expected to achieve at minimum a STAR 3 designation within 18 -24 months of initial contract. These providers must be a STAR 3 or STAR 4 in order to complete the FY20 Continuation Application.

PHLpreK providers that were contracted to PHLpreK service after FY17 must achieve a minimum of STAR 3 or STAR 4 within the timeline recommended by PHMC, approved by MOE and documented in the Waiver submitted at the point of PHLpreK contracting. These providers must provide update on the progress of the STAR 3 move up, by submitting a new waiver document along with the FY20 Continuation Application. The waiver will be reviewed by PHMC, the PHLpreK Hub agency (where relevant), the Mayor's Office of Education and the Regional Key. Sites that do not demonstrate progress between the initial waiver submission and the waiver submitted at the point of continuation application may be ineligible to receive PHLpreK funding beyond the 2018-2019 fiscal year.

Current STAR 3 or STAR 4 PHLpreK providers who wish to have new site locations become part of PHLpreK must have responded to the LOI for these locations and received a determination of Eligible or Conditionally eligible in order to proceed. New site locations of existing PHLpreK programs, will need to complete the Request for Quality Providers application, not the Continuation Application.

PA DHS compliance will be verified for all Continuation Application respondents. Providers with a Provisional license (a DHS negative sanction) may complete the full application and it will be reviewed. However funding priority will be given to sites with a full license in good

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standing during the review of applications. If a site with DHS negative sanction is selected for FY20 funding, the DHS negative sanction must be resolved prior to contracting and classroom opening. The PHLpreK program will not issue a contract to any provider with a DHS negative sanction (provisional license).

Requests for Increase in Slots/Funding

Currently contracted PHLpreK providers may request an increase in slots and funding in FY20.

Requests for increased slots from Continuation Applicants will be evaluated and prioritized based on the following criteria:

- STAR 4, STAR 3 provider
- Demonstrate PHLpreK Contract Compliance and met the threshold FY19 Operations Audit Score
- Are in good standing with Keystone STARS and DHS/PDE
- Have the licensed capacity for additional slots and the additional slots will not bring their PHLpreK proportion over 75% of capacity
- Have the availability of vacant seats not occupied by a child currently being funded through another source
- Meet the areas of priority determined by the City (Outlined below)
- City Vendor Compliance per the most recent MOE report
- Recommendation from the Hub agency

Priority Areas

Priority areas are defined by the following: fewer than 40% of the children have access to high quality pre-k, at least 12% of the area lives in poverty, a high number of children are exposed to two or more early childhood risk factors, and no PHLpreK investment to date. For information about these areas please reference the map and list below. Also see Childcare Map.

FY20 list of PHLpreK priority areas:

- ✓ Brewerytown
- ✓ Carroll Park
- ✓ East Germantown
- ✓ Fern Rock
- ✓ Haverford North
- ✓ McGuire
- ✓ Richmond
- ✓ Sharswood
- ✓ Southwest Germantown
- ✓ Strawberry Mansion
- ✓ Summerdale
- ✓ West Parkside
- ✓ West Poplar
- ✓ Yorktown

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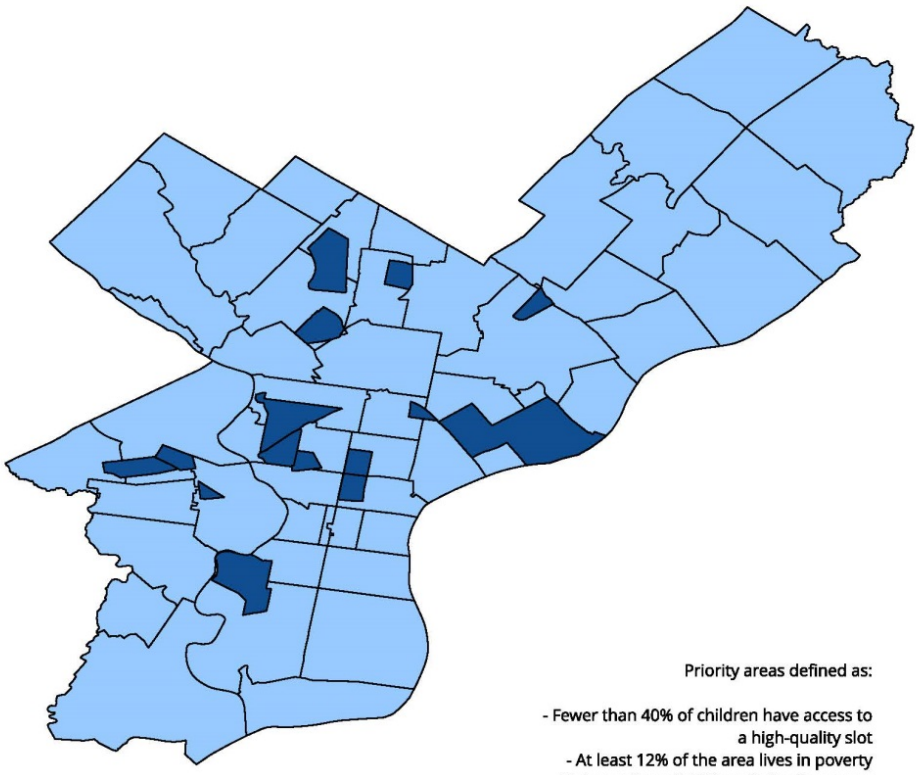
PHLpreK Priority Areas
Fiscal Year 2020 Procurement



Priority areas defined as:

- Fewer than 40% of children have access to a high-quality slot
- At least 12% of the area lives in poverty
- High number of children facing 2 or more risk indicators
- No PHLpreK investment to date

Legend

- FY20 Priority Areas
- Zip Codes

Priority data from the Penn Child Research Center (University of Pennsylvania Graduate School of Education) and Data Management Office (Philadelphia's Office of the Deputy Managing Director of Health and Human Services). Priority area boundaries defined by the Philadelphia Neighborhoods dataset created and maintained by Azavea, Inc.

