



NEW YORK STATE-ADMINISTERED PREKINDERGARTEN APPLICATION WEBINAR



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Office of Early Learning

Provides:

- direction and support for statewide policies and programs related to best practices for PreK to third grade
- support to school districts and direct-contract agencies to promote high quality PreK programs
- guidance for Voluntary Registered Nursery Schools and Kindergartens
- technical assistance to early learning providers, school districts, families and other stakeholders

The office also:

- reviews and analyzes research to inform the development of policies related to early childhood education
- administers and monitors State-Funded Universal Prekindergarten programs

Key Terms

State-Funded Prekindergarten Programs - refers to the:

- Allocational Universal Prekindergarten (UPK) programs (State 0409 and Federal 5870),
- Statewide Universal Full-Day Prekindergarten (SUFDPK 0545, 0546 and 5875) program and
- 2022-2023 Universal Prekindergarten Expansion Grant

LEA – Local Education Agency

MVPS – NYSED's Business Portal

4410 Program refers to a program that is approved to provide special education services to prekindergarten students. These students qualify for a full day, five-hour special education placement.

Emergent Multilingual Learners (EML): Prekindergarten students identified by the EML Language Profile as a prekindergarten student whose home or primary language is other than English.

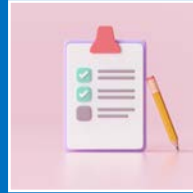
Welcome!

OUR DISCUSSION WILL COVER:

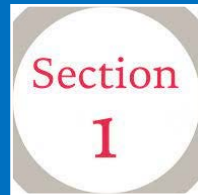
How to complete
the State -
Administered
Prekindergarten
Application

How to complete
and use the
Funding
Organizer and
Grant Calculator

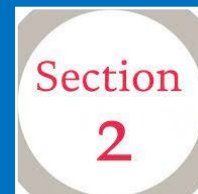
How to contact
the Office of
Early Learning if
you have
questions



State-Administered Prekindergarten Application



Prekindergarten Program Overview



Students and Funds

- a. available funding
- b. collaboration

Program Overview

Joint Application

Question 1: Will the school district be submitting a joint application?

- Yes
- No
- Not Applicable - Direct Contract Agency

Joint Application

Questions 1a, 1b and 1c will appear only if the LEA answers Yes to Question 1.

Question 1a: Which school districts will be collaborating?

Question 1b: Which school district will serve as the fiscal agent for the joint grant?

Question 1c: Provide the partnership agreement that specifies the roles and responsibilities of each school district for the implementation and oversight of the program.

Choose File No file chosen

Add Another Upload

Class Size Variance

Question 2: Is a variance from the maximum class size of 20 being requested for the 2023-2024 school year?

Yes

No

Questions 2a - 2f will appear only if the LEA answers Yes to Question 2.

Question 2a: Enter the name of the site and classroom.

Question 2b: Enter the number of Prekindergarten students currently in the classroom.

Class Size Variance Request

Question 2c: Enter the number of teachers in the Prekindergarten classroom.

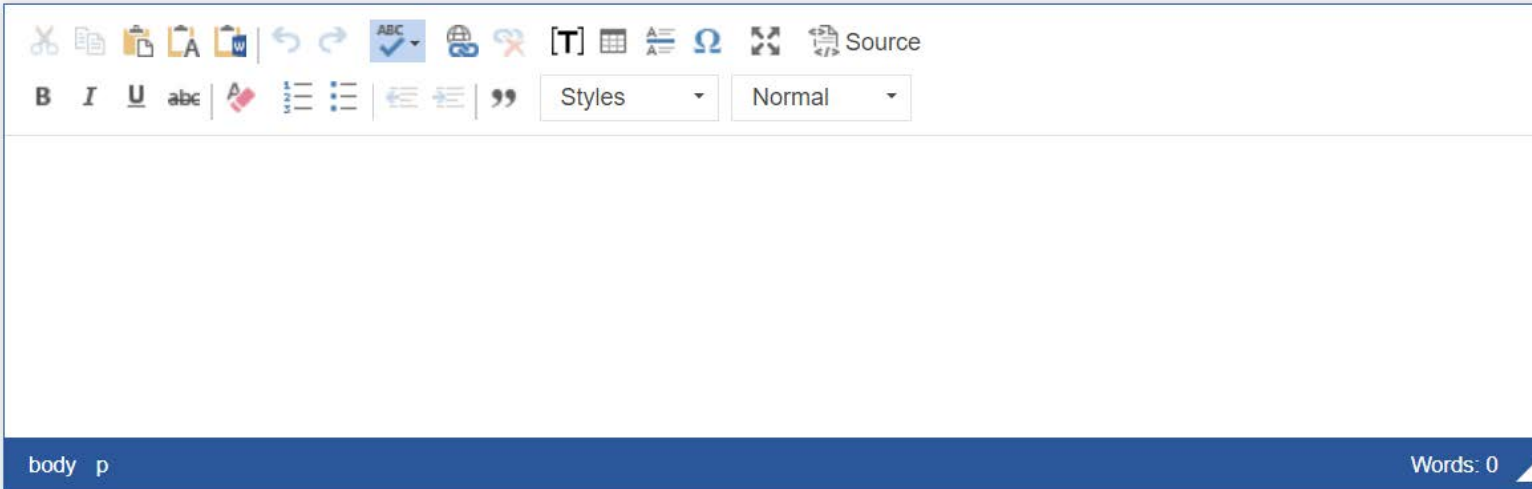
Question 2d: Enter the number of paraprofessionals in the Prekindergarten classroom.

Question 2e: Choose the reason for the variance request.

- Unique characteristics of the site
- To accommodate a preschool child with a disability
- To accommodate a child living in temporary housing

Class Size Variance Request

Question 2f: Describe how the LEA will ensure that all program requirements are met, including any modifications or accommodations to current programming that may be needed to meet the needs of all children in the classroom. Please include any special considerations you would like to bring to the attention of the State Education Department. Programs requesting a variance based on the unique characteristics of the prekindergarten site must provide a description of what makes the site unique.



body p

Words: 0

Enter an applicable response.

Logistics and Compliance

Question 3: How many days of Prekindergarten instruction will the LEA provide during the 2023-2024 school year?

Question 4: Does the LEA use December 1st as its cutoff date for student eligibility into prekindergarten?

Yes

No

Question 4a: Enter the cutoff date that the LEA uses to determine student eligibility in prekindergarten.

