2018-19 School Year
Seattle Preschool Program (SPP)
SPP Pathway Program Services
and Community Center Initiative

Request For Investment (RFI)
Agenda

SPP and SPP Pathway

- Overview
- Minimum Qualifications
- Payment Overview
- Evaluation Criteria
- Submission Materials
Agenda

SPP Community Center Initiative
• Overview
• Minimum Qualifications
• Selection Process
• Submission Materials

Key Reminders

Questions
SPP and SPP Pathway
SPP and SPP Pathway Overview

• SPP and SPP Pathway are two separate programs with different:
  • minimum qualifications
  • program requirements
  • payment structures

• The same forms can be used to apply for both SPP and SPP Pathway

• Funding under this year’s RFI can only be guaranteed through the 2018-19 school year due to Levy renewal in 2018
What is SPP?

SPP is a 4-year levy-funded demonstration project to support the goal of creating voluntary, high-quality preschools available and affordable to all of Seattle’s 3- and 4- year-old children.

What is SPP Pathway?

- A program for providers who do not meet the SPP minimum qualifications and/or would like support to eventually become SPP-qualified.
- Providers selected for the SPP Pathway have 1 year to work toward meeting SPP eligibility requirements.
Program Capacity

SPP will be phased in according to the following schedule:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td>15</td>
<td>32</td>
<td>52</td>
<td>75-85</td>
</tr>
<tr>
<td>Children</td>
<td>280</td>
<td>600</td>
<td>1,000</td>
<td>1400-1600</td>
</tr>
</tbody>
</table>

**SPP Pathway**
For the 2018-19 school year, DEEL intends to fund up to 100 new slots
Agenda

• SPP and SPP Pathway
  • Overview
  • Minimum Qualifications
  • Payment Overview
  • Evaluation Criteria
  • Submission Materials
Minimum Qualifications

**Licensing**
- Licensed by the WA State Department of Early Learning (or exempt from licensing)

**Early Achievers**
- Must be enrolled in Early Achievers (EA) **and** hold a rating of Level 3 or above

---

**SPP Pathway Minimum Qualifications**
- Does not currently meet some or all SPP qualifications
- Willing to commit toward working to meet qualifications
SPP must be:
Licensed + EA3 + Full day

- Funded by classroom
- Access to PD, curriculum training and coaching
- Access to facilities fund
- Access to teacher education funds

SPP Pathway:
Licensed? EA? Full day?

- Funded by slot (minimum of 8)
- Access to PD, curriculum training and coaching
- Access to facilities fund
- No access to teacher education funds
Program Requirements

• SPP and SPP Pathway have different program requirements for the following:
  • Classroom demographics
  • Child eligibility and enrollment
  • Hours per day, days per year
  • Teacher education

• Successful applicants must be able to adhere to these requirements prior to contracting
  • A sample contract is available online as a reference
Agenda

• SPP and SPP Pathway
  • Overview
  • Minimum Qualifications
  • Payment Overview
  • Evaluation Criteria
  • Submission Materials
## Payment Overview

SPP considers several classroom characteristics when determining contract payments:

<table>
<thead>
<tr>
<th>Step</th>
<th>Payment Category</th>
<th>Amount</th>
<th>Unit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Slot Payment</td>
<td>$3,274 to $10,000</td>
<td>Slot</td>
<td>Based on student type and other funding sources. See &quot;Per-Student Slot Payment Amount&quot; table.</td>
</tr>
<tr>
<td>2</td>
<td>Small Class Size Adjustment</td>
<td>$2,000</td>
<td>Slot</td>
<td>Paid to classrooms with license capacity less than 20. SPP pays $2,000 for each unoccupied slot between license capacity and 20. Example: If a classroom is licensed for 18, SPP pays an additional $4,000.</td>
</tr>
<tr>
<td>3</td>
<td>Staff Education Bonus</td>
<td>up to $39,000</td>
<td>Classroom</td>
<td>Payment for teachers and site supervisors who meet or exceed education requirements. See &quot;Staff Education Bonus&quot; table.</td>
</tr>
<tr>
<td>4a</td>
<td>Family Engagement</td>
<td>$787</td>
<td>Classroom</td>
<td>Paid per classroom for family engagement plan.</td>
</tr>
<tr>
<td>4b</td>
<td>Classroom startup</td>
<td>$7,500-$10,000</td>
<td>Classroom</td>
<td>One-time payment for new SPP classrooms. Higher amount is given to classrooms that have not operated a preschool program previously.</td>
</tr>
</tbody>
</table>
## Payment Overview