B. Mandatory Pre-Application Conference

A representative for each agency must attend at least one <u>mandatory</u> pre-application conference session for this Continuation Application. <u>Pre-registration is required</u>. *No online/web-based options will be offered.* Sessions are scheduled as follows:

Thursday, March 7, 2019	Monday, March 11, 2019	Monday, March 11, 2019
PHMC1500 Market Street East Tower Lower Mezzanine Conference Rooms	PHMC1500 Market Street East Tower Lower Mezzanine Conference Rooms	PHMC1500 Market Street East Tower Lower Mezzanine Conference Rooms
1:00-3:00 pm	**9:00-11:00 am**	**5:00-7:00 pm**

Complete Applications are due by <u>April 5, 2019 at 5:00 p.m.</u> local Philadelphia time. Details regarding the application submission process are noted below.

C. Application Submission

1. Explanation of the online application submission system

   For this CAP process, **Applicants will apply through a web-based system called *Reviewr***. Much of the required information will be entered directly into *Reviewr* and other items will be submitted to the system via upload. A link to the site will be sent to all Providers with instructions on how to enter the system and complete the CAP. *<u>Except where otherwise noted, document uploads may be in Word, PDF, GIF, JPG, Excel. Do not upload from a website or in aspx.</u>*

2. Items to be **completed directly in** the Reviewr online system

   The following items will be "fillable" forms built into the *Reviewr* platform

   - Application Data Sheet
   - Narrative Questions

3. Items to be **uploaded** to the Reviewr online system

   Applicants will need to upload the following items into the *Reviewr* platform

   ☐ Copy of valid Pennsylvania DHS (a.k.a. DPW) license or Department of Education License

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- ☐ Copy of Accreditation Certificate (e.g. NAEYC), if applicable
  Refer to the Alternative Pathways to STARS Designation of the Keystone STARS Program Standards for recognized accreditation.
- ☐ Agency Organizational Chart
- ☐ Minority, Women, Disabled Owned Business Enterprise Certificate (MWDSBE), if applicable

Fiscal Documents to include

- ☐ Current fee schedule
- ☐ Current operating budget
- ☐ Two most recently completed Fiscal Year budgets (FY17 and FY18)
- ☐ Most recent audited financial report or most recent filed tax form
- ☐ *Income statement (Profit Loss) – FY18 (For entire organization) [Template_Income]
- ☐ *Income statement (Profit Loss) – FY19 (For entire organization through the most recent completed month) [Template_Income]
- ☐ *Balance Sheet (Assets/Liabilities) – FY 18 (For the entire organization) [Template_Balance]
- ☐ *Balance Sheet (Assets/Liabilities) – FY 19 (For the entire organization) [Template_Balance]

**For the Income statements and Balance sheets, you may use your own reports/forms or you may use the templates provided.*

4. Items to be **downloaded** from the site, **completed and uploaded** back into the Reviewr online system.

   The following templates and forms will be posted on the *Reveiwr* platform. Applicants will need to download the forms, complete and/or sign the forms and upload them back to the *Reviewr* platform.

   - ☐ Staff Qualifications Grid (must submit in Excel format)
   - ☐ PHLpreK Data Responsibility Form
   - ☐ PHLpreK Workforce Diversity Report (all applicants must complete, not only non-profits)
   - ☐ Tax and Regulatory Status Clearance Statement
   - ☐ Acknowledgement and Attestation Form
   - ☐ Enrollment Recruitment Plan
   - ☐ STAR 3 Waiver Request and Action Plan (only for STAR 2 sites that have not requested Pre-Designation at the time of the CAP)

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Fiscal Documents to include:

- ☐ *Line item budget for slots requested (NOTE: There are two templates – one for center-based sites and one for family childcare homes. Complete the one that corresponds with your site type) [Center version] [FCCH version]

  **For the Line Item Budget, you must use the templates provided and must submit as Excel format.*

D. Selection Criteria

This Continuation Application is for a competitive bid for funding that will be awarded based on the criteria described below. The Applicant acknowledges that this Continuation Application is strictly for the purpose of gaining knowledge of services and expertise available and is not a commitment or promise of a service award from PHMC. If PHMC chooses to award a contract, it will be awarded to the Applicant whose proposal is the most advantageous to the City and in the City's best interest.

Evaluation of this Continuation Application will be based on written submission, performance in PHLpreK in FY17, FY18 and FY19, references, interviews and site visits, as needed. PHMC will base its selection on criteria that include, but are not limited to:

1. Ability or capacity to meet particular requirements of contract and needs of PHLpreK and those it serves within established timeframes.
2. Prior experience of Applicant and staff.
3. Ability to meet the needs of target neighborhoods and special populations. Click here for a map of target neighborhoods.
4. Demonstrates integrity and efficiency in business practices.
5. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women.
6. Ability to use funds with efficacy.
7. Meets prequalification requirements:
   - Valid Pennsylvania DHS License, PDE License or Accreditation and STARS Designation using the Alternate Pathways
   - Ability to show that the requirements and implications of the program are well-understood.

Determination of awards will be provided to each applicant, at the discretion of the City and based on available funds.

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III. Proposal Administration

A. Questions Relating to the CAP

All questions concerning this CAP must be submitted in writing via email to PHLpreK@PHMC.org no later than March 15, 2019 at 5:00 pm local Philadelphia time, and may not be considered if not received by then. PHMC will respond to questions it considers appropriate to the CAP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted March 22, 2019 on the PHLpreK website at www.PHLprek.org. Responses posted on the PHLpreK website become part of the CAP upon posting. PHMC reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any PHMC or City employee or agent shall be binding on PHMC or the City or in any way considered to be a commitment by PHMC or the City.