Curriculum

Question 5: Identify the evidence-based developmentally appropriate curriculum or curricula the prekindergarten program will utilize.

Resource:

<https://www.nysed.gov/early-learning/curriculum>

Screening Tool

Question 6: Identify the valid and reliable screening tool used to establish a developmental baseline for language and literacy skills, cognitive skills, and motor skills.

- Ages and Stages Questionnaire (ASQ)
- Battelle Developmental Inventory (BDI)
- Brigance Early Childhood Screens
- Developmental Indicators for the Assessment of Learning (DIAL)
- Early Screening Inventory-Revised (ESI-R)
- Other

Screening Tool

Question 6a: If the LEA indicated "Other" as a developmental tool for screening, enter information regarding those screening tools in the chart below. Please see the Early Learning Assessments webpage for additional guidance.

Resource:

<https://www.nysed.gov/early-learning/assessment>

Emergent Multilingual Learners

Question 7: For the 2023-2024 school year, what is the process in place for identifying PreK Emergent Multilingual Learners whose home or primary language is other than English?

Please Select

- NYSED's Emergent Multilingual Learners Language Profile and Process for Prekindergarten (recommended by NYSED)
- A locally-developed process used during registration for PreK programs that includes specific questions about home languages
- NYSED's Office of Bilingual Education's Home Language Survey for Grades K-12
- Other

Emergent Multilingual Learners

Question 7a: This question would appear if the LEA chose Other as the process it has in place for identifying PreK Emergent Multilingual Learners whose home or primary language is other than English.

What is the process in place for identifying PreK Emergent Multilingual Learners whose home or primary language is other than English?

Progress Monitoring

Language and Literacy Skills, Cognitive Skills & Social Emotional Skills

Questions 8, 9 and 10: Indicate the primary valid and reliable prekindergarten progress monitoring assessment used at least two times during the school year to monitor children's progress in:

Question 8: Language and Literacy Skills

Please Select

Battelle Developmental Inventory
Brigance Inventory of Early Development
Circle Progress Monitoring
HighScope Child Observation Record
Peabody Picture Vocabulary Test
Phonological Awareness Literacy Screening
STAR Early Literacy
Teaching Strategies GOLD Developmental Continuum
Work Sampling System
Other

Question 9: Cognitive Skills

Please Select

Battelle Developmental Inventory
Brigance Inventory of Early Development
Circle Progress Monitoring
HighScope Child Observation Record
STAR Math
Teaching Strategies GOLD Developmental Continuum
Work Sampling System
Other

Question 10: Social Emotional Skills

Please Select

Battelle Developmental Inventory
Brigance Inventory of Early Development
Circle Progress Monitoring
Devereux Early Childhood Assessment (DECA)
HighScope Child Observation Record
Teaching Strategies GOLD Developmental Continuum
Work Sampling System
Other

Progress Monitoring

Language and Literacy Skills, Cognitive Skills & Social Emotional Skills

Questions 8a, 9a and 10a: If the LEA indicated "Other" as an assessment tool for progress monitoring of language and literacy skills, cognitive skills and/or social emotional skills, enter information regarding the other assessment tool(s) below. Please see the [Early Learning Assessments webpage](#) for additional guidance.

Assessment tools must be deemed to be valid and reliable. If the LEA indicates use of a district/agency/BOCES-created tool, the reviewer will unsubmit with a note requiring *evidence that such a tool has been created while partnering with a university to go through the psychometric process of deeming the assessment(s) valid and reliable.*

Children with Disabilities

Question 11: How will the program encourage the integration of prekindergarten children with disabilities and/or children with prekindergarten children with diverse language needs?

- Accommodations
- Modifications
- Supports
- All teachers are teachers of prekindergarten children with special needs, and they plan accordingly.
- Committee of Preschool Special Education (CPSE) policies/procedures
- Lesson plans including differentiated instruction
- Students engage in self-advocacy and are involved in determining their own educational goals and plan.
- Families are engaged as meaningful partners in the education of their child.
- Teachers design, provide, and assess the effectiveness of specially-designed instruction to provide students with special needs with access to participate and progress in the general education curriculum.
- Teachers provide research-based instructional teaching and learning strategies and supports.
- Schools provide multi-tiered systems of behavioral and academic support.
- Schools provide high-quality inclusive programs and activities.
- Schools recognize that bilingualism and biliteracy are assets.
- PreK teachers and/or teaching assistants strategically support and integrate EML students' diverse languages and cultures into the classroom environment, instructional practices, and activities.
- Other

Children with Disabilities

Question 11a: What other ways will the program encourage the co-location and integration of prekindergarten children with disabilities?

Words: 0

Random Selection Process

Question 12: Does the program have a lottery method for selection of eligible children?

Please Select

Yes

No



Prekindergarten Program Plan

Question 13: What aspects of a prekindergarten program plan does the LEA expect to utilize during the school year?

- Approved by the Board of Education or, in the case of a school district having a population of one million or more, by the community superintendent and the Chancellor
- Designed to effectively serve eligible children directly through the school district or through collaborative efforts between the school district and an eligible agency or agencies
- Identifies how the district will expand its program to assure that all eligible children may be served
- Includes a proposed timetable for the implementation and achievement of such goals
- Provides for an age and developmentally appropriate curriculum and activities which are learner-centered
- Ensures continuity in the program with instruction in the early elementary grades
- Encourages children to be self-assured and independent
- Encourages the integration of children identified as having special needs
- Encourages the integration of children who are identified as EML
- Utilizes staff who meet the qualifications set forth pursuant to the rules of the Board of Regents
- Provides for strong family and community partnerships and involvement in the implementation of and participation in the plan
- Provides staff development and teacher training for staff and teachers in all settings in which prekindergarten services are provided
- Establishes a method for selection of eligible children to receive prekindergarten program services on a random selection basis where there are more eligible children than can be served in a given school year
- Includes transition to kindergarten opportunities for children and their families to meet school staff and participate in activities in school buildings before the first day of school
- If the program receives funds to serve three-year-old students, the plan describes how the schedule and instruction is differentiated for threes versus fours.
- Other

Prekindergarten Program Plan

Question 13a: What other aspects of a prekindergarten program plan does the LEA expect to utilize during the school year?

Words: 0

LEA Contact Information

Question 14: Complete all fields for each contact provided. Please use this [link](#) to sign up to receive all Office of Early Learning updates. All contacts provided below will REPLACE ALL PreK contacts currently on file with the Office of Early Learning. Therefore, it is important that all necessary contacts for this program are listed below.

