

KANSAS PARENTS AS TEACHERS GRANT APPLICATION
2022-2023

Kansas Parents as Teachers Program Grant Application 2022-2023





KANSAS STATE BOARD OF EDUCATION

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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.

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Kansans Can

SUCCESS DEFINED

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- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

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OUTCOMES

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- Kindergarten readiness
- Individual Plan of Study focused on career interest
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- Postsecondary success

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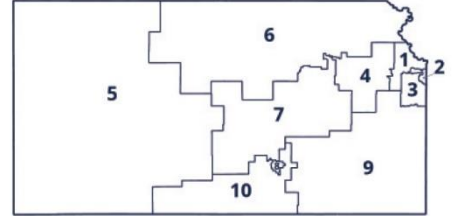


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FY22 KPAT GRANT RENEWAL APPLICATION

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FY23 KPAT GRANT APPLICATION

Introduction

Dear applicant,

Thank you for your interest in the Kansas Parents as Teachers (KPAT) Grant 2022–2023. The purpose of the KPAT grant is to provide funds to new or existing KPAT programs wanting to provide evidence-based parent education 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 2022-2023 KPAT program funding is dependent upon the final budget approved during the 2022 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 Lisa Williams by email at lwilliams@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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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. 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 Lisa Williams by email at lwilliams@ksde.org or by phone at 785-296-4964 to request technical assistance with obtaining PAT affiliation.

- **Who may the grant serve?**
Families with children birth to 72 months of age may be served. Children eligible for kindergarten may not be served with these funds. Local funds may be used as determined locally, which may include serving prenatal families and/or kindergarteners.
- **Is there a financial match requirement?**
During fiscal year 2022 (FY22), a minimum of 50 cents local match for each state dollar (\$1) was required. **The total local match required for 2022-2023 KPAT program funding is dependent upon the final budget approved during the 2022 legislative session.**
- **What is the program period for the grant?**
Funding is for the state fiscal year 2023 (SFY23). The performance period for SFY23 is July 1, 2022 through June 30, 2023. 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?**

For award of grants, the State Board considers the prior experiences of school districts in the development and operation of parent education programs. Grants to maintain KPAT program funding levels may be requested with this application. A completed plan, including budget and assurances, must be included in this application. Those maintaining a KPAT program may plan a SFY23 budget equivalent to SFY22.

Applicants requesting funds for a new PAT program may request a KPAT Grant Application for New Programs application by contacting Lisa Williams at lwilliams@ksde.org. New applications will be considered only 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/evidencebased-home-visiting-model#benefits>.

The total amount available and mechanism for distribution for 2022-2023 KPAT program funding is dependent upon the final budget approved during the 2022 legislative session.

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

Grantees will receive a Kansas Parents as Teachers Grant Award Notification for the 2022-2023 school year after the State Board approves grant applications. The total amount available and mechanism for distribution for 2022-2023 KPAT program funding is dependent upon the final budget approved during the 2022 legislative session.

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

- September 2022 (50%)
- March 2023 (25%)
- June 2023 (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:

2022 – 2023 REPORTING DEADLINES

Report	System	Due Date
Grant Application for 2022 – 2023	Kansas CommonApp portal	April 1, 2022
Assign KSDE KIDS number	KIDS Collection System	Upon enrollment
KIDS ENRL collection report*	KIDS Collection System	Sept. 20-Oct. 11, 2022
Mid-year Report	As determined by KSDE	Jan. 31, 2023
KIDS MILT (Military Count)*	KIDS Collection System	Feb. 20-March 18, 2023
Final Expenditures Report	KSDE Authenticated Applications	May 27, 2023
KIDS EOYA collection report*	KIDS Collection System	June 30, 2023
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, 2023

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 1, 2022. Proposals must be delivered via the [Kansas CommonApp portal](#) before the deadline. KSDE staff will be unavailable to provide technical assistance for this grant application after 4:00 p.m. CST on Friday, April 1, 2020.