B. Interviews, Site Visits and Additional Written Information

PHMC may, at its discretion, seek additional information through site visits and interviews with principal staff to be involved in the project.

C. Term of Contract

It is anticipated that the initial Contract term shall commence on July 1, 2019 (the "Initial Term") and unless sooner terminated by the City or the Intermediary pursuant to the terms of the Contract, the Contract shall expire thereafter, on June 30, 2020. The Service Term shall commence on the first day of the School District of Philadelphia program year and end on June 30, 2020. This Continuation Application process is designed to conduct review of current PHLpreK providers to ensure that current performance aligns with the priorities of the PHLpreK system and to identify providers that have capacity to receive additional slots that result from redistribution of existing contracts or increased funding to support program expansion. Applicants will receive notice of qualifications.

D. Revisions to Continuation Application

PHMC reserves the right to change, modify or revise the Continuation Application at any time. Any revision to this Continuation Application will be posted on the PHLpreK website (www.phlprek.org) with the original Continuation Application details. It is the Applicant's responsibility to check the PHLpreK website frequently to determine whether additional information has been released or requested.

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E. Timetable

The City and PHMC anticipate that the Continuation Application process will be completed based on the time table below.

FY 20 Procurement Timetable	
Date	**Description**
February 22, 2019	**Release of the Continuing Application (CAP). Application documents will be posted to www.phlprek.org**
March 7, 2019 1:00 – 3:00 pm (CAP) March 11, 2019 9:00 – 11:00 am (CAP) 5:00 – 7:00 pm (CAP)	**Mandatory Pre-Application Conference Sessions.** *Each applicant will need to attend one session
March 15, 2019	**Deadline to submit application questions. All questions will be submitted to phlprek@phmc.org**
March 22,2019	**Answers to application questions posted to PHLpreK website www.phlprek.org**
April 5, 2019 5:00 PM EST	**Applications submitted Reviewr**
May 20, 2019	**Notice of Award:**
May 20, 24 & 29,2019	**Enrollment Process Training for All FY20 Providers**

The dates are estimates only and PHMC reserves the right, in their sole discretion, to change this schedule. Notice of changes in the Pre-Application Conference Sessions dates/times or locations, the due date for Applicant questions, and the date for proposal submission will be posted. The other dates/times listed may be changed without notice to prospective Applicants. PHMC reserves the right to request further written information and to conduct site visits and/or interviews with Applicants after applications have been submitted which may delay the Notice of Award.

IV. Services and Performance Expectations of PHLpreK Providers

As a participant in the PHLpreK Program, the Applicant will be expected to provide the services and deliverables outlined below:

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Service	Deliverable[2]
Programmatic Expectations	
Maintain safe and legal program operations	• Maintain DHS or PDE childcare license in good standing • Accredited programs meeting Alternative Pathways to STARS Designation must remain in good standing with the regulatory entity.
Provide overall program quality	• Current STAR 3 or 4 providers must maintain good standing in Keystone STARS. • Growth providers entering the PHLpreK system in FY20 with less than a STAR 3 designation, will reach STAR 3 status in a timeline recommended by PHMC and approved by MOE. Sites that do not meet the STAR 3 benchmark may be ineligible to receive PHLpreK funding in future program years.
Conduct marketing and recruitment to ensure eligible families receive needed services	• Submit an Enrollment Recruitment Plan as part of the application process. • Update the site's information on the Great Philly Schools website to ensure accurate and current information about the location's PHLpreK operations is available to families in search of care. Data entered on the Great Philly Schools website will be reviewed at minimum quarterly for each PHLpreK location to ensure that it remains current. • Enroll children in the PHLpreK program, per the requirements and procedures outlined by PHMC in the FY20 PHLpreK Enrollment Policy, and receive approval from PHMC for said enrollments. Notify PHMC of previously enrolled children who have left their program. • Do not require additional application information or fees in advance of enrollment in PHLpreK.
Deliver quality, developmentally-appropriate educational services to three- and four-year-olds for a minimum of 5.5 instructional hours per day for 180 days of the 2020 school year.	• Implement the Creative Curriculum to fidelity in the PHLpreK classroom during 180 days of service in FY20. • Programs may submit a waiver for use of another OCDEL approved curriculum option once they have met PHLpreK child outcome benchmarks. • Conduct continuous child observation to inform child outcomes. Observation records for each PHLpreK child must reflect all months of service and each domain of development as outlined

[2] MOE reserves the right to make changes to the deliverables as necessary to support the priorities of the PHLpreK program. Final deliverables will be included as a part of the Provider contract.

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Service	Deliverable[2]
	in Teaching Strategies Gold. • Record child progress using Teaching Strategies Gold online data tool at minimum twice per year. Release electronic child progress data for PHLpreK children to PHMC and MOE as requested. • Hold at minimum two family conferences to discuss child progress information with the child's family and to set educational goals • Programs may submit a waiver for use of another OCDEL approved assessment tool if programs demonstrate that they meet PHLpreK child outcomes benchmarks.
Ensure children receive adequate program dosage	• Maintain 85% daily average attendance each month, calculated by the average attendance rates of PHLpreK children across all days of the month of service.
Recruit and retain qualified staff	• Every child care center location has a full-time Director or Administrator with a minimum of an Associate's Degree in ECE or related field and meets all other DHS regulations. • A member of the program leadership team completes the required PHLpreK Curriculum Leadership Institute and the required PHLpreK Business Institute. • By 2028, Director or Administrator must have a minimum of a Bachelor's degree in ECE or a related field as outlined in Appendix A of the 2018 Keystone STARS Indicators. • Each classroom has a Lead Teacher with a minimum of an Associate's Degree in ECE or related field as defined by the 2014 PA Career Pathway. • All Lead Teachers with a minimum of a Bachelor's Degree in ECE or related field by 2028. Accepted Related fields are outlined in Appendix A of the 2018 Keystone STARS Indicators. • Each classroom with more than 10 children also has an Assistant Teacher with a minimum qualification of (1) a CDA credential or (2) 6 credits in Early Childhood Education coursework from an accredited institution of higher learning, as defined by the 2014 PA Career Pathway • Every Family Child Care Owner/Operator has a minimum of an Associate's degree in ECE or related field as defined by the 2014 PA Career Pathway. PHLpreK Family Child Care Providers who became PHLpreK providers in 2017, with a CDA credential must have an action plan outlining the timeline to achieve an Associate's Degree by the end of program year 2022.