**Step 1. Slot Payment (based on # / type of students)**

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Amount Per Student*</th>
<th>SPP Amount Per Student</th>
<th>Total Payment Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPP or Step Ahead Only</td>
<td>$0</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Head Start</td>
<td>$10,000</td>
<td>$4,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Half Day ECEAP</td>
<td>$5,919</td>
<td>$6,081</td>
<td>$12,000</td>
</tr>
<tr>
<td>Full Day ECEAP</td>
<td>$8,726</td>
<td>$3,274</td>
<td>$12,000</td>
</tr>
<tr>
<td>Extended Day ECEAP</td>
<td>$15,460</td>
<td>$3,274</td>
<td>$18,734</td>
</tr>
</tbody>
</table>

*Approximate amount awarded by local, state, and federal grant programs.

Slot Payment (based on student type and other funding sources. See "Per-Student Slot Payment Amount" table.)

- $3,274 to $10,000

Program Amount

SPP or Step Ahead Only

Head Start

Half Day ECEAP

Full Day ECEAP

Extended Day ECEAP

**Notes:**

- Slot Payment amount may vary based on student type and other funding sources.
- Program amounts are based on approximate grant awards from local, state, and federal programs.
Payment Overview

• **Step 2.** Small class size adjustment (if applicable).

<table>
<thead>
<tr>
<th>2</th>
<th>Small Class Size Adjustment</th>
<th>$2,000</th>
<th>Slot</th>
</tr>
</thead>
</table>

Paid to classrooms with license capacity less than 20. SPP pays $2,000 for each unoccupied slot between license capacity and 20. Example: If a classroom is licensed for 18, SPP pays an additional $4,000.

**Example:**

- Maximum SPP Capacity = 20
- License Capacity = 18
- Difference = 2 slots
- 2 slots x $2,000 = $4,000 small class size adjustment
Payment Overview

- **Step 3. Staff education bonus (MERIT-verified)**
  Note: these funds must first be used to meet SPP minimum salary requirements.

<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
<th>Amount if &quot;Meets&quot;</th>
<th>Amount if &quot;Exceeds&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Teacher</td>
<td>MEETS: Bachelor's with 30 ECE credits</td>
<td>$19,000</td>
<td>$28,000</td>
</tr>
<tr>
<td></td>
<td>EXCEEDS: WA State teaching certificate with P-3 endorsement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Teacher</td>
<td>MEETS: Associate's degree with 20 ECE credits</td>
<td>$9,000</td>
<td>$9,000</td>
</tr>
<tr>
<td>Director/Site Supervisor</td>
<td>MEETS: Bachelor's with 30 ECE credits and business/leadership training</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Maximum</td>
<td></td>
<td>$30,000</td>
<td>$39,000</td>
</tr>
</tbody>
</table>
Minimum Salary Requirements

Sample contract pages 14-15

Lead Teacher

• Does not meet: $16/hour plus benefits
• Meets: $24/hour plus benefits
• Exceeds: according to the current SPS Certificated Non-Supervisory Staff Salary schedule (available on the SPS website)

Assistant Teacher

• Does Not meet: $15/hour plus benefits
• Meets: $16/hour plus benefits

Director/Site Supervisor

• No minimum salary requirement
### Payment Overview

• **Step 4. Family Engagement and Classroom Startup**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a</td>
<td>Family Engagement</td>
<td>$787 Classroom</td>
<td>Paid per classroom for family engagement plan.</td>
</tr>
<tr>
<td>4b</td>
<td>Classroom startup</td>
<td>$7,500-$10,000 Classroom</td>
<td>One-time payment for new SPP classrooms. Higher amount is given to classrooms that have not operated a preschool program previously.</td>
</tr>
</tbody>
</table>
Payment Overview

SPP Payment FAQs

1. Are there restrictions on how we use the funds?
   • As long as you meet the program requirements (and don’t violate any laws), agencies can use the funds as they deem appropriate

2. When/How do we receive funding?
   • Contracts begin July 1 so agencies can bill us for payment after that date
   • DEEL will provide agencies with an invoice template (in Excel) to use.