Contact Information <small>✕ ←</small>	Full Name <small>Include Prefix (Dr, Mr, Ms, etc)</small> *	Title *	Email Address *	Phone # (10 digits only) <small>No special characters (e.g. hyphen)</small> *	Phone Ext. <small>If not applicable, please enter N/A.</small> *	Actions
Superintendent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✎ ✕
Primary PreK Program Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✎ ✕
Fiscal Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✎ ✕

LEA Contact Information

Question 15: Complete all fields for any additional contacts provided.

	Full Name <small>+ Prefix (Mr, Ms, etc)</small>	Title	Email Address	Phone # (10 digits only) <small>No special characters (e.g. hyphen)</small>	Phone Ext. <small>If not applicable, please enter N/A.</small>	
Contact Information 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	Actions
Additional Contact (OPTIONAL)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Additional Contact (OPTIONAL)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Students and Funds

Sites, Child Counts, Type of Placements and Teacher Qualifications

Question 1: Provide the full name, physical address, teacher qualifications, and licensing information for the program location(s). Enter projected class and student counts for applicable ages. Indicate the source(s) of State Administered Prekindergarten funding being used to fund each program location. Scroll to the right to ensure all columns are completed.

Provider Name *	Site Name *	Site Physical Address, City & Zip Code *	Type of Provider *	Licensing or Registration Agency *	License or Registration # (Enter N/A if Not Applicable) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please Select	Please Select	<input type="text"/>

Sites, Locations and Projected Classes and Students

Question 1 continued:

Number of Classes	Number of Teachers With Birth - Grade 2 or N - 6 Certification	Number of Teachers With Special Education Certification (Birth - Grade 2 or Birth - Adult)	Number of Uncertified PreK Teachers	Number of Half-Day Students (3-Year-Olds)	Number of Full Day Students (3-Year-Olds)	Number of Half-Day Students (4-Year-Olds)	Number of Full-Day Students (4-Year-Olds)	Funding Source Matched With Project Numbers (Select All That Apply)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> UPK (0409) <input type="checkbox"/> UPK (5870) <input type="checkbox"/> SUFDPK (0545) <input type="checkbox"/> SUFDPK (5875) <input type="checkbox"/> SUFDPK (0546)

Add Row

Sites, Locations and Projected Classes and Students

Question 2: Does the district have a prekindergarten teacher, either in a district location or a CBO location, who is not certified as Birth-Gr. 2 Certification, N-6 Certification, or Special Education Certification (Birth - Grade 2 or Birth - Adult)?

- Yes
- No
- N/A (Applies to Direct-Contract Agencies ONLY)

Question 2a: Indicate the Total Number of prekindergarten students being served by **Uncertified** instructional Prekindergarten personnel licensed by an agency other than the Department.

Question 2b: When staffing changes, the program will adhere to relevant education law and Commissioner regulations and ensure that all staff are appropriately credentialed for the position.

- By checking this box, the program's designated representative assures that, when staffing changes, the program will adhere to relevant education law and Commissioner regulations and ensure that all staff are appropriately credentialed for the position.

Sites, Locations and Projected Classes and Students

Question 2c: On September 13, 2022, the Board of Regents adopted [emergency regulations \(151-1.3\)](#) regarding the qualifications of staff of an eligible agency (Community-Based Organizations (CBOs)) who partners with a public school district for the provision of UPK services.

Under these regulations, district collaborating partners (CBOs) that **do not** have New York State certified universal prekindergarten teachers, are required to have an on-site education director who oversees the program. The on-site education director, at a minimum must have a bachelor's degree in early childhood education. If they do not hold certification in the early childhood grades, they must submit a 5-year plan of study to the district. The culmination of this 5-year plan would be that the on-site director obtains proper certification valid for service in the grades of early childhood education.


While the on-site director remains uncertified, the district must put a plan in place to oversee the prekindergarten program. Use the **2023-24 District Oversight Template** provided in the Documents section of this application to outline the district's plan to oversee the prekindergarten program implementation by the eligible agencies without a certified director. Each section must be completed and uploaded with application prior to October 31, 2023.

No file chosen

If your CBO collaborating partner(s) have a certified Education Director, please upload a copy of the certification here.

Available Funding

Question 3: Please click on the **Funding Organizer** in the **Documents** section (left-hand side of the page) to download and complete the Funding Organizer and Funding Calculator tabs in the spreadsheet. Use the student count totals provided above.

Documents	Close
2023-2024 State-Administered PreK Project Numbers	
2023-2024-Federal-UPK-Allocations	
2023-2024-State-UPK-Allocations	
2023-2024-Statewide-Universal-Full-Day-PreK-(SUFDPK)-2014-2015-Award-Chart	
2023-2024-Statewide-Universal-Full-Day-PreK-(SUFDPK)-2021-2022-Award-Chart	
2023-2024-Statewide-Universal-Full-Day-PreK-(SUFDPK)-2022-2023-Award-Chart	
2023-24 District Oversight Template	
Definitions of Provider Types	
FS-10 Proposed Budget	
Funding Organizer	
Grant Calculator - SUFDPK - Agencies	
Half-Day Conversion Overage Calculator	
M/WBE Compliance Checklist	
M/WBE Instructions	
M/WBE Package - Agencies	
M/WBE Package - Districts	
Understanding-Your-UPK-Allocation-Memo-2023-2024	
UPK_Statement_of_Assurances	

EXAMPLE: Alden

District Information			
Directions: In the yellow highlighted cell below, select the School District Name. Doing so will automatically populate the School District's 6-digit BEDS code and the amount of available funding. Scroll down further to enter additional programming information in yellow highlighted cells.			
School District Name	ALDEN CSD	BEDS Code	140101



Funding Organizer

Once the LEA selects its name from the drop-down menu, the chart will fill in automatically.