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Service	Deliverable[2]
	• Family Child Care providers who serve as a Lead Teacher will need to have a minimum of a Bachelor's Degree in ECE or a related field by 2028. Accepted Related fields are outlined in Appendix A of the 2018 Keystone STARS Indicators. • When a Family Child Care Owner/Operator does not serve as the full time Lead Teacher and is not present for the full 5.5 hr. PHLpreK day during the 180 days of PHLpreK service, a teacher must be in place that meets the same qualifications as a Lead Teacher noted above. • Directors/Administrators, Lead Teachers and Assistant Teachers at direct School District of Philadelphia locations, who are School District of Philadelphia employees, must meet the staff qualifications established for employees of the School District. Staff at other School District contracted sites must meet qualifications for Center Director, Center Lead Teacher/Center Assistant Teacher noted previously. • Classes are staffed by full-time staff and all substitutes must meet the credentials noted above for the position they are filling. Providers will not have a substitute as the lead teacher for over 90 days. • Each classroom has access to floaters and aides meeting DHS regulations to ensure teachers can take breaks. • Comply with the relevant wage and benefits requirements for the City of Philadelphia.
Comprehensive Service Expectations	
Support family need for early learning and childcare services	• Support the family in accessing additional funding to support full-day and full-year child care needs • Enter and maintain Child Care Works subsidy contract and offer full-day services (before- or aftercare) as needed by the family • Offer families full day/full year services onsite or partner with other agencies to provide such services. • Develop a Parent Agreement to outline the terms of the PHLpreK program and the terms for before- and aftercare services and transportation services not included in PHLpreK. The agreement should outline the specific consequences for failure to uphold the agreed upon terms, such as late pick up, lack of health records, etc. A template of such an agreement can be found on the PA DHS website (http://www.dhs.pa.gov/publications/forproviders/childcarefor

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Service	Deliverable[2]
	ms/index.htm) - Form **CY 321-Day Care Agreement**
Follow appropriate health and nutrition standards	• Program staff will complete at least one developmental screening for each child annually within 45 calendar days of the child's program start date using the Ages and Stages, 3rd Edition (ASQ-3) and the Ages and Stages Social Emotional (ASQ-SE) and share information with families. • Providers must adhere to the guidelines of the selected screening tool for rescreening throughout the year, if a concern has been identified. Children with IEPs are exempt from this requirement if there is a copy of a current IEP in the child's file. • Refer any child with an identified concern to Elwyn for assessment within 15 calendar days after receipt of parent permission to refer. • Providers may submit a waiver to use another screening tool that has been tested for reliability and validity if they demonstrate child outcomes and 100% compliance on timely screening and referral. • All teaching staffs are required to attend training on the screening tool. • Verify that at least one health assessment including immunizations has been obtained in the past 12 months. Verification must occur within the timeframe specified in the Child Care Regulations. • Provide nutritious, family style meals and snacks every day. Supplement PHLpreK funding by applying for a subsidized food program, if eligible. Comply with the requirements of the subsidized food program. • Comply with the requirements and procedures outlined by PHMC related to the City of Philadelphia Nutrition Standards. All programs will meet the Physical activity and Screen time standard. Programs must also comply with the requirements for offering clean, safe drinking water. Programs may select a CQI goal from among the other Nutrition standards. • Distribute lead prevention materials to PHLpreK families as provided by MOE.
Partner with families and caregivers to support their children's learning and development	• Plan and implement regular communication with families and caregivers • Involve families and caregivers in setting educational goals for their children

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Service	Deliverable[2]
	• Document in ChildWare an IEP for any PHLpreK enrolled children who has an IEP at the point of enrollment or who receive an IEP at any point during the PHLpreK program year. • Work with MOE to implement evidence based parenting curriculum • Work with MOE to deploy resource materials to PHLpreK families throughout the program year and support the distribution and completion of a year-end PHLpreK family satisfaction survey
Support Kindergarten Transition	• Document an individualized Kindergarten Transition Plan by October 31st for all children who will turn 5 by the age requirements established by the Philadelphia School District for the following school year. The plan should be developed with the child's family and include key activities necessary for kindergarten registration and the transition to Kindergarten. • All registration and transition activities should be complete by May 31st • Providers must enter into ChildWare: o The date the Kindergarten Transition plan is created by October 31st; o The date a Kindergarten Transition meeting is held with the Family to discuss education options for Kindergarten by February 1st; o The registration status and school for each child by June 1st. • A copy of the Kindergarten Transition Plan template used by the site will be requested with the Provider Contract.
Reporting Expectations	
Keep accurate records and enter data into defined databases	• Provide accurate and relevant program, staff, child and family data in a timely manner. • Enter requested data into ChildWare per the requirements and timeline established by PHMC. • Maintain records in accordance with DHS requirements.
Engagement in the project and continuous improvement of the system	• A PHLpreK program administrator from each agency will attend at least 75% of Provider meetings convened by the Intermediary. • A PHLpreK staff or administrator from each agency must attend at least 75% of additional training as required by PHMC or the City. A training calendar will be provided at the commencement of the PHLpreK school year and updated throughout the year when necessary. • Participate in quality improvement and program evaluation