3. Will agencies be paid regardless of enrollment?
   • For DEEL-selected students, agencies will be paid regardless of enrollment vacancies. For all other types of students, the answer is “it depends”.
• What about SPP Pathway?

SPP Pathway Payment Overview
The City will pay applicants per child, based on five levels (tiers) determined by the applicant’s Early Achievers (EA) rating:

2018-19 Rates
• Full-day (6 hours/day): $8,359 - $9,281 per child
• Part-day (3.5 hours/day): $6,660 - $7,576 per child
Additional Funds

The City has additional funds that may be available to providers for:

• Program support for special populations (not a replacement for IEP services)
• Tuition assistance for teachers who are completing their degrees
• Release time for professional development
• Facilities funds to help with construction/remodeling
• Organizational capacity funds (technical assistance)

SPP Pathway Additional Funds
Additional funds that may be made available to SPP pathway providers are:

• Release time
• Facilities funds
• Organizational capacity funds
Performance Based Contracts

• Total amount from the funding formula (slide 13) is broken down:
  • 75% Base Pay
  • 25% Performance Pay

• Base pay is a set monthly amount that is guaranteed so long as the program is meeting requirements

• Performance Pay is earned for meeting certain performance indicators
  • See Sample Contract, Exhibit B, for an example of Performance Indicators
Agenda

• SPP and SPP Pathway
  • Overview
  • Minimum Qualifications
  • Payment Overview
  • Evaluation Criteria
  • Submission Materials
Exhibit A, Section IV: Application (up to 50 points possible)

- Five Narrative Questions (up to 10 points possible for each)
  - Program experience
  - Program success
  - Experience with engaging families
  - Experience working with diverse groups
  - Qualified staff

- Applicants need to fill out only one Exhibit A for multiple sites, however individual sites will be scored separately
Exhibit B: Site Level Information *(up to 50 points possible)*

- Reflects SPP Contracting Priorities
  - High-Need Locations = *up to 30 points*
    - Serving Low Income Children = *up to 10 points*
    - High Quality Practice = *up to 10 points*
- Points earned in this section are based on whether the applicant meets or does not meet the criteria
- Applicants only need to fill out one Exhibit B to reflect multiple sites; however individual sites will be scored separately.
Beginning in 2016, agencies in these areas will continue to be prioritized if, in the previous school year, SPP demand exceeded SPP capacity in the attendance area by 20% or more.

If all areas of Seattle meeting the criteria above are saturated with preschool availability, agencies operating preschool classrooms within the attendance area of a Level 3 public school will be prioritized.
Only one evaluation criteria differs between SPP and the SPP Pathway on Exhibit B:

- High Quality Practice (up to 5 points possible)
  - Applicant is registered in Early Achievers and participating in Level 2 activities. Applicant does not have to be EA rated to receive full points.
• **Tiebreakers** *(up to 6 total points possible)*
  - Agency has preschool classrooms within the attendance area of a public school where English Language Learner population has exceeded 30% of the total school population within the past three years *(2 points)*
  - Agency has the capacity to provide comparatively more classrooms for SPP in comparison to other applicants *(2 points)*
  - Agency has preschool classrooms within the attendance area of a public school where the percentage of incoming kindergarteners in the attendance area has increased by more than 10% over the past two years *(2 points)*

• DEEL will use SPS data to determine the tiebreakers if needed
Agenda

• SPP and SPP Pathway
  • Overview
  • Minimum Qualifications
  • Payment Overview
  • Evaluation Criteria
  • Submission Materials
If you are a NEW provider applying for **SPP and/or SPP Pathway**, you will submit the following:

**Exhibit A**: RFI application and required items listed on checklist at the end of the application (page 8)
- Note for applicants located in Seattle Public Schools Buildings only: You will be required to provide documentation that you have sent a notification of your SPP or SPP Pathway application to SPS Alignment Coordinator Susan Hall (email: slhall@seattleschools.org)

**AND**

**Exhibit B**: Site Level Information
If you are a current SPP or SPP Pathway provider applying for SPP and/or SPP Pathway expansion, you will submit the following:

**Cover Letter:** a word document that should include:
- a short description of why you would like to expand
- an outline of your overall application including the number of new classrooms or slots, the locations and the type of programming (SPP or Pathway) and
- contact person for the application

*your cover letter should not exceed 2 total pages (1 page double-sided)*

**AND**

**Exhibit B:** Site Level Information
SPP and/or SPP Pathway Submission, *cont’d.*

• Exhibit A responses must not exceed 10 pages total (5 pages double-sided). Any pages exceeding this limit will be removed from the document and not considered for evaluation purposes.

