Kansas Parents as Teachers Program Grant Application 2020–2021
MISSION
To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION
Kansas leads the world in the success of each student.

MOTTO
Kansans Can

SUCCESS DEFINED
A successful Kansas high school graduate has the
- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce without the need for remediation.

OUTCOMES
- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

KANSAS STATE DEPARTMENT OF EDUCATION

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Introduction

Dear applicant,

Thank you for your interest in the Kansas Parents as Teachers (KPAT) Grant 2020–2021. The purpose of the KPAT grant is to provide funds to new or existing KPAT programs wanting to provide evidence-based home visitation services to Kansas children and families. The KPAT grant is intended to support efforts that help each child enter kindergarten at age 5 socially, emotionally and academically prepared for success.

Recipients of KPAT grant funds will receive a Grant Award Notification (GAN) and must adhere to all requirements outlined in this grant application. Recipients will receive a GAN only after the Kansas State Board of Education (State Board) approves grant applications. The monthly agenda for the State Board meeting is found here: https://www.ksde.org/Board/Kansas-State-Board-of-Education/Agendas-Meeting-Dates-and-Minutes/2019-Meeting-Materials-Minutes. The total amount available and mechanism for distribution for 2020-2021 KPAT program funding is dependent upon the final budget approved during the 2020 legislative session.

This application contains all forms and instructions necessary to apply for this funding opportunity. Please review the enclosed materials and carefully follow the instructions. Applicants with questions should contact Nis Wilbur by email at nwilbur@ksde.org or by phone at (785) 296-4964. You may also contact the Early Childhood team at earlylearning@ksde.org.

Amanda Petersen
Director
Early Childhood
apetersen@ksde.org
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FY21 KPAT GRANT APPLICATION

Part I: Information and Guidelines

• What is the Kansas Parents as Teachers (KPAT) Grant?
  This grant provides families enrolled in a Parents as Teachers® (PAT) program with the
  skills and knowledge needed to help make informed decisions regarding their child’s
  education.

• What requirements must be met to be eligible to apply for this grant?
  A signed and complete KPAT grant application must be received via SurveyMonkey®
  before the deadline outlined in this application. Only one application may be submitted
  per local education agency (LEA).

• Which organizations are eligible to receive KPAT funds?
  A Kansas school district, or consortium of districts currently operating a Parents as
  Teachers affiliate program, is eligible to receive KPAT funds. Provisional, Model and Blue
  Ribbon affiliates are eligible to apply for this grant. A Kansas school district or
  consortium of school districts that does not yet have a PAT affiliate program is also
  eligible to receive KPAT funds and must obtain PAT affiliation during the program
  period. The Kansas State Department of Education (KSDE) can provide technical
  assistance to any agency or organization applying for PAT affiliation. Contact Nis Wilbur
  by email at nwilbur@ksde.org or by phone at 785-296-4964 to request technical
  assistance with obtaining PAT affiliation.

• Who may the grant serve?
  The grant may serve families with children birth to 72 months of age. Local funds may
  be used for PAT services as determined locally, which may include serving prenatal
  families.

• Is there a financial match requirement?
  During fiscal year 2020 (FY20), a minimum of 50 cents local match for each state dollar
  ($1) was required. The total local match required for 2020-2021 KPAT program funding
  is dependent upon the final budget approved during the 2020 legislative session.

• What is the program period for the grant?
  Funding is for the state fiscal year 2021 (FY21). The performance period for FY21 is July
  1, 2020–June 30, 2021. The State Board may renew a grant for additional years,
  providing monies are appropriated and the grantee demonstrates, in its subsequent
  application, to the satisfaction of the State Board that --
a. The program complies with all applicable requirements in the authorizing legislation and the regulations governing the project; and

b. The grantee’s project has made substantial and measurable progress in achieving the specific goals contained in its approved application, including the extent to which the grantee has:
   i. Met the program outcomes expressed in the application; and
   ii. Demonstrated a continuing need for the grantee’s project.