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Service	Deliverable[2]
	activities when required by PHMC or the City.
Comply with Monitoring and Reporting requests	• Provide the City and/or PHMC program level data collected by Pennsylvania's Keystone STARS, Pre-K Counts, Head Start Supplemental Assistance programs and/or other program quality assessment information for monitoring purposes, when requested, including CLASS™ and ERS™ assessment data.
Fiscal Expectations	
Utilize funds appropriately	• Submit monthly invoices based on the requirements of PHMC and the City, not to exceed the contracted slot allocation, charged at a rate of $850/child. • Spend funds according to an approved program budget and notify the intermediary if a budget revision is needed. All funds are to be utilized for the provision of high quality early learning services to confirmed program participants. • Notify the appropriate office when a child receiving subsidy enrolls in and/or is discharged from PHLpreK programming to ensure appropriate allocation of funds
General Provisions	
Maintain status as a quality business partner of PHMC or a designated Hub agency, while complying with applicable policies and requirements of PHMC, the City of Philadelphia the State of Pennsylvania and the Federal government.	• Maintain compliance with all City, State and Federal tax regulations throughout the program term • Execute and comply with the terms of the Contract with PHMC (or a Hub agency designated by PHMC) for PHLpreK • Agree to comply with the applicable terms of PHMC's contract with the City of Philadelphia, including City of Philadelphia Professional Services Contract General Provisions For General Consultant Services • Comply with the "Terms and Conditions Relating to Protected Health Information" as noted in the City of Philadelphia Professional Services Contract General Provisions For General Consultant Services

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V. FY 20 PHLpreK Continuation Application Data Sheet

All of the following information and narrative responses must be completed via the web-based system

Hub Information

All PHLpreK providers will be assigned to a Hub agency. The default Hub assignment for FY19 PHLpreK providers that are awarded FY20 seats is their current Hub assignment. A change in Hub assignment for FY19 PHLpreK providers that are awarded FY20 seats may occur when there is a request from the provider or when a change is necessary based on the Hub's capacity. All change requests will be made based on each Hub's capacity to manage additional slots and to add new providers. Where possible, provider preference will be considered.

Providers selecting the School District of Philadelphia as a preferred PHLpreK Hub must also apply through the School District's procurement process and be selected as a School District Early Childhood Provider. Contact the School District Office of Early Childhood with questions about the School District application process for new providers.

Please Indicate below if you wish to change your Hub assignment *(Select only one)*
(Dropdown)

- ☐ No Change
- ☐ Public Health Management Corporation (PHMC)
- ☐ Urban Affairs Coalition (UAC)
- ☐ School District of Philadelphia (SDP)
- ☐ District 1199C Training and Upgrading Fund (1199C)

Legal Entity Information

Legal Entity Name: _____

Legal Entity Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **County:** _____

Telephone Number: _____ **Website:** _____

Federal Employer Identification Number: _____

Check the following as it applies to your organization:

☐ **Non-profit** ☐ **For profit** **City/County:** _____

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Type of Organization: ☐ **Sole proprietors** ☐ **Corporation** ☐ **LLC** ☐ **LP** ☐ **Other:**

_____ **State of Organization:**_____

# of Years in operation: _____

Is your organization registered as a minority-, woman-, disabled-owned business?

☐ **No** ☐ **Yes** **If yes, with which certifying agency?**_____
(Attach proof of certification from certifying entity with your application)

Primary contact for this application

Name: _____ **Job Title:** _____

Address: _____

City: _____**State:** _____ **Zip Code:** _____**County:** _____

Work Phone: _____**Fax Number:** _____ **Email:** _____

Facility/Site Information *(Where children will be served)*

Site Name: _____

Address (where children will be served)**:** _____

City: _____**State:** _____ **Zip Code:** _____**County:** _____

Contact Name:_____ **Job Title:** _____

Contact Phone: _____**Contact Fax Number:** _____ **Contact Email:** _____

License/Accreditation:

PA Department of Education license: ☐ **Yes** ☐ **No**
(If yes, Applicant must submit a copy of the site's license)

Accreditation: ☐ **Yes** ☐ **No**
(If yes, Applicant must submit a copy of the site's Accreditation Certificate. Reference Alternate Pathways to STARS Designation for acceptable accreditations.)

PA Department of Human Services (DHS) License: ☐ **Yes** ☐ **No**
(If yes, Applicant must submit a copy of the site's license)

DHS License Number*:* _____

MPI # for this location: _____

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Licensed capacity at this location: _____

(Maximum enrollment capacity per existing Department of Human Services/Pennsylvania Department of Education license)

Site Type and Hours of Operation:

☐ **Child Care Center** ☐ **Group** ☐ **Family Child Care Home**

What are the Hours of Operation at this location? _____

What are the planned Hours of Operation for the PHLpreK?_____

Which of the following services will be offered at this site (check all that apply)?

☐ **Before Care** ☐ **After Care** ☐ **Summer Care**

Enrollment of Children

As of 3/1/19, indicate the number of slots by funding stream and the enrollment

CCIS (3/1/19)	**Infants/Toddlers** *Newborn – 35 mon.*		**Preschool** *36 mon.- 5 years*		**School-age** *Kindergarten Age*	
# slots funded by CCIS_____	**Full time**	**Part time**	**Full time**	**Part time**	**Full time**	**Part time**
# children enrolled CCIS						
# children on the waitlist CCIS						
Head Start (3/1/19)	**Infants/Toddlers** *Newborn – 35 mon.*		**Preschool** *36 mon.- 5 years*		**School-age** *Kindergarten Age*	
# slots funded by Head Start_____	**Full time**	**Part time**	**Full time**	**Part time**	**Full time**	**Part time**
# children enrolled Head Start						
# children on the waitlist Head Start						
PreK Counts (3/1/19)	**Infants/Toddlers** *Newborn – 35 mon.*		**Preschool** *36 mon.- 5 years*		**School-age** *Kindergarten Age*	
# slots funded by PreK Counts_____	**Full time**	**Part time**	**Full time**	**Part time**	**Full time**	**Part time**
# children enrolled PreK Counts						
# children on the waitlist PreK Counts						
Private Pay (3/1/19)	**Infants/Toddlers** *Newborn – 35 mon.*		**Preschool** *36 mon.- 5 years*		**School-age** *Kindergarten Age*	
# slots funded by Private Pay _____	**Full time**	**Part time**	**Full time**	**Part time**	**Full time**	**Part time**
# children enrolled Private Pay						
# children on the waitlist Private Pay						
Other (3/1/19)	**Infants/Toddlers** *Newborn – 35 mon.*		**Preschool** *36 mon.- 5 years*		**School-age** *Kindergarten Age*	
# slots funded by other sources (specify source and number for each) _____	**Full time**	**Part time**	**Full time**	**Part time**	**Full time**	**Part time**
# children enrolled (other sources)						
# children on the waitlist (other sources)						