• Narrative responses must be in the format specified on page 9:
  • 8½” x 11” paper, minimum size 11 font, 1-inch margins
  • Typed or word-processed; double-sided
  • Pages numbered
  • All attachments stapled together
SPP Community Center Initiative
DEEL has developed a partnership with Seattle Parks and Recreation to make licensed pre-K spaces available to community partners.

For the 2018-2019 SPP school year, the two sites* are:
  • Alki Community Center
  • Delridge Community Center

*Descriptions of each location RFI pages 13-15
Community Center Initiative

- SPR is currently going through a design process to upgrade sites that need improvements to meet licensing criteria.

- Each site will have one classroom with access to other parts of the community center (e.g. kitchen, outdoor space, potentially gymnasium)
Community Center Initiative

• The selected provider will enter into an occupancy agreement with SPR that will be renewable through the levy period. The agreement will include rent.

• Providers will be able to operate within the sites during the SPP school year. Extended care will need to be negotiated separately with SPR.

• Providers will be responsible for coordinating with SPR on the licensing process.
Agenda

SPP Community Center Initiative
  • Overview
  • Minimum Qualifications
    • Selection Process
    • Submission Materials

RFI Process and Key Reminders

Questions
Minimum Qualifications

A *current provider* in the Seattle Preschool Program or SPP Pathway Program during the 2017-18 school year;

OR

A Seattle preschool provider that is *offered an award* through this Request for Investment process for the 2018-19 School Year Seattle Preschool Program or SPP Pathway Program

*RFI p. 15-16*
Agenda

SPP Community Center Initiative
  • Overview
  • Minimum Qualifications
    • Selection Process
  • Submission Materials

RFI Process and Key Reminders

Questions
The selection process will follow the following process in order:

1. Determine if applicant meets Minimum Qualifications
2. DEEL assigns a Priority Level based on applicant’s response materials
Priority Levels

The Priority Levels were developed to meet the following goals:

1. Maintain current SPP classes that are facing displacement situations
2. Support SPP Pathway providers that are experiencing facility issues
3. Add new SPP slots through making city-owned space available to community-based organizations

RFI p. 17
## Priority Levels

<table>
<thead>
<tr>
<th>Priority Level</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1              | Current SPP or SPP Pathway provider that is either displaced or at high risk for displacement (or) 
Current SPP Pathway provider for whom facility is a primary barrier to meeting SPP requirements 
(and) 
The displaced or Pathway facility is in the current middle school attendance zone of the community center space the agency is applying to |
| 2              | Current SPP or SPP Pathway provider that is either displaced or at high risk for displacement (or) 
Current SPP Pathway provider for whom facility is a primary barrier to meeting SPP requirement |

SPP
### Priority Levels, *cont’d.*

**Priority Level** | **Description**
--- | ---
3 | Successful Applicant to SPP that is either displaced or at high risk for displacement
4 | Current SPP or SPP Pathway Provider (2017-18 SY) that will be expanding the net number of pre-K classrooms in SPP through operating out of a community center site
5 | Successful applicant to the SPP Program that will be expanding their pre-K through operating out of a community center site
6 | Successful Applicant to the SPP Pathway Program that will be expanding their pre-K through operating out of a community center site
Selection Process

The selection process will follow the following process in order:

1. Determine if applicant meets Minimum Qualifications
2. DEEL assigns a Priority Category based on applicant’s response materials
3. If more than one applicant is in the same priority category, then RFI Review Committee scores application responses from Exhibit C
Selection Process

**Exhibit C: Application** *(up to 90 points possible)*

- Three Narrative Questions *(up to 30 points possible for each)*
  - Leveraging Local Resources
  - Organizational