

KANSAS PARENTS AS TEACHERS GRANT RENEWAL
APPLICATION 2021-2022

Kansas Parents as Teachers Program Grant Renewal Application 2021-2022



Kansas leads the world in the success of each student.



KANSAS STATE BOARD OF EDUCATION

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

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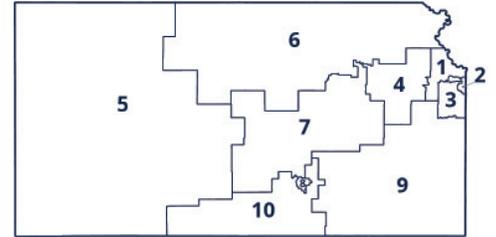


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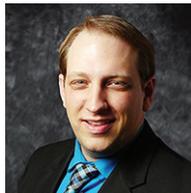
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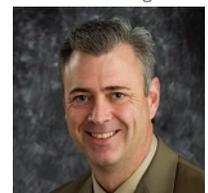
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FY22 KPAT GRANT RENEWAL APPLICATION

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FY22 KPAT GRANT RENEWAL APPLICATION

Introduction

Dear applicant,

Thank you for your interest in the Kansas Parents as Teachers (KPAT) Grant 2021–2022. 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/2021-Meeting-Materials-Minutes> . The total amount available and mechanism for distribution for 2021-2022 KPAT program funding is dependent upon the final budget approved during the 2021 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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FY22 KPAT GRANT RENEWAL 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 the [Kansas CommonApp portal](#) 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. Children eligible for kindergarten may not be served with these funds. Local funds may be used for PAT services as determined locally, which may include serving prenatal families and/or kindergarteners.

- **Is there a financial match requirement?**

During fiscal year 2021 (FY21), a minimum of 50 cents local match for each state dollar (\$1) was required. **The total local match required for 2021-2022 KPAT program funding is dependent upon the final budget approved during the 2021 legislative session.**

- **What is the program period for the grant?**

Funding is for the state fiscal year 2022 (SFY22). The performance period for SFY22 is July 1, 2021 through June 30, 2022. 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?**

The State Board considers the prior experiences of school districts in the development and operation of parent education programs for the award of grants. 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. School districts and consortiums maintaining a KPAT program may plan a SFY22 budget equivalent to SFY21.

Applicants requesting funds for a new and/or expanded PAT program may request a full application by contacting Nis Wilbur at nwilbur@ksde.org. New applications will be considered in the event additional funding becomes available. New applicants 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 total amount available and mechanism for distribution for 2021-2022 KPAT program funding is dependent upon the final budget approved during the 2021 legislative session.

- **When will funds be available for this grant?**

Grantees will receive a Kansas Parents as Teachers Grant Award Notification for the 2021-2022 school year after the State Board approves grant applications. **The total amount available and mechanism for distribution for 2021-2022 KPAT program funding is dependent upon the final budget approved during the 2021 legislative session.**

Approved KPAT program grantees will receive funds dispersed in three payments:

- September 2021 (50%)
- March 2022 (25%)
- June 2022 (25%).
- Payment dates for state and federal aid can be located here: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Payment-Information>.

- **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:

2021 – 2022 REPORTING DEADLINES

Report	System	Due Date
Grant Application for 2021 – 2022	Kansas CommonApp portal	April 2, 2021
Assign KSDE KIDS number	KIDS Collection System	Upon enrollment
KIDS ENRL collection report*	KIDS Collection System	Sept. 20-Oct. 11, 2021
Mid-year Report	As determined by KSDE	Jan. 31, 2022
KIDS MILT (Military Count)*	KIDS Collection System	Feb. 20-March 18, 2022
Final Expenditures Report	KSDE Authenticated Applications	May 27, 2022
KIDS EOYA collection report*	KIDS Collection System	June 30, 2022
KIDS EXIT (information on student who left the district) *	KIDS Collection System	Upon exit from the school district.
PAT National Center, Inc. Affiliate Performance Report	PATNC Portal	July 10, 2022

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. Consortiums 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:
 - 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 11:59 p.m. CST Friday, April 2, 2021. KSDE staff will be unavailable to provide technical assistance for this grant application after 4:00 p.m. CST on Friday, April 2, 2020. Proposals must be delivered via the Kansas CommonApp portal 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:

The Kansas CommonApp portal is a new grant submission tool to manage applicant profiles and proposals across a variety of state agency funding opportunities. Technical assistance, as described below, is available to help applicants navigate the system.

The Kansas CommonApp includes question-and-answer fields and the ability to upload all required documents.

User Profile

Applicants begin the application process by creating a “User Profile” when they login to the online [Kansas CommonApp portal](#). The information in your User Profile will be linked to every application submitted under your login information.

- Type of applicant (select from a drop-down: licensed child care provider, non-profit/501c3, county/city government, unified school district, community coalition with a fiscal agent, university/community college)
- General Contact information for Applicant (Including contact information for the Owner, CEO, or Executive Director)
- Business/Organization Information (Including federal EIN, and if applicable website address, child care licensing number, mission statement, 501c3 verification, Form 990, W9 or year- end financial statement)
- **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 2, 2021. Applications must be complete in order to receive consideration for funding.