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# of children with Individual Education Plan (IEP) or Individual Family Services Plan:_____

PHLpreK Slots

Number of total PHLpreK slots being requested for this location in FY2020:

Number of available rooms:

Are these seats currently available?

☐**Yes** ☐**No** (If No, indicate the reason and when seats will be available):
_____ Need to complete construction/renovation at this site
_____ Need to hire teachers
_____ Other, specify reason_____

What date do you expect the seats to be available_____

Is new construction/renovation required to accommodate the number of slots requested?
☐**Yes** ☐**No**

- **If yes, describe your plans for expansion at this location and outstanding needs and the impact it may have on this application.**

Will new teachers need to be hired to accommodate the number of slots requested? ☐**Yes** ☐**No**

- **If yes, describe your plans for recruiting/hiring, any outstanding needs and the impact it may have on this application.**

Of the slots requested:

- **How many slots are anticipated to be filled by children who are currently 2 years-old and will be 3 years-old by September 1, 2019? _____**
- **How many are anticipated to be for service during school day hours only (5.5 hours)? _____**
- **How many are anticipated to be for service beyond school day hours (more than 5.5 hours)? _____**

Do you have dedicated outdoor play space on site? ☐**Yes** ☐**No**

Do you have access to community play space (i.e., parks, recreation center, etc.)? ☐**Yes** ☐**No**

Do you prepare food for the children on site? ☐**Yes** ☐**No**

If applicable, what food service vendor do you use? **_____**

Do you participate in Child and Adult Care Food Program (CACFP)? ☐**Yes** ☐**No**

Is your organization registered as a minority-, woman-, disabled-owned business?
☐**Yes** ☐**No** **If yes, with which certifying agency?**
(Attach proof of certification from certifying entity with your application)

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What types of benefits do you offer for your staff? *(Select all that apply)*

- ☐ Health insurance (fully or partially paid)
- ☐ Paid leave (sick, personal, and/or vacation)
- ☐ Paid Staff time to attend meeting/trainings
- ☐ Advancement opportunities, including the ability to participate in T.E.A.C.H. scholarships program or paid tuition for college (not T.E.A.C.H.)

What types of business supports do you need to be successful in the PHLpreK program?
(Select all that apply)

- ☐ Budget Development
- ☐ Financial Record Keeping/ Accounting
- ☐ Financial Planning – Business plan
- ☐ Strategic Planning
- ☐ Risk Management Planning
- ☐ Payroll Management
- ☐ Tax compliance
- ☐ Human Resource Development and Personnel Policies
- ☐ Personnel Cost Allocation and Staff Plans
- ☐ Staff Benefits and Salaries
- ☐ Blended Funding Streams
- ☐ Marketing
- ☐ Recruitment
- ☐ Technology
- ☐ Technical Assistance in the use of Data Systems
- ☐ Other, please specify_____

Curriculum

Primary Curriculum used for Pre-K *(Select only one)*

- ☐ Circle of Education® EduPod Pre-Kindergarten
- ☐ Curiosity Corner
- ☐ DIG: Develop. Inspire Grow ™
- ☐ Early Learning Success, LLC
- ☐ Frog Street Press, Inc. – Frog Street Pre-K
- ☐ Funshine® Express – Fireflies
- ☐ Gee Whiz Education™
- ☐ HighScope Preschool Curriculum
- ☐ InvestiGator Club® (Preschool/PreK)
- ☐ Kaplan Connect4Learning – Prekindergarten
- ☐ Kaplan - Learn Every Day
- ☐ McGraw Hill World of Wonders
- ☐ Mother Goose Time
- ☐ Pearson – Open the World to Learning (OWL)
- ☐ Teaching Strategies® Creative Curriculum for Preschool
- ☐ Voyager Sopris Learning – We Can Early Learning Curriculum
- ☐ Other, please specify_____

The required curriculum for PHLpreK is Teaching Strategies® Creative Curriculum for Preschool. If you <u>are not</u> currently using Creative Curriculum, what supports will be needed to make the transition?

_____

If you <u>are</u> currently using Teaching Strategies® Creative Curriculum for Preschool, describe your approach to ensuring implementation of the curriculum with fidelity.

_____

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Are you using a Supplemental Curriculum focused on a key area of development? ☐**Yes** ☐**No**
(If yes, select all that apply)

- ☐ Blueprint For Early Language Literacy
- ☐ Let's Begin With The Letter People
- ☐ Zula For Pre-Kindergarten
- ☐ Social and Emotional Paths Pre-Kindergarten
- ☐ Other, please specify_____

Does this site offer bilingual instruction to accommodate students whose primary language is not English? (Please note this excludes educational language lessons.) ☐**Yes** ☐**No**
If yes, in what language?_____

Developmental Screening

What developmental screening tool is used to assess children's needs?
(Choose all that apply).