• What is the award amount for this grant?
  Grants to maintain KPAT program funding levels may be requested with this application. A completed plan, including budget and assurances, must be submitted with this application. Requests for additional state funds to expand programs, such as employing additional staff, increasing staff time, providing materials, serving more families, and expanding to serve additional districts as a consortium, etc. may be included in this application. Applicants requesting funds for a new PAT program are encouraged to utilize the resources made available by PAT National Center (PATNC) found here: https://parentsasteachers.org/getting-started-1?rq=Getting%20Started.
  The State Board considers the prior experiences of school districts in the development and operation of parent education programs for the award of grants. The total amount available and mechanism for distribution for 2020-2021 KPAT program funding is dependent upon the final budget approved during the 2020 legislative session.

• When will funds be available for this grant?
  Grantees will receive a Kansas Parents as Teachers Grant Award Notification for the 2020-2021 school year after a final budget is approved during the 2020 legislative session and after the State Board approves grant applications.
  Approved KPAT program grantees will receive funds dispersed in three payments:
  o September 2020 (50%)
  o March 2021 (25%)
  o June 2021 (25%).
  o Payment dates for state and federal aid can be located here: https://www.ksde.org/Portals/0/School%20Finance/payment_information/Payment%20Dates.pdf.
**What are the reporting requirements for this grant?**
The State Board shall receive reports from each grantee. Those reports will include at least the following:

**2020 – 2021 REPORTING DEADLINES**

<table>
<thead>
<tr>
<th>Report</th>
<th>System</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Application for 2020 – 2021</td>
<td>SurveyMonkey</td>
<td>April 3, 2020</td>
</tr>
<tr>
<td>Assign KSDE KIDS number</td>
<td>KIDS Collection System or Foundations for School Success (FSS)</td>
<td>Upon enrollment</td>
</tr>
<tr>
<td>KIDS ENRL collection report*</td>
<td>KIDS Collection System</td>
<td>Sept. 20-Oct. 11, 2020</td>
</tr>
<tr>
<td>Mid-year Report</td>
<td>As determined by KSDE</td>
<td>Jan. 31, 2021</td>
</tr>
<tr>
<td>KIDS MILT (Military Count)*</td>
<td>KIDS Collection System</td>
<td>Feb. 20-March 18, 2021</td>
</tr>
<tr>
<td>KIDS EOYA collection report*</td>
<td>KIDS Collection System</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>KIDS EXIT (information on student who left the district)*</td>
<td>KIDS Collection System</td>
<td>Upon exit from the school district.</td>
</tr>
<tr>
<td>PAT National Center, Inc. Affiliate Performance Report</td>
<td>PATNC Portal</td>
<td>July 10, 2021</td>
</tr>
</tbody>
</table>

All programs must complete the annual reporting requirements by the deadlines issued by KSDE.

*KIDS Collection System reporting dates are tentative and subject to change. Refer to the “Submission Calendar” for the appropriate year to confirm dates.

**What should be included in a completed proposal?**
Each application shall include the following information:

- Name and contact information of the district or consortium of districts. Consortums must submit a listing of participating districts.
- Name and signature of the superintendent participating in the program.
- Name, title, contact information and signature of the person who will be responsible for directing the program for the district or consortium.
- An abstract of the program plan that includes:
PART I: INFORMATION AND GUIDELINES | FY21 KPAT GRANT APPLICATION

- Proposed program outcomes.
- Proposed program activities.
- Method for evaluation of the program.
- Budget and budget narrative.

- **How should the proposal be submitted?**
The deadline for KSDE’s receipt of proposals is 4 p.m. Friday, April 3, 2020. Proposals must be delivered via SurveyMonkey before the deadline. All applicants must submit one completed copy of the grant. The closing date and time will be strictly observed. Supplemental and/or revised materials will not be accepted after the closing date and time.

Instructions for submitting a Kansas Parents as Teachers grant application:

1. Download the application located here: https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Early-Childhood.

2. Save the downloaded application to your computer. Please note: Though not required, KSDE appreciates when the “File Name” includes the USD number, name and application title (ex. usd000 Name KPAT20).

3. Complete and save the application using Microsoft Word or other text-based program on your electronic device.

4. Open SurveyMonkey by clicking this link: https://www.surveymonkey.com/r/FY21KPATgrantapplication


6. Upload into SurveyMonkey the previously saved Microsoft Word document and Assurances page(s).

7. Click Submit. *Please note: Applicants are encouraged to print or screenshot the SurveyMonkey message indicating a successful upload.