EXAMPLE: Alden

Funding Sources				
<p>Directions: Project numbers and maximum funding amounts will populate below automatically if funding is available. Such funding is then adjusted based on the number of days of instruction. Funding would be adjusted further based on the number of students served. Funding must be accessed in the order listed below, with older funding being completely accessed before newer funding can be accessed.</p>				
Name of Funding Source	Applicable Ed. Law	Type of Funding	Project Number	Maximum Amount
State Funded Universal Prekindergarten (UPK) Allocated Before 2022-23	3602-e	Allocation	0409-24-9002	\$163,404
Statewide Universal Full-Day Prekindergarten (SUFDPK) Awarded in 2014-15	3602-ee	Award	Funding Not Available	Funding Not Available
Federally Funded Universal Prekindergarten (UPK) Allocated in 2021-22	3602-e	Allocation	5870-24-9332	\$256,968
State Funded Universal Prekindergarten (UPK) Additional Allocations in 2022-23	3602-e	Allocation	0409-24-9002	Funding Not Available
21-22 Expansion Grant for New Full-Day 4-Yr.-Old Students (SUFDPK)	3602-ee	Award	Funding Not Available	Funding Not Available
22-23 Expansion Grant for New Full-Day and Half-Day to Full Day Placements for 4-Yr.-Old Students (SUFDPK)	3602-ee	Award	Funding Not Available	Funding Not Available
State Funded Universal Prekindergarten (UPK) Additional Allocations in 2023-24	3602-e	Allocation	0409-24-9002	Funding Not Available

Funding Organizer

EXAMPLE: Alden

Anticipated Programming Information			
Directions: In the yellow highlighted cells below, enter the anticipated programming information, including the total number of students the district will serve across all funding sources.			
Prekindergarten Program Start Date		State UPK Base Eligible Students to Serve	Federal UPK Base Eligible Students to Serve
School Days Program Will Run (e.g., 90 days, 180 days)			
Number of Half-Day 3-Year-Old Pupils	0	0	0
Number of Full-Day 3-Year-Old Pupils	0	0	0
Number of Half-Day 4-Year-Old Pupils	0	54	0
Number of Full-Day 4-Year-Old Pupils	57	0	43

All **yellow** fields need to be manually entered with number of projected students across all funding sources.

Funding Organizer

EXAMPLE: Alden

The LEA will indicate the number of students for each funding source they will utilize for the program year and complete the bottom portion of the funding organizer.

Projected Funding Payable												
Directions: In the yellow highlighted cells below, enter the anticipated counts of prekindergarten students to be funded by each available funding stream. Project numbers and projected payable amounts populate automatically.												
Name of Funding Source	Project Number	Number of Funded Half-Day 3-Year-Old	Number of Funded Full-Day 3-Year-Old	Number of Funded Half-Day 4-Year-Old	Number of Funded Full-Day 4-Year-Old	New Full-Day Slots With a Certified	Conversion Slots With a Certified	New Full-Day Slots With an Uncertified	Conversion Slots With an Uncertified	Projected Allocation/Grant Payable	Name of Funding Source	Project Number
State Funded UPK Allocation	0409-24-9002	0	0	0	27	N/A	N/A	N/A	N/A	\$ 163,404	State Funded UPK Allocation	0409-24-9002
SUFDPK Grant Awarded 2014-2015	Funding Not Available	N/A	N/A	N/A	0	0	0	0	0	\$ -	SUFDPK Grant Awarded 2014-2015	Funding Not Available
Federally Funded UPK Allocation	5870-24-9332	N/A	N/A	0	30	N/A	N/A	N/A	N/A	\$ 179,278	Federally Funded UPK Allocation	5870-24-9332
SUFDPK Grant Awarded 2021-2022	Funding Not Available	N/A	N/A	N/A	0	0	N/A	0	N/A	\$ -	SUFDPK Grant Awarded 2021-2022	Funding Not Available
SUFDPK Grant Awarded 2022-2023	Funding Not Available	N/A	N/A	N/A	0	0	0	0	0	\$ -	SUFDPK Grant Awarded 2022-2023	Funding Not Available
Rates Per Pupil/Slot	N/A	N/A	N/A	\$ 2,988	\$ 5,976	\$ 10,000	\$ 7,012	\$ 7,000	\$ 4,012			



Available Funding

Question 4: Using the completed **Funding Organizer**, check each box for the funding sources the LEA receives to operate its **State-Administered Prekindergarten program**.

Please only select those funding sources which, based on projected enrollment, will be utilized during the 2023-2024 school year.

*

title: Funding Select

- State funded UPK Allocation (Project #0409)
- Statewide Universal Full-Day Prekindergarten (Project #0545)
- Federally funded UPK Allocation (Project #5870)
- Statewide Universal Full-Day Prekindergarten (Project #5875)
- Statewide Universal Full-Day Prekindergarten (Project #0546)

*For reference, use the **Funding Organizer** located in the **Documents** section of this application.*

Question 5: In addition to available State and federal prekindergarten funding, what amount of local funding will be used to support the prekindergarten program? (Ed Law 3602-e(8)(c))

Prospective Prekindergarten Enrollment Reporting

Question 6: Enter responses for all fields.

Prospective PreK Enrollment	Number of 4-Yr-Old Children *
Total Number of Eligible Resident 4-Year-Old Children on a Waitlist	<input type="text"/>
Total Eligible Resident 4-Year-Old Children, Including Students Whose Parent/Guardian Did Not Apply	<input type="text"/>
Eligible Resident 4-Year-Old Children Served in Private Settings or Whose Parent/Guardian Has Not Chosen to Enroll the Student in a PreK Program	<input type="text"/>
Totals	0

State UPK Allocations (Project # 0409) and Federal UPK Allocations (Project # 5870)

Proposed Budget (FS-10)

Question 1: The District understands that the UPK application cannot be approved until the **FS-10 Proposed Budget** form(s) with an original signature is received by the Office of Early Learning.

By checking this box the District agrees to submit 1 original + 2 copies of each applicable FS-10 Proposed Budget form(s) postmarked by Friday, September 29, 2023.

Question 2: Save and upload the completed State **FS-10 Proposed Budget** form for the UPK allocation in the space provided below.

No file chosen

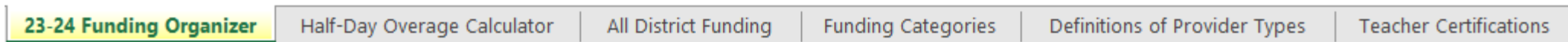
Please refer to the [fiscal guidance document](#) and [FS-10 proposed budget webinar](#) on our website for further help in completing the FS-10 Proposed Budget.

Half-Day Conversion Overage

Question 3: Half-Day Conversion Overage

In New York State, prekindergarten funding is meant to be used for the provision of full-day programming for three and/or four-year old students. To discourage districts from converting full-day slots to half-day slots for either three-year old or four-year old students, NYSED institutes a half-day conversion overage penalty. This penalty is only applicable to LEAs who receive UPK allocations designated specifically for the provision of **full-day** prekindergarten for three and/or four-year old students but elect to provide half-day programming.