- ☐ Ages and Stages Questionnaire, Third Edition (ASQ-3™)
- ☐ Ages and Stages Questionnaire – Social Emotional
- ☐ Brigance Screens
- ☐ Developmental Assessment of Young Children, 2nd Edition
- ☐ Early Screening Profiles (ESP)
- ☐ Early Learning Accomplishment Profile (E-LAP)
- ☐ FirstSTEP Screening Tool for Evaluating Preschoolers
- ☐ Parents' Evaluation of Developmental Status- Developmental Milestones (PEDS:DM)
- ☐ Survey of Well-being of Young Children
- ☐ Other, please specify_____

The required developmental screening tools for PHLpreK are Ages and Stages Questionnaire, 3rd Edition (ASQ-3) and Ages and Stages Questionnaire – Social Emotional (ASQ-SE). If you <u>are not</u> currently using ASQ, what supports will be needed to make the transition?

If you <u>are</u> currently using Ages and Stages Questionnaire, 3rd Edition and Ages and Stages Questionnaire – Social Emotional, describe your approach to ensuring implementation of the screening tools with fidelity.

Outcomes Assessment

What outcomes assessment tools are used to monitor children's progress?
(Choose all that apply).

- ☐ Assessment Technology Incorporated: Galileo®
- ☐ HighScope: COR Advantage
- ☐ National Institute for Early Education Research (NIEER)/Lakeshore: Early Learning Scale (ELS)
- ☐ Pearson: THE WORK SAMPLING SYSTEM®

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- ☐ Pearson: THE WORK SAMPLING SYSTEM® for Head Start
- ☐ Teaching Strategies LLC: Teaching Strategies GOLD®
- ☐ Other, please specify_____

The required child assessment tool for PHLpreK is Teaching Strategies Gold. If you <u>are not</u> currently using Teaching Strategies Gold, what supports will be needed to make the transition?

_____

If you <u>are</u> currently using Teaching Strategies Gold, describe your approach to ensuring implementation of the assessment tool with fidelity.

_____

Data Collection

What data systems are currently used to gather data on children?
*(Choose all that apply and attach a completed copy of the PHLpreK Data Responsibility Form***)**

- ☐ PELICAN
- ☐ COPA
- ☐ ChildWare
- ☐ ProCare
- ☐ ChildPlus
- ☐ Other, please specify_____

Area Demographics

When completing the information below, please report on ALL families/children you serve.

Select the neighborhoods[i] of families you typically serve *(select all that apply)*
(Dropdown with multiple selection option)

- ☐ Academy Gardens
- ☐ Airport
- ☐ Allegheny West
- ☐ Andorra
- ☐ Aston-Woodbridge
- ☐ Bartram Village
- ☐ Bella Vista
- ☐ Belmont
- ☐ Brewerytown
- ☐ Bridesburg
- ☐ Burholme
- ☐ Bustleton
- ☐ Byberry
- ☐ Callowhill
- ☐ Carroll Park
- ☐ Cedarbrook
- ☐ Cedar Park
- ☐ Center City East
- ☐ Chestnut Hill
- ☐ Chinatown
- ☐ Clearview
- ☐ Cobbs Creek
- ☐ Cresentville
- ☐ Crestmont Farms
- ☐ Deamley Park
- ☐ Dickenson Narrows
- ☐ Dunlap
- ☐ East Falls
- ☐ East Germantown
- ☐ East Kensington
- ☐ East Mt. Airy
- ☐ East Oaklane
- ☐ East Park
- ☐ East Parkside
- ☐ East Passyunk
- ☐ East Poplar
- ☐ Eastwick
- ☐ Elmwood
- ☐ Fairhill
- ☐ Fairmount
- ☐ Feltonville
- ☐ Fern Rock
- ☐ Fishtown-Lower Kensington
- ☐ Fitler Square
- ☐ Fox Chase
- ☐ Francisville
- ☐ Frankford
- ☐ Franklin Mills
- ☐ Franklinville
- ☐ Garden Court
- ☐ Germantown – Morton
- ☐ Germanton-Penn Knox
- ☐ Germantown - Westside
- ☐ Germany Hill
- ☐ Girard Estates
- ☐ Glenwood
- ☐ Graduate Hospital
- ☐ Grays Ferry
- ☐ Greenwich
- ☐ Haddington
- ☐ Harrogate
- ☐ Hartranft
- ☐ Haverford North
- ☐ Hawthorne

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- ☐ Holmesburg
- ☐ Hunting Park
- ☐ Industrial
- ☐ Juniata Park
- ☐ Kingsessing
- ☐ Lawndale
- ☐ Lexington Park
- ☐ Logan
- ☐ Logan Square
- ☐ Lower Moyamensing
- ☐ Ludlow
- ☐ Manayunk
- ☐ Mantua
- ☐ Mayfair
- ☐ McGuire
- ☐ Mechanicsville
- ☐ Melrose Park Gardens
- ☐ Millbrook
- ☐ Mill Creek
- ☐ Modena
- ☐ Morell Park
- ☐ Navy Yard
- ☐ Newbold
- ☐ Nicetown
- ☐ Normandy Village
- ☐ North Central
- ☐ NE Phila Airport
- ☐ Norhtern Liberties
- ☐ Northwood
- ☐ Ogontz
- ☐ Old City
- ☐ Olney
- ☐ Overbrook
- ☐ Oxford Circle
- ☐ Penny Packer Park
- ☐ Parkwood Manor
- ☐ Paschall
- ☐ Passyunk Square
- ☐ Pennsport
- ☐ Pennypack
- ☐ Pennypack Park
- ☐ Pennypack Woods
- ☐ Penrose
- ☐ Point Breeze
- ☐ Port Richmond
- ☐ Powelton
- ☐ Queen Village
- ☐ Rhawnhurst
- ☐ Richmond
- ☐ Rittenhouse
- ☐ Riverfront
- ☐ Roxborough
- ☐ Roxborough Park
- ☐ Sharswood
- ☐ Society Hill
- ☐ Somerton
- ☐ Southwest Germantown
- ☐ Southwest Schuykill
- ☐ Spring Garden
- ☐ Spruce Hill
- ☐ Stadium District
- ☐ Stanton
- ☐ Strawberry Mansion
- ☐ Summerdale
- ☐ Tacony
- ☐ Tioga
- ☐ Torresdale
- ☐ University City
- ☐ Upper Kensington
- ☐ Upper Roxborough
- ☐ Walnut Hill
- ☐ Washington Square West
- ☐ West Central Germantown
- ☐ West Kensington
- ☐ West Mt. Airy
- ☐ West Oak Lane
- ☐ West Park
- ☐ West Parkside
- ☐ West Passyunk
- ☐ West Poplar
- ☐ West Powelton
- ☐ West Torresdale
- ☐ Whitman
- ☐ Winchester Park
- ☐ Wissahickon
- ☐ Wissahickon Hill
- ☐ Wissahickon Park
- ☐ Wissinoming
- ☐ Wister
- ☐ Woodland Terrace
- ☐ Wynnefield
- ☐ Wynnefield Heights
- ☐ Yorktown