- **Why must districts utilize the Parents as Teachers affiliate model?**
The requirement to utilize an evidence-based model is not intended as a limitation. Other components which are not in conflict with the model requirement may be used to enhance the program as appropriate to the community and family served.

- **What are the definitions under this grant application?**
The following definitions are from the authorizing legislation for Parent Education (K.S.A. 72-4161 et seq):
a. “Board” means the board of education of any school district.

b. “School district” means any public school district organized and operating under the laws of the state.

c. “Parent education program” means a program developed and operated by a board for the purpose of providing expectant parents and parents of infants or toddlers or both with information, advice, assistance, resource materials, guidance and learning experiences regarding such measures as parenting skills and the various styles of parenting, the processes and principles of growth and development of children, home learning activities designed for infants and toddlers, techniques emphasizing a positive approach to discipline, effective methods of communicating and interacting with children so as to foster the development of self-esteem, strategies for structuring behavioral limits and increasing mutual positive regard, and other elements of effective parenting that are conducive to the structuring of a home environment in which children are encouraged to be successful and productive learners.

d. “Infant” and “toddler” means any child under the age of eligibility for school attendance.

e. “State board” means the Kansas State Board of Education.

The following definitions apply to this KPAT grant application:

a. “Advisory Committee” means a group of interested citizens representing a variety of community organizations that meet to discuss, plan, and advise the KPAT program. Possible members of the committee could include (non-exhaustive list): representatives of the local board of education, mental health agency personnel, social services agency personnel, individual and/or agency health care providers, church/ministerial alliances, civic service groups, PTA/PTO, senior citizen groups, higher education personnel, private and public preschool and/or child care center personnel, Head Start and/or Early Head Start personnel, Family and Consumer Sciences teachers, and library personnel. If a consortium of districts cooperates in providing the program, the community advisory committee should be representative of the communities served.

Possible responsibilities for the advisory committee include advising on options for coordinating programs and services between the community and the school, recruiting prospective parents and children eligible to participate in the program, surveying available community resources and gathering needed information, and serving as a resource to the local program administrator and the internal coordinating committee.
b. “Resource Materials” means child growth and development materials, as well as parenting resources for families and staff participating in the program.

c. “Local match” may also be referred to as local contribution.

- **What other considerations must applicants be aware of when applying for KPAT funding?**

  K.S.A. 72-4165 establishes a parent education program fund:

  1. There is hereby established in every school district which has developed and is operating a parent education program for which grants are awarded under this act a fund which shall be called the parent education program fund, which fund shall consist of all moneys deposited therein or transferred thereto according to law. Notwithstanding any other provision of law, all moneys received by the school district from whatever source for a parent education program operated under this act shall be credited to the fund established by this section. Amounts deposited in the parent education program fund may be used for the payment of expenses directly attributable to the program or may be transferred to the general fund of the school district as approved by the board of education.

- **How will applications be reviewed and selected for funding?**

  Applications for grants of state monies and descriptions of KPAT shall be prepared on forms developed by the State Board. Applications shall be submitted no later than April 3, 2020. Applications must be complete in order to receive consideration for funding.

  *The total amount available and mechanism for distribution for 2020-2021 KPAT program funding is dependent upon the final budget approved during the 2020 legislative session. Applications will be reviewed and scored using the Scoring Rubric embedded in this grant application. Funding considerations may be based upon (in no particular order):

  a. The total amount available for distribution.
  b. Previous funding levels of existing programs.
  c. Funding request levels of new programs.
  d. New and/or expanded funding level requests of existing programs.
  e. Quality of application (ex. score).
  f. Factors as determined by KSDE to ensure that the total amount available for distribution is disbursed.
• **Does Part III.B replace the previously required Community Needs Assessment?**
  Applicants are not required to submit a Community Needs Assessment nor a summary of a Community Needs Assessment. Applicants must communicate how the program reflects in their activities the needs of the community.