The LEA should click on the Half-Day Overage Calculator tab to see if they may be in jeopardy of incurring a penalty. The information that was entered into the 2023-2024 Funding Organizer will automatically carry over to the Half-Day Overage Calculator. The half-day overage calculator is located on a tab at the bottom of the funding organizer



EXAMPLE: Churchville-Chili

Half-Day Conversion Overage Calculator

District Information			
Directions: Complete the 23-24 Funding Organizer worksheet/tab.			
Doing so will automatically populate the 6 Digit BEDS Code and the amount of available funding.			
Scroll down further to view indications of a half-day conversion overage penalty.			
6 Digit BEDS Code	261501	School District Name	CHURCHVILLE-CHILI CSD

Universal Prekindergarten (UPK) Funding Streams			
Name of Funding Source	Maximum Amount	Funding for 3-Year-Old Students	Funding for 4-Year-Old Students
State Funded Universal Prekindergarten (UPK)	\$866,525	\$0	\$866,525
Federally Funded Universal Prekindergarten (UPK)	\$451,696	N/A	\$451,696

UPK Programming Information		
Directions: Enter the anticipated programming information in the yellow highlighted cells below.		Base Eligible Pupils to Serve
Number of Days of Prekindergarten Instruction	180	
Number of Half-Day 3-Year-Old Pupils Funded by UPK	0	0
Number of Full-Day 3-Year-Old Pupils Funded by UPK	0	0
Number of Half-Day 4-Year-Old Pupils Funded by State UPK	100	0
Number of Full-Day 4-Year-Old Pupils Funded by State UPK	75	125
Number of Half-Day 4-Year-Old Pupils Funded by Federal UPK	0	0
Number of Full-Day 4-Year-Old Pupils Funded by Federal UPK	74	74

Half-Day Conversion Calculations	3-Year-Old Students - State UPK	4-Year-Old Students - State UPK	4-Year-Old Students - Federal UPK
Overage Status	No Overage	There is a half-day conversion overage.	No Overage
Extent of Underserving Full Day	0	50	0
Extent of Overserving Half Day	0	100	0
Maximum Allowable Conversion of Full-Day Slots to Half-Day	0	50	0
Max Allowable Conversion of Full-Day Slots to Half-Day Slots As a Percentage of Max Full-Day Pupils Eligible to Be Served	0.00	0.40	0.00
Calculated Half-Day Conversion Overage	0.0	35.0	0.0
Calculated Current Year Prek Pupils Served	0.0	90.0	74.0
If there is an overage, and the district submits an approved hardship waiver:			
State UPK Maintenance of Effort (MoE) Factor	0.00000	1.00000	1.00000
Projected UPK Allocation Payable Amount	\$0	\$866,525	\$451,696
If there is an overage, and the district does <i>not</i> submit an approved hardship waiver:			
State UPK Maintenance of Effort (MoE) Factor	0.00000	0.72000	1.00000
Projected UPK Allocation Payable Amount	\$0	\$623,898	\$451,696



Half-Day Conversion Overage

Question 3 (continued): Will the district be incurring a half-day conversion overage penalty?

Question 3a: School districts may apply to the Commissioner for a hardship waiver that would allow a district to convert more than 30% of full-day slots to half-day slots and receive funding for such pupils served. Districts apply by submitting a signed letter on district letterhead to the Office of Early Learning.

School districts that wish to accept the half-day conversion overage penalty are not required to submit a response or upload a file to this question.

 No file chosen

Request for Targeted Prekindergarten (TPK) Variance

Question 4: Is the school district requesting a variance to operate a portion of its UPK program under the Targeted Pre-K regulations?

Yes

No

If the district's answer is yes, they must complete questions 2a – 2c.



Request for Targeted Prekindergarten (TPK) Variance

Question 2a: For which areas is a variance being requested?

- Student selection methodology
- Alternative scheduling
- 180 day requirement
- Binghamton or Syracuse only: Serve income eligible three-year-old students provided that all four-year-old students are being served

Check all that apply.

Question 2b: What is the projected number of students to be served under the requested variance?

Question 2c: What is the amount of funds supporting classes under the requested variance?

SUFDPK Projections (project #0545 and project #0546)

Question 1: Sites, Locations and Projected Classes and Students

Provide the full name, physical address, grade configuration and licensing information for the program location(s). Enter projected class and student counts for applicable ages in the chart below. **Scroll to the right to ensure all columns are completed.**

Provider Name *	Site Name *	Type of Provider *	Indicate whether the site is public/not-for-profit or private/for-profit *	Number of Students With a Certified Teacher of Record: New Full-Day Slots *	Number of Students With a Certified Teacher of Record: Full-Day Conversion Slots *	Number of Students With an Uncertified Teacher of Record: New Full-Day Slots *	Number of Students With an Uncertified Teacher of Record: Full-Day Conversion Slots *
<input type="text"/>	<input type="text"/>	Please Select	Please Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

LEAs will add rows, as necessary.

SUFDPK Projections (project #0545 and project #0546)

Question 2: According to [NYS Education Law Section 3602-ee\(6\)](#), "The department shall develop a statewide inspection protocol, which shall provide for annual inspections of all universal full-day pre-kindergarten providers and shall develop a quality assurance protocol and physical plant review protocol for such reviews."

Did the LEA participate in the monitoring process during the 2022-2023 school year?

Proposed Budget (FS-10) & M/WBE Documents

Question 3: The LEA understands that the Statewide Universal Full-Day Pre-K (SUFDPK) application cannot be reviewed or approved until a completed FS-10 Proposed Budget and M/WBE Package is received by the Office of Early Learning. *

- By checking this box the LEA agrees to submit 1 original + 2 copies of the FS-10 Proposed Budget postmarked by Friday, September 29, 2023.
- By checking this box the LEA agrees to submit 1 original M/WBE Package postmarked by Friday, September 29, 2023.