Select the zip codes[ii] of families you typically serve *(Select all that apply)*

(Dropdown with multiple selection option)

- ☐ 19019
- ☐ 19101
- ☐ 19102
- ☐ 19103
- ☐ 19104
- ☐ 19105
- ☐ 19106
- ☐ 19107
- ☐ 19108
- ☐ 19109
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- ☐ 19142
- ☐ 19143
- ☐ 19144
- ☐ 19145

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☐ 19146	☐ 19149	☐ 19151	☐ 19154
☐ 19147	☐ 19150	☐ 19152	☐ 19155
☐ 19148	☐ 19151	☐ 19153	☐ 19160

If you collect this information please indicate how families you serve identify racially. *(Select all that apply)*

(Dropdown with multiple selection option)

- ☐ White
- ☐ Black or African American
- ☐ American Indian and Alaska Native
- ☐ Asian
- ☐ Native Hawaiian and Other Pacific Islander
- ☐ Other, please specify _____

If you collect this information please identify how families you serve identify ethnically *(Select all that apply)*

(Dropdown with multiple selection option)

- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino

Identify the primary language(s) spoken by the children and families you served in FY 2019 *(Select all that apply)*

(Dropdown with multiple selection option)

- ☐ English
- ☐ Spanish
- ☐ Chinese
- ☐ Vietnamese
- ☐ Russian
- ☐ Arabic
- ☐ French
- ☐ Haitian Creole
- ☐ Mon-Khmer, Cambodian
- ☐ Italian
- ☐ Portuguese
- ☐ Polish
- ☐ Korean
- ☐ Tagalog
- ☐ Other, please specify all:

VI. CAP Narrative Questions

Organizational Background (1.5 pages; 2200 characters)

1. Describe your agency's Mission and Vision.
2. Explain why PHLpreK has been a good program for your organization.
3. Describe your organization's history and ability to serve the following populations:
   a. Children with disabilities
   b. Children experiencing homelessness
   c. Dual- language learners
   d. Immigrants
   e. Other special populations of primary interest to your organization's mission

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4. Describe the lessons learned about your agency's performance in the PHLpreK in FY2019. Think about your site's successes in PHLpreK and opportunities for improvement in the upcoming school year.

Recruitment/Enrollment (1 page; 1500 characters)

5. How will you recruit new children to enroll in FY20, especially those who are hard to reach? Discuss expected challenges and identify strategies you will employ to overcome those challenges. *(Attach enrollment/recruitment plan)*
6. How will you maintain full enrollment throughout the year?
7. What organizations do you have relationships with that refer families to your site?

Developmentally Appropriate Practices (1 page; 1500 characters)

8. How do you ensure you are providing developmentally appropriate programming and services?
9. Describe how you use assessment to track child progress.
10. What resources do you have available to support the health, mental health needs of the children you serve?
11. What additional supports do you need to meet the health, mental health needs of the children you serve?

Family Engagement (1/2 page; 750 characters)

12. Describe the strategies you use/will use to engage families in supporting their children's learning and development.
13. Describe your current practices to ensure inclusion of children with special needs. Include information about supports available for the children and their families.
14. Describe your current practices to include children with challenging behaviors and to minimize suspension and expulsion. Be sure to include information about how families are engaged.

Kindergarten Transition (1/2 page; 750 characters)

15. Discuss the strategies you will implement to help children make a smooth transition to Pre-K and from Pre-K to Kindergarten. Note any formal or informal collaboration with other agencies on transition. Describe how you will track and monitor to ensure that children transitioning to Kindergarten are registered for Kindergarten by June 1st?

Use of Subcontractors (1/2 page; 750 characters)

16. State the intention to use subcontractors to perform any portion of the work sought by this CAP. For each such subcontractor, provide the name and address of the subcontractor, a description of the work the Applicant intends the named subcontractor to provide, and

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whether the subcontractor assists in fulfilling goals for the inclusion of Minority, Women, Disabled-Owned Business Support**.**

Disclosures (1 page; 1500 characters)

17. If, in the past 5 years, your agency has been involved in any legal proceedings or anticipates in the next year to be involved in any legal proceedings (such as civil or criminal case, bankruptcy) that could interfere with the agency's performance of the program requirements, provide details of the proceeding and its current status.
18. Provide a description, in detail, of any situation occurring within the past five (5) years in which the Applicant, or a joint venture or partnership of which Applicant was a part, defaulted or was deemed to be in noncompliance of any contractual obligations. (1,000 characters)

[i] Neighborhoods listed are those listed in Childcare Map at https://www.childcaremap.org/tool.html.
[ii] Zip codes download on 2/5/19 from http://ciclt.net/sn/clt/capitolimpact/gw_ziplist.aspx?ClientCode=capitolimpact&State=pa&StName=Pennsylvania&StFIPS=42&FIPS=42101

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