***The total amount available and mechanism for distribution for 2021-2022 KPAT program funding is dependent upon the final budget approved during the 2021 legislative session.**

Applications will be reviewed independently by a panel of early childhood care and education stakeholders. 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. New and/or expanded funding level requests of existing programs may be considered in the event that additional funding becomes available.
- d. Factors as determined by KSDE to ensure that the total amount available for distribution is disbursed.

Cover Page

Kansas Parents as Teachers Program Grant Application 2021-2022

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

2021-2022 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 2021-2022 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. Programs will follow district policies and procedures regarding closure and/or suspension of program services caused by a public health concern, natural disaster, or other extraordinary circumstance. In coordination with district leadership, programs may follow Parents as Teachers National Center, Inc. guidance if and when Essential Requirements or other affiliate model requirements are updated, suspended, or expanded during the program year due to a public health concern, natural disaster, or other extraordinary circumstance. This includes and is not limited to visit frequency, group connection, and recruitment and retention requirements.
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 2021 legislative session.

I attest that I have read the FY22 Kansas Parents as Teachers program assurances and will comply with the provisions for the duration of the performance period.

Superintendent signature: _____

Superintendent printed name: _____

Date: _____

FY22 KPAT GRANT RENEWAL APPLICATION

Part II: Program Abstract

Check one:

School district

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

Amount of state funds requested for SFY22: _____

Amount of local match funds required for the amount of state funds requested for 2021-2022 (50 cents for every \$1 in state funds awarded): _____

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

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

July

January

August

February

September

March

October

April

November

May

December

June

2. 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

3. 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)

4. Which **Pick 2 outcome measure** will the program use? Select all that apply:
- | | |
|--|--|
| <input type="checkbox"/> Depression | <input type="checkbox"/> Child development |
| <input type="checkbox"/> Postpartum health care visits | <input type="checkbox"/> Child maltreatment |
| <input type="checkbox"/> Caregiver education achievement | <input type="checkbox"/> Well-child visits |
| <input type="checkbox"/> Intimate partner violence | <input type="checkbox"/> Smoke-free environment |
| <input type="checkbox"/> Kindergarten/school readiness | <input type="checkbox"/> Tobacco cessation referrals |
| | <input type="checkbox"/> Breastfeeding |
5. Which training topics are suggested? *Note: a response is not required. Answers will assist with planning the Annual Coordinators' Meeting. _____

B. Need for Activities

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

- Specific need(s) identified and an indication of how the proposed activities address those needs. *Note: Consortia must explain how they plan to individualize services to fit the needs of each unique district served.
- Total headcount number of kindergarteners in the service delivery area during the 2019-2020 school year. This number may be obtained via: 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.
- Total number of families on the waitlist as reported on the 2019-2020 Affiliate Performance Report (APR).
- Total number of families served as reported on the 2019 - 2020 APR.
- Total number of children served as reported on the 2019 - 2020 APR.

C. Recruitment plan

Describe the methods by which the program recruits families. Explain efforts to recruit families typically underserved in the service area; if no intentional effort is made to recruit typically underserved families, explain why. Explain gap(s) between total number of children served, the waitlist and kindergarten headcount totals (if applicable).

D. Community and District Alignment

Describe the community, district, and/or regional coordination and alignment efforts that address the needs outlined in Part III.B and how the PAT program does or does not coordinate with those efforts.

Part IV: Program Activities Plan

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 (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?).

Part V: Outcomes Plan

Describe two specific goals of the program and explain how achieving these goals will impact the children, families, and/or community served.

Part VI: Program Evaluation

Describe the process by which the implementation of the program will be documented and the method by which achievement of program goals 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.

Programs are encouraged to strive for model affiliation or better.

FY22 KPAT GRANT APPLICATION

Part VII: Budget

- A. **Template:** Complete the budget form included in this application.
 - B. **Budget narrative:** Using the amount of grant funds requested for each budget line item, explain how costs were determined. Also, describe how matching funds will be utilized. ____
-

Budget Definitions

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

Expenditures – Object Codes and definitions

NUMBER	ITEM	DEFINITION
2100	SUPPORT SERVICES – STUDENTS	
100	Personal Services - Salary	Include salaries for parent educators and other staff employed to work in the program.
200	Employee Benefits	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.
300	Purchased Professional and Technical services	Include special services performed by people or firms with specialized skills and knowledge, but not regularly employed by the district.
500	Other Purchased Services	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.

NUMBER	ITEM	DEFINITION
600	Supplies and Materials	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.
700	Property	Include expenditures for the purchase of instructional equipment related to the program.
800	Debt Service and Miscellaneous	Include cost for goods and services not otherwise classified in other listed object codes.
2200	Support Services - Instruction	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.

Budget Template

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 2021-2022 KPAT program funding is dependent upon the final budget approved during the 2021 legislative session. In-kind expenses do not qualify toward the local match requirement.

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

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

Additional expenditure categories may be added. Please refer to the Kansas Accounting Handbook for USDs for additional category codes: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals>.

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For more information, contact:

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