• **Must the narrative template included in this grant application be utilized?**
  Applicants may opt to either use this application template or create another document for the narrative sections. Applicants may omit Part II, Part III.A, and the budget template from the document that is uploaded into SurveyMonkey. Sections Part II, Part II.A, and the budget template are required in SurveyMonkey.
Cover Page

Kansas Parents as Teachers Program Grant Application 2020-2021

Name of program: ____________________________________________________________

Applicant district number: ____________________________________________________

Submission date: _____________________________________________________________

Proposal Checklist:

☐ Statement of assurances

☐ Program abstract

☐ Program description

☐ Outcomes plan

☐ Program activities plan

☐ Program evaluation

☐ Budget form

☐ Budget narrative
Assurances

2020-2021 KANSAS PARENTS AS TEACHERS PROGRAM: ASSURANCES

READ COMPLETELY BEFORE SIGNING.

The signature page signed by the superintendent and the program coordinator participating in the KPAT program certifies the applicant’s agreement to the following sets of assurances.

For the duration of the 2020-2021 performance period, the program must:

1. Provide a nondiscriminatory program.

2. Ensure that funding provided supports only Parents as Teachers National Center Inc.® (PATNC) affiliate programs.

3. Obtain written authorization from the parent(s) and/or legal caregiver(s) for all health and development screenings administered by the program and maintain documentation if health and/or development screenings are refused. Parents may opt out of screenings for their child(ren).

4. Attempt at least three times to engage enrolled families prior to dismissing them from the program unless the family voluntarily withdraws from the program.

5. Ensure that all staff are qualified and hold the licensure, certification or credential as their position dictates, as the curriculum provider requires, and as the KPAT grant requires.

6. Ensure that, at the time of hire, Parent Educators earned a minimum of 60 hours of college credit in an early childhood or related field.

7. Provide coordination and network of resources with other early education and care programs in the community including Part C Infant Toddler Early Intervention and other local home visiting programs to build on, and not duplicate, services for families with infants and toddlers.

8. Utilize the Local Interagency Coordinating Council (LICC) or an Advisory Committee that meets at least quarterly. This committee must include at least one currently enrolled family.
9. Communicate with the LICC or Advisory Committee and receive advice and counsel about:
   a. Operations (i.e. budget, materials, staff, policies).
   b. Program quality (i.e. data, quality improvement efforts, outcomes).
   c. Progress toward priority goals (i.e. data, activities).
   d. Community collaborations (i.e. referral coordination, activities, professional development).
   e. Upcoming opportunities for professional learning.

10. Prepare required reports indicating information about families and children served, and provide such other reports and program information as requested by KSDE.

11. Obtain a State Student Identifiers number (SSID) for each child participating in the KPAT Program and participate in all required data collections, including entry in the Kansas Individual Data on Students (KIDS) System. *SSID’s may be obtained through Foundations for School Success or an ASGT Record to the KIDS System.

12. Maintain records to provide such information and afford access to such records as KSDE may find necessary to carry out its duties.

13. Use fiscal control and fund accounting procedures to ensure proper disbursement of, and accounting for, state funds paid to such applicants under this program.

14. Comply with all funding source requirements awarded through the grant application process established by the Kansas State Board of Education.

15. Match using local funds 50 cents for every state dollar ($1) awarded through the grant application process established by the State Board. Total KPAT program budget and local match requirement are subject to the final budget approved during the 2020 legislative session.
I attest that I have read the FY21 Kansas Parents as Teachers program assurances and will comply with the provisions for the duration of the performance period.

Program coordinator signature: _____________________________________________________________

Program coordinator printed name: __________________________________________________________

Date: ______________________________

Superintendent signature: _________________________________________________________________

Superintendent printed name: ______________________________________________________________

Date: ______________________________
FY21 KPAT GRANT APPLICATION

Part II: Program Abstract

IMPORTANT: Part II, Part III.A. and the budget template will be completed in SurveyMonkey. Applicants may opt to leave these sections blank or omit them in the uploaded narrative document.

Check one:

_____ School district

_____ *Consortium of districts

*A consortium includes two or more school districts working through a cooperative agreement.