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 grant submission tool to manage early childhood applicant profiles and proposals across a variety of state agency early childhood care and education 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?**

In previous years legislators have clarified that legislative intent is for these grant funds to support programs utilizing the Parents as Teachers affiliate model.

- **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 state board of education.

The following definitions apply to this KPAT grant application:

- a. "Advisory Committee" means a group of interested stakeholders 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): parents and family members of young children, 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 1, 2022. Applications must be complete in order to receive consideration for funding.

***The total amount available and mechanism for distribution for 2022-2023 KPAT program funding is dependent upon the final budget approved during the 2022 legislative session.**

Applications will be reviewed and considered for funding 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.
- **Where can I find more information about the KPAT program?**

The [Kansas Parents as Teachers Frequently Asked Questions 2021-2022](#) document may answer other questions you may have. If you have additional questions not answered by this grant application or the Frequently Asked Questions document, please contact Lisa Williams (lwilliams@ksde.org).

Cover Page

Kansas Parents as Teachers Program Grant Application 2022-2023

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

2022-2023 KANSAS PARENTS AS TEACHERS PROGRAM: ASSURANCES

READ COMPLETELY BEFORE SIGNING.

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

For the duration of the 2022-2023 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, temporary suspension of program services caused by a public health concern, natural disaster, or other extraordinary circumstance. In coordination with district administrators, 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. This includes and is not limited to service delivery method, visit frequency, group connections, and recruitment and retention requirements.
5. Ensure 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. Provide coordination and network of resources with other early childhood care and education 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.
7. Utilize the Local Interagency Coordinating Council (LICC) or an Advisory Committee that meets at least quarterly (for example, once between July 1 – September 30, 2022, once between October 1 – December 31, 2022, once between January 1 – March 31, 2023, and once between April 1 – June 30, 2023). Meetings may occur virtually. This committee must include at least one currently enrolled family. Please note this assurance is a requirement above the PAT National Center requirement of bi-annual advisory meetings.

8. Communicate with the LICC or Advisory Committee and receive counsel about:
 - a. Operations (i.e. budget, recruitment and waitlists, 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.
9. Prepare required reports indicating information about families and children served, and provide such other reports and program information as requested by KSDE. A list of required reports is included in this grant application.
10. 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.
11. Maintain records to provide such information and afford access to such records as KSDE may find necessary to carry out its duties.
12. Use fiscal control and fund accounting procedures to ensure proper disbursement of, and accounting for, state funds paid to such applicants under this program.
13. Comply with all funding source requirements awarded through the grant application process established by the Kansas State Board of Education.
14. 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 2022 legislative session.

I attest that I have read the FY23 Kansas Parents as Teachers program assurances and that the USD will comply with the provisions included for the duration of the performance period.

Superintendent signature: _____

Superintendent printed name: _____

Date: _____

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 SFY23: _____

Amount of local match funds required for the minimum amount of state funds requested for 2022-2023 (50 cents for every \$1 in state funds awarded): _____

Applicant information

USD or consortium name and number: _____

Name of superintendent or authorized consortium administrator: _____

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 training topics are suggested? *Note: a response is not required. Answers will assist with planning the Annual Home Visiting Conference. _____

B. Need for Activities.

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

- The specific need(s) 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 unique needs of each district served.
- The total headcount number of kindergarteners in the service delivery district(s) during the 2020-2021 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. Choose "District/Organization Totals (One District/Organization - Select a District/Organization)" from the "Data Grouping" menu. Select your district(s) and the 2020-2021 school year, then click "Display Report".
- The total number of families on the waitlist as reported on the 2020-2021 Affiliate Performance Report (APR).

- Total number of families served as reported on the 2020 - 2021 APR.
- Total number of children served as reported on the 2020 - 2021 APR.

C. Recruitment plan.

Describe the specific activities and techniques the program uses to recruit families. Explain any gap (if applicable) between total number of children served, the waitlist and kindergarten headcount totals.