M/WBE Compliance Checklist

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

PROPOSED BUDGET FOR A
FEDERAL OR STATE PROJECT
FS-10 (03/15)

= Required Field

Local Agency Information

Funding Source:

Report Prepared By:

Agency Name:

Mailing Address:

Street

City State Zip Code

Telephone # of Report: County:

E-mail Address:

Project Funding Dates: _____

Start End

M/WBE Documents Package			
<input type="checkbox"/> Full Participation	<input type="checkbox"/> Request Partial Waiver	<input type="checkbox"/> Request Total Waiver	
	Required Documents		
Documentation	Full Participation	Request Partial Waiver	Request Total Waiver
M/WBE Goal Calculation Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 100: Utilization Plan	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 102: Notice of Intent to Participate	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 105: Contractor's Good Faith Efforts	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Good Faith Efforts (please refer to the M/WBE 105 form to distinguish what constitutes as "evidence of good faith efforts")	N/A	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 101: Request for Waiver Form and Instructions	N/A	<input type="checkbox"/>	<input type="checkbox"/>
EEO 100 Staffing Plan and Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Budget (FS-10) & M/WBE Documents

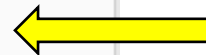
Documents	Close
2023-2024 State-Administered PreK Project Numbers	
2023-2024-Federal-UPK-Allocations	
2023-2024-State-UPK-Allocations	
2023-2024-Statewide-Universal-Full-Day-PreK-(SUFDPK)-2014-2015-Award-Chart	
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Funding Organizer	
Grant Calculator - SUFDPK - Agencies	
Half-Day Conversion Overage Calculator	
M/WBE Compliance Checklist	
M/WBE Instructions	

Question 4: Please click on **Grant Calculator SUFDPK-Agencies** in the **Documents** section (left-hand side of the page) to download and complete the spreadsheet. After the file has been completed and saved, it must be uploaded in the field below.

Choose File No file chosen

Add Another Upload

School districts may disregard this questions because SUFDPK grand award payable calculations were completed in the Funding Organizer, uploaded in a different portion of this application.



Example: Future Star Kidz, Inc.

Appendix C-2 (revised)

Agencies

Grant Calculator

Name -> (where the program is located)	Name Will Appear Automatically	Enter the 12 digit BEDS Code for the Agency in which the program is located in the space provided, it will automatically enter the School District Name and Selected Aid. BEDS Codes may be found on the BEDS CODES tab.
BEDS Code enter here ---	800000084081	
The Name Will Appear Automatically Agency's Selected Aid Per Pre-Kindergarten Pupil Pursuant to 3602-e(10)(b)(i):		\$0

Grant Funding Award for Full-Day Slots and/or Full-Day Conversion Slots

2023-24 SY Students to be Taught by a Certified Teacher			
	Number of Children Enrolled	Grant Per Pupil	Grant Amount
New Full-Day UPK Slots Created	30	\$10,000.00	\$300,000.00
Full-Day Conversion Slots		\$7,300.00	\$0.00
2023-24 SY Students to be Taught by an Uncertified Teacher			
	Number of Children Enrolled	Grant Per Pupil	Grant Amount
New Full-Day UPK Slots Created	21	\$7,000.00	\$147,000.00
Full-Day Conversion Slots		\$4,300.00	\$0.00
Subtotal: Potential Grant Award for New Full-Day Slots and Full-Day Conversion Slots			\$447,000

Total Potential Grant Award	\$447,000
Maximum Grant Award	\$510,000



FS-10 for SUFDPK Grant Project #0545 and #0546

Question 5: Save and upload the completed **FS-10 Proposed Budget** form for the LEA's **SUFDPK grant** in the space provided below.

No file chosen

Please refer to the [fiscal guidance document](#) and [FS-10 proposed budget webinar](#) on our website for further help in completing the FS-10 Proposed Budget.

M/WBE Package for SUFDPK Grant Project #0545 and #0546

Question 6: Save and upload the completed **M/WBE Package** for the LEAs **SUFDPK grant** in the space provided below.

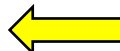
Choose File No file chosen

Add Another Upload

Please visit our [Doing Business with NYSED](#) page for information on required forms and approved utilization plans and waivers.

LEAs may also visit our [NYS M/WBE Directory](#).

- Documents
- 2023-2024 State-Administered PreK Project Numbers
- 2023-2024-Federal-UPK-Allocations
- 2023-2024-State-UPK-Allocations
- 2023-2024-Statewide-Universal-Full-Day-PreK-(SUFDPK)-2014-2015-Award-Chart
- 2023-2024-Statewide-Universal-Full-Day-PreK-(SUFDPK)-2021-2022-Award-Chart
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- Half-Day Conversion Coverage Calculator
- M/WBE Compliance Checklist
- M/WBE Instructions
- M/WBE Package - Agencies
- M/WBE Package - Districts
- Understanding-Your-UPK-Allocation-Memo-2023-2024
- UPK_Statement_of_Assurances



SUFDPK Projections (Project #5875)

Question 1: Sites, Locations and Projected Classes and Students

Provide the full name, physical address, grade configuration and licensing information for the program location(s). Enter projected class and student counts for applicable ages in the chart below. **Scroll to the right to ensure all columns are completed.**

Provider Name <small>*</small>	Site Name <small>*</small>	Type of Provider <small>*</small>	Indicate whether the site is public/not-for-profit or private/for-profit <small>*</small>	Number of Students With a Certified Teacher of Record: New Full-Day Slots <small>*</small>	Number of Students With an Uncertified Teacher of Record: New Full-Day Slots <small>*</small>
<input type="text"/>	<input type="text"/>	Please Select	Please Select	<input type="text"/>	<input type="text"/>
				0	0

School districts will add rows, as necessary.

SUFDPK Projections (Project #5875)

Question 2: According to [NYS Education Law Section 3602-ee\(6\)](#), "The department shall develop a statewide inspection protocol, which shall provide for annual inspections of all universal full-day pre-kindergarten providers and shall develop a quality assurance protocol and physical plant review protocol for such reviews.

Did the school district or direct contract agency participate in the monitoring process during the 2022-2023 school year?