For consortiums, please provide the number of children expected to be served in each district:

______________________________________________________________________________________________

Current Parents as Teachers (PAT) Affiliate Status (select one):

_____ Will apply for PAT affiliation if funding request is approved

_____ New affiliate (affiliation received between July 1, 2019 and June 30, 2020)

_____ PAT provisional affiliate

_____ PAT model affiliate

_____ PAT Blue Ribbon affiliate

Minimum amount of state funds requested for FY21: ____________________________

Minimum amount of local match funds required for the minimum amount of state funds requested for 2020-2021 (50 cents for every $1 in state funds awarded): ____________

Total amount of state funds awarded during FY20: ____________________________

Total amount of unspent state funds estimated to be reallocated to other KPAT programs during FY20: ________________________________________________

If additional state funds become available during FY21, what is the additional amount of state funds requested? For example, if the program requests a minimum of $50,000 yet would prefer $75,000, then enter $25,000: ____________________________
Minimum amount of local match funds required if awarded the additional funds requested (if applicable): ________________________________

**Applicant information**

USD or consortium name and number: ________________________________

Name of district superintendent or authorized consortium representative: __________

Address: ____________________________________________________________

City/town: __________________________________________________________

Zip code: __________________________________________________________

Phone: _____________________________________________________________

Fax: ______________________________________________________________

**Project Contact Information**

Project contact name: ________________________________

Title: _____________________________________________________________

Address: __________________________________________________________

City/town: __________________________________________________________

Zip code: __________________________________________________________

Phone: _____________________________________________________________

Fax: ______________________________________________________________

Email: _____________________________________________________________
Part III: Program Description

A. Overview of proposed program (may omit from upload document) - 25 points.

Which Essential Requirement(s) were not achieved during the most recent performance period? Select all that apply:

1. All Essential Requirements were achieved or we are a new program.

2. Affiliates provide at least two years of services to families with children between prenatal and kindergarten entry.

3. The minimum qualifications for parent educators are a high school diploma or equivalency and two years’ previous supervised work experience with young children and/or parents.

4. Each affiliate has an advisory council that meets at least every six months. It can be part of a larger committee, community network or coalition as long as the group includes a regular focus on the Parents as Teachers affiliate.

5. Each month, parent educators working more than .5 FTE participate in a minimum of two hours of individual reflective supervision and a minimum of two hours of staff meetings and parent educators working .5 FTE or less participate in a minimum of one hour of reflective supervision and two hours of staff meetings.

6. Each supervisor, mentor or lead parent educator is assigned no more than 12 parent educators, regardless of whether the parent educators are full-time or part-time employees.

7. All new parent educators in an organization who will deliver Parents as Teachers services to families attend the Foundational and Model Implementation Trainings before delivering Parents as Teachers; new supervisors attend both Foundational and Model Implementation Trainings.

8. Parent educators obtain competency-based professional development training and renew certification with the national office annually.

9. Parent educators complete and document a family-centered assessment within 90 days of enrollment and then at least annually thereafter, using a method that addresses the Parents as Teachers required areas.
10. Parent educators develop and document goals with each family they serve.

11. Parent educators use the Foundational Personal Visit Plans and Personal Visit Planning Guide from the Foundational Curriculum to design and deliver personal visits to families.

12. Families with one or fewer stressors receive at least 12 personal visits annually and families with two or more stressors receive at least 24 personal visits annually.

13. Full-time first year parent educators complete no more than 48 visits per month during their first year and full-time parent educators in their second year and beyond complete no more than 60 visits per month.

14. Affiliates deliver at least 12 group connections across the program year.

15. Child health screening is completed by 7 months of age, or within 90 days of enrollment or birth, and then at least annually thereafter. Completion of the Child Health Record, which consists of health status, safety, vision and hearing elements, constitutes a complete health screening.

16. Child development screening takes place for all children within 90 days of enrollment or birth, and then at least annually thereafter. Development domains that require screening include language, cognitive, social-emotional, and motor development.

17. Child development surveillance takes place during each personal visit and is recorded after each personal visit, using milestones to monitor child development.

18. Parent educators connect families to resources that help them reach their goals and address their needs.

19. At least annually, the affiliate gathers and summarizes feedback from families about the services they've received, using the results for program improvement.

20. The affiliate annually reports data on service delivery and program implementation through the APR; affiliates use data in an ongoing way for purposes of continuous quality improvement, including participating in the Quality Endorsement and Improvement Process every five years.