Applicants are encouraged to consider whether KPAT enrollment rosters are reflective of the gender and racial demographics of all families served by the district(s). Gender and racial demographics for the district may be obtained by following this path: https://datacentral.ksde.org/report_gen.aspx. Choose "Headcount Enrollment by Grade, Race, & Gender" in the "Select a Report" menu. Choose "District/Organization Totals (One District/Organization – Select a District/Organization" from the "Data Grouping" menu. Select your district(s) and the 2020-2021 school year, then click "Display Report". If a notable discrepancy is discovered, applicants are encouraged to consider how recruitment and retention efforts may be updated.

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 KPAT program does or does not coordinate with those efforts.

Part IV: Program Activities Plan

The Parents as Teachers affiliate model requires home visits, Group Connections, screenings and resource networks. Describe in brief, descriptive terms how each of these four activities will be implemented (for example: 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, how the program plans to achieve these goals, and the outcomes for children, families, and the community.

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 may use local, state, and/or federal data sets not directly resulting from Parents as Teachers program implementation. For example, local Ages & Stages Questionnaires data, local special education data, KSDE Data Central, U.S. Census, and Bureau of Labor Statistics data.

Programs are strongly encouraged to strive for model affiliation or better.

FY23 KPAT GRANT APPLICATION

Part VII: Budget

- A. **Template:** All applicants must complete *Budget Template A* included in this application. Applicants must use *Budget Template A* to submit an SFY23 budget equivalent to SFY22 or an SFY23 budget less than SFY22. Programs not requesting a reduction may also complete an additional budget template that utilizes the equation included in this Part VII.A section.

Applicants are encouraged **but not required** to consider the following equation to assist with developing a budget: $\$30,000 + (\$114 * T)$; where T is the average number of home visits occurring during the previous three years (for example, 2018-2019, 2019-2020, and 2020-2021).

If the equation would reduce the amount received by more than 10%, the applicant is encouraged **but not required** to consider reducing their grant request amount by 10% or less. *Note: if an applicant self-selects to reduce their grant amount request, those funds will be awarded to other applicants.*

Example: District 000 reported on their 2019 Affiliate Performance Report (APR) that they conducted 134 visits. The following year's APR, 2020, reflected 146 visits. Their 2021 APR reflected 122 visits.

To find T, sum the three years and then divide the sum by three:

$$134 + 146 + 122 = 402$$

$$402 / 3 = 134$$

$$T = 134$$

Next, insert T into the equation: $30,000 + (114 * 134)$

Total the parentheses first: $114 * 134 = 15,276$

Finally, complete the equation: $30,000 + 15,276 = \$45,276$

The suggested budget request amount for district 000 is \$45,276.

- B. **Budget narrative.** Using the amount of grant funds requested for each budget line item, explain how costs were determined. Describe how matching funds will be utilized. If relevant, explain how other funds exceeding the required match will be utilized.

Budget Definitions

The [Accounting Handbook](#) is available on the KSDE 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 2022-2023 KPAT program funding is dependent upon the final budget approved during the 2022 legislative session. In-kind expenses do not qualify toward the local match requirement.

- A. Applicants must submit an SFY23 budget equivalent to SFY22 if not requesting a reduction of the grant award. Programs not requesting a reduction may also complete an additional budget template that utilizes the equation included in Part VII.A.

Categories	State Grant Amount Requested	Total Grant Budget Amounts (local match + state grant amount)	Total Program Budget Amounts (if different from Total Grant Budget) (all fund sources + 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			

PART VII: BUDGET | FY23 KPAT GRANT APPLICATION

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>.

A2. Optional template for programs not requesting a reduction and utilizing the equation included in Part VII.A.

Categories	State Grant Amount Requested	Total Grant Budget Amounts (local match + state grant amount)	Total Program Budget Amounts (if different from Total Grant Budget) (all fund sources + 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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