Proposed Budget (FS-10) & M/WBE Documents

Question 3: The LEA understands that the Statewide Universal Full-Day Pre-K (SUFDPK) application cannot be reviewed or approved until a completed FS-10 Proposed Budget and M/WBE Package is received by the Office of Early Learning.*

- By checking this box the District agrees to submit 1 original + 2 copies of the FS-10 Proposed Budget postmarked by Friday, September 29, 2023.
- By checking this box the District agrees to submit 1 original M/WBE Package postmarked by Friday, September 29, 2023.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

**PROPOSED BUDGET FOR A
FEDERAL OR STATE PROJECT
FS-10 (03/15)**

■ = Required Field

Local Agency Information

Funding Source:

Report Prepared By:

Agency Name:

Mailing Address:

Street

City
State
Zip Code

Telephone # of Report: **County:**

E-mail Address:

Project Funding Dates: _____

Start End

M/WBE Compliance Checklist

M/WBE Documents Package			
<input type="checkbox"/> Full Participation	<input type="checkbox"/> Request Partial Waiver	<input type="checkbox"/> Request Total Waiver	
Required Documents			
Documentation	Full Participation	Request Partial Waiver	Request Total Waiver
M/WBE Goal Calculation Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 100: Utilization Plan	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 102: Notice of Intent to Participate	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 105: Contractor's Good Faith Efforts	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Good Faith Efforts (please refer to the M/WBE 105 form to distinguish what constitutes as "evidence of good faith efforts")	N/A	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 101: Request for Waiver Form and Instructions	N/A	<input type="checkbox"/>	<input type="checkbox"/>
EE0 100 Staffing Plan and Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FS-10 for SUFDPK Expansion Grant #5875

Question 4: Save and upload the completed **FS-10 Proposed Budget** form for the district's **SUFDPK Expansion Grant** in the space provided below.

No file chosen

Please refer to the [fiscal guidance document](#) and [FS-10 proposed budget webinar](#) on our website for further help in completing the FS-10 Proposed Budget.

M/WBE Package for SUFDPK Expansion Grant #5875

Question 5: Save and upload the completed **M/WBE Package** for the district's **SUFDPK Expansion Grant** in the space provided below.

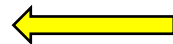
Choose File No file chosen

Add Another Upload

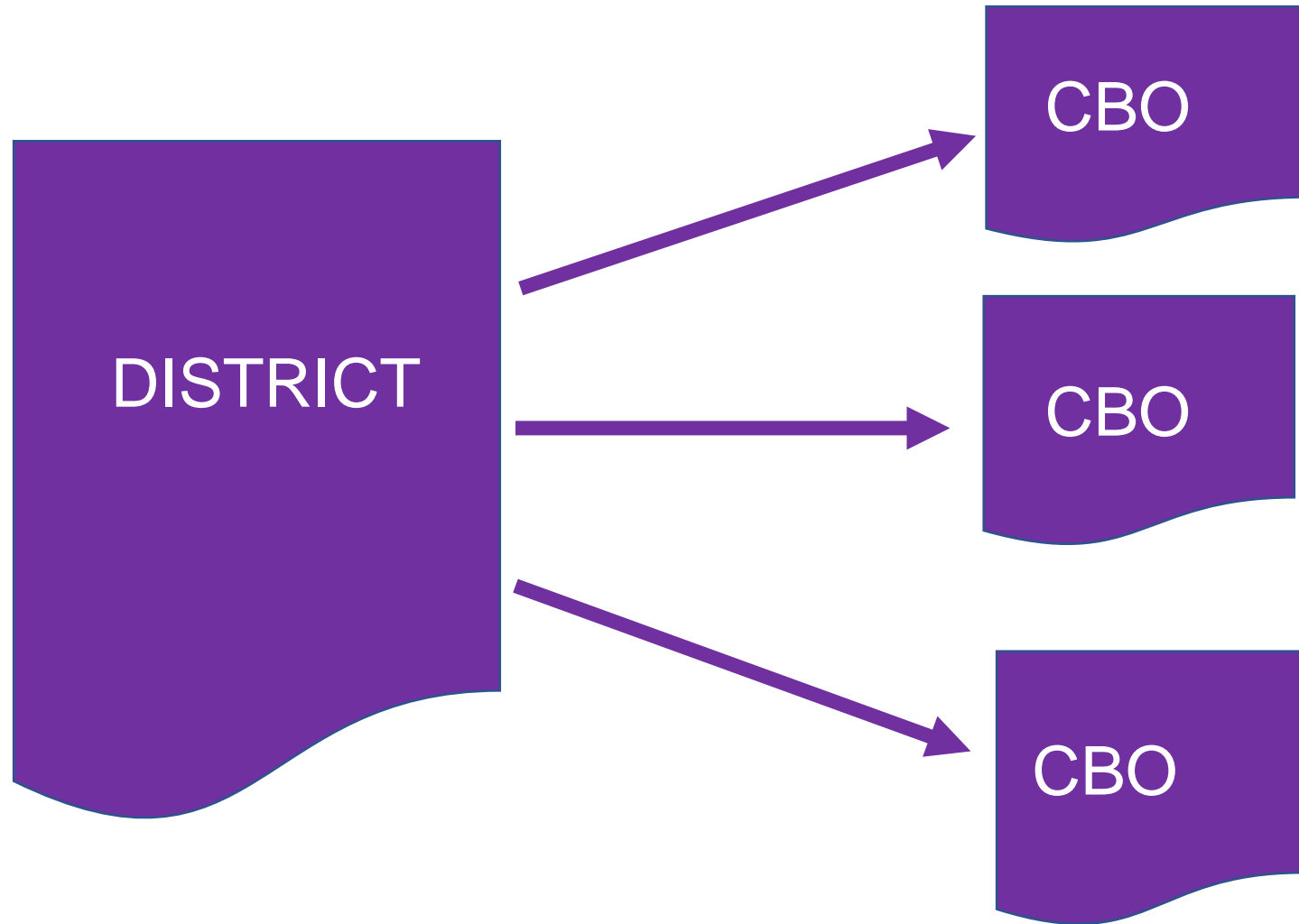
Please visit our [Doing Business with NYSED](#) page for information on required forms and approved utilization plans and waivers.

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M/WBE Package - Agencies	
M/WBE Package - Districts	
Understanding-Your-UPK-Allocation-Memo-2023-2024	
UPK_Statement_of_Assurances	



Collaboration



Collaboration

Question 1: Does the school district intend to use at least 10% of the allocation or grant award to pay its collaborating agencies for the provision of State-Administered Prekindergarten instructional services?

- Yes
- No
- N/A (Applies to Direct-Contract Agencies ONLY)

Collaboration

Question 1a: Will the school district have a contract with each collaborating CBO that provides Pre-K instruction?

- Please Select
- Yes
- No










Question 1b: If applicable and available, upload a contract for the current school year for each type of provider with which the school district collaborates. (See provider codes listed in the [Definitions of Provider Types](#) document.)

 No file chosen

If not applicable or a contract is not available, no response to this question is required.


Collaboration

Question 2: Provide the total dollar amount from each applicable funding source the district will use to pay its collaborating agencies for prekindergarten instructional services. The amount must match what is shown for collaborating agencies in Code 40 and/or Code 49 of the uploaded FS-10(s).