21. Programs will pick two outcomes to measure with eligible families. One outcome will be from a list of approved tools that measure parenting skills, practices, capacity or stress assessment and the second outcome will be from
an approved list of measures. It is important to select outcomes that align with
the program goals. Programs will also report on the APR how they are using
the data.

Which months will the program be operational? Select all that apply.

- July
- August
- September
- October
- November
- December
- January
- February
- March
- April
- May
- June

Does the program coordinator or administrator regularly provide personal home visits
to families? In other words, is the coordinator assigned a case load?

- Yes
- No

Which tool will the program use to measure parenting skills, practices, capacity or
stress assessment? Select all that apply.

- Adult Adolescent Parenting Inventory (AAPI-2)
- Healthy Families Parenting Index (HFPI)
- Home Observation for Measurement of the Environment (HOME) Inventory
  (long form)
- Keys to Interactive Parenting Scale (KIPS)
- Parenting Interaction with Children: Checklist of Observations Linked to
  Outcomes (PICCOLO)
- Parenting Stress Index (PSI)
- Parenting Stress Scale (PSS)
- Parents’ Assessment of Protective Factors (PAPF)
Which **Pick 2 outcome measure** will the program use? Select all that apply.

- Depression
- Postpartum health care visits
- Caregiver education achievement
- Intimate partner violence
- Kindergarten/school readiness
- Child development
- Child maltreatment
- Well-child visits
- Smoke-free environment
- Tobacco cessation referrals
- Breastfeeding

Which training topics are suggested for the program period? *Note: no response is required for this question. Responses will assist with the development of the Annual Coordinators’ Meeting.*

B. **Need for Activities** (limited to two double-spaced pages; additional pages will not be considered - 25 points).

Using local and state data regarding the children and families to be served, describe:

- The specific needs that have been identified and an indication of how the proposed activities address those needs. *Note: Consortiums must explain how they plan to individualize services to fit the needs of unique districts served.
- The total headcount number of kindergarteners in the service delivery district(s) during the 2018-2019 school year. This number may be obtained via: [https://datacentral.ksde.org/report_gen.aspx](https://datacentral.ksde.org/report_gen.aspx). Choose “Headcount by Grade, Race, and Gender” from the “Select a Report” dropdown menu and then the appropriate data group for the service area.
- The total number of families on the waitlist as reported on the 2018-2019 Affiliate Performance Report (APR). New program applicants should project the number of families to be served during the 2020-2021 program year.
- Total number of families served as reported on the 2018-2019 APR.
- Total number of children served as reported on the 2018-2019 APR.
- The need to expand (if applicable).
PART III: PROGRAM ABSTRACT | FY21 KPAT GRANT APPLICATION

C. Recruitment plan (limited to two double-spaced pages; additional pages will not be considered - 25 points).

Describe the specific activities and techniques the program uses to recruit families. Explain program efforts to recruit families typically underserved in the service area. If the program does not make intentional efforts to recruit families typically underserved in the service area, explain why. Explain any gap (if applicable) between total number of children served, the waitlist and kindergarten headcount totals.

*Response must be included in document uploaded into SurveyMonkey.

D. Community and District Coordination (limited to one double-spaced page; additional pages will not be considered - 25 points).

Describe the community, district, and/or regional coordination efforts that address the needs outlined in Part III.B. Provide the other organizations, departments, or initiatives assisting in addressing the needs outlined and how the PAT program does or does not coordinate with those efforts.

*Response must be included in document uploaded into SurveyMonkey.
Limited to two double-spaced pages; additional pages will not be considered - 25 points.

The PAT affiliate model requires home visits, Group Connections, screenings and resource connections. Describe in brief, descriptive terms how each of these four activities will be implemented to achieve the planned outcomes (e.g. How is enrollment determined? How does the program determine which Group Connection to offer and when? Who performs screenings? How are families connected to community resources?).

*Response must be included in document uploaded into SurveyMonkey.
Part V: Outcomes Plan Chart

Limited to two pages; additional pages will not be considered - 25 points.
Using the proposed activities listed in Part IV, complete the Outcomes Plan Chart.
Outcomes Plan Chart

*Response must be included in document uploaded into SurveyMonkey.