Funding Source   	Collaboration Amount *  	Delete Row (Will be Deleted on Save)
Please Select 	<input type="text"/>	<input type="checkbox"/>
	0	
		 

Collaboration Variance Request

Question 1: Type of Variance

Please Select 

Please Select

Full Variance

Partial Variance

Question 1a: Indicate the percentage of the selected prekindergarten funding that the school district intends to pay its collaborating agencies for the provision of State-Administered Prekindergarten instructional services.

%

Collaboration Variance Request

Question 2: Identify the funding source for which this collaboration variance request applies.

- State Funded UPK Allocation - Project #0409
- SUFDPK Grant Award - Project # 0545
- Federally Funded UPK Allocation - Project #5870
- SUFDPK Grant Award - Project # 5875
- SUFDPK Grant Award - Project # 0546

Select all that apply.

Collaboration Variance Request

Question 3: In the table below, indicate the types and number of prekindergarten program providers within the school district boundaries and the number of providers responding to outreach efforts with interest in collaboration. Use the following resources to assist:

- [New York State Office of Children and Families' \(OCFS\) Find Child Care search tool](#)
- [New York State Council on Children and Families' \(CCF\) Kids' Indicator Well-being Clearinghouse \(KWIC\) Interactive Map Builder.](#)

Evidence of Due Diligence	# of Programs	# of Interested Responses
Child Care and Early Education Programs	<input type="text"/>	<input type="text"/>
Early Childhood Centers	<input type="text"/>	<input type="text"/>
Family/Group Family Day Care Programs	<input type="text"/>	<input type="text"/>
Day Care Centers	<input type="text"/>	<input type="text"/>
Head Start Programs	<input type="text"/>	<input type="text"/>
4410 Preschool Special Education Program	<input type="text"/>	<input type="text"/>
BOCES	<input type="text"/>	<input type="text"/>
Nursery Schools	<input type="text"/>	<input type="text"/>
Charter Schools	<input type="text"/>	<input type="text"/>
Non-Public Schools	<input type="text"/>	<input type="text"/>
Libraries	<input type="text"/>	<input type="text"/>
Museums	<input type="text"/>	<input type="text"/>
Totals	0	0

Collaboration Variance Request


Question 4: In its outreach efforts, did the school district develop a Request for Proposals (RFP) to identify potential prekindergarten providers to deliver collaborative prekindergarten programming?

Collaboration Variance Request

Question 4a: Upload the RFP.

No file chosen

Question 4b: Provide a justification for why an RFP was not developed.

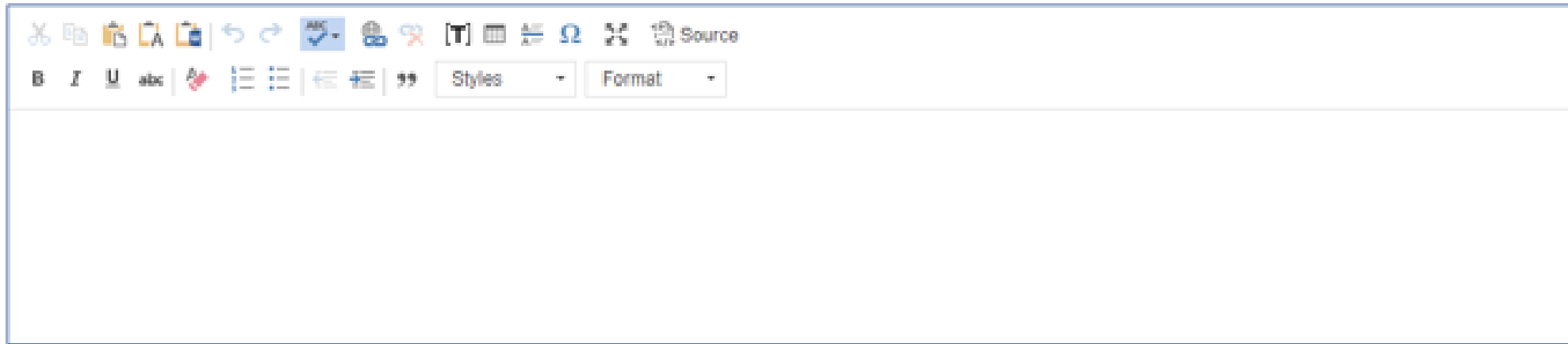


B I U abc | [color] [background] | [undo] [redo] [bold] [italic] [underline] [text color] [background color] [link] [unlink] [list] [indent] [outdent] [source]

Styles - Format -

Collaboration Variance Request

Question 5: Provide a summary of the additional outreach efforts the school district took to identify potential prekindergarten provider collaborators. Include specific types of outreach activities conducted (e.g., advertising on the district website, newspaper, etc.) and the dates these efforts occurred.



The image shows a rich text editor interface. The top toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and source code. Below the toolbar are two dropdown menus labeled 'Styles' and 'Format'. The main area of the editor is a large, empty white rectangle, intended for the user to enter their response to the question.

Collaboration Variance Request

Question 6: Despite issuing an RFP and conducting additional outreach efforts, the school district has determined that there is good cause for not delivering collaborative prekindergarten programming due to the following (*select all that apply*):

- There are no potential prekindergarten providers within the district boundaries.
- No potential prekindergarten providers responded to district outreach efforts including the RFP.
- Potential prekindergarten providers are not interested/have declined to collaborate with the district.
- Potential prekindergarten providers are unable or unwilling to comply with New York State requirements.
- New prekindergarten providers do not have a record of program effectiveness or fiscal solvency.
- Potential prekindergarten providers have unresolved Health and Safety violations from OCFS or NYC DOHMH.
- Prekindergarten providers' continued failure to meet the terms of a prior contract with the district.
- Prekindergarten providers' fiscal solvency issues.
- The number of enrolled prekindergarten students at CBO locations cause the district not to fully meet the 10% requirement (For Partial Variance Requests Only).



PLEASE MAIL ALL
FS-10 PROPOSED BUDGETS AND M/WBE
PACKAGES TO:

NEW YORK STATE EDUCATION DEPARTMENT
THE OFFICE OF EARLY LEARNING, EB 5WM
89 WASHINGTON AVE.
ALBANY, NY 12234

Sign up for [OEL newsletters](#) to stay informed.

Contact Information



New York State
Education
Department



Office of Early
Learning



Main Office Line:
(518) 474-5807



Office Email:
OEL@nysed.gov



Website:
<http://www.nysed.gov/early-learning>