### 2020-2021 Parents as Teachers Grant Application

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Proposed Activity</th>
<th>Outcome (i.e. improved social success, improved academic success, etc.)</th>
<th>How outcome will be measured</th>
<th>When outcome will be measured</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Part VI: Program Evaluation

Limited to one double-spaced page; additional pages will not be considered - 25 points.

Describe the process by which the implementation of the program will be documented and the method by which achievement of program outcomes will be assessed. The description may consider the PATNC Essential Responsibilities, Quality Standards, data collection, professional development, and/or other program activities that impact quality that are not otherwise included in this application. Programs are encouraged to strive for model affiliation or better.

*Response must be included in document uploaded into SurveyMonkey.
FY21 KPAT GRANT APPLICATION

Part VII: Budget

A. Template (15 points): Complete the budget form included in this application. *NOTE: This form will be completed in SurveyMonkey and so may be excluded from the document uploaded.

B. Budget narrative limited to one double-spaced page; additional pages will not be considered - 5 points. Using the minimum amount of grant funds requested for each budget line item, explain how costs were determined. Describe how matching funds will be utilized.

*Response must be included in document uploaded into SurveyMonkey.

C. Budget narrative limited to one double-spaced page; additional pages will not be considered - 5 points. Consider the total amount of grant funds requested if additional state funds become available and explain how the additional funds will be utilized (if applicable). If additional state funds are not requested, state as such.

*Response must be included in document uploaded into SurveyMonkey.
## Budget Definitions

The *Accounting Handbook* is available on the School Finance website under *Guidelines and Manuals*.

### Expenditures – Object Codes and definitions

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>ITEM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100</td>
<td>SUPPORT SERVICES – STUDENTS</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Personal Services - Salary</td>
<td>Include salaries for parent educators and other staff employed to work in the program.</td>
</tr>
<tr>
<td>200</td>
<td>Employee Benefits</td>
<td>Include amounts paid on behalf of employers; these amounts are not included in the gross salary, but are in addition to that amount. Include group insurance, social security, unemployment compensation, worker’s compensation and other employee benefits.</td>
</tr>
<tr>
<td>300</td>
<td>Purchased Professional and Technical services</td>
<td>Include special services performed by people or firms with specialized skills and knowledge, but not regularly employed by the district.</td>
</tr>
<tr>
<td>500</td>
<td>Other Purchased Services</td>
<td>Include transportation and travel services related to transporting parents and their children to and from program activities. Also include cost associated with communication services, advertising, printing, staff travel and fees associated with curriculum subscription, including renewal.</td>
</tr>
<tr>
<td>NUMBER</td>
<td>ITEM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>600</td>
<td>Supplies and Materials</td>
<td>Include expenditures related to the purchase of general office, instructional supplies and materials. Expenditures for books, periodicals, newspapers, magazines and reference books are recorded in this line item. Also include purchases of food items for parent group activities.</td>
</tr>
<tr>
<td>700</td>
<td>Property</td>
<td>Include expenditures for the purchase of instructional equipment related to the program.</td>
</tr>
<tr>
<td>800</td>
<td>Debt Service and Miscellaneous</td>
<td>Include cost for goods and services not otherwise classified in other listed object codes.</td>
</tr>
<tr>
<td>2200</td>
<td>Support Services - Instruction</td>
<td>Include cost associated with assisting the staff in meeting certification and ongoing training that may be required by the curriculum distributor. Include staff training costs, workshops and media services.</td>
</tr>
</tbody>
</table>
Budget Template

(15 points)

Local match funds may be used for PAT services as determined locally. A minimum of 50 cents local match for each state dollar ($1) may be required. The total match required for 2020-2021 KPAT program funding is dependent upon the final budget approved during the 2020 legislative session. In-kind expenses do not qualify toward the local match requirement.

A. Complete the budget template using the minimum state amount requested.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Minimum State Grant Amount Requested</th>
<th>Total Budget Amounts (local match + state grant amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 100 Salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 200 Employee Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 300 Purchased Professional and Technical Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 500 Other Purchased Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 600 Supplies and Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 700 Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 800 Debt Services and Miscellaneous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2200 Support Services - Instruction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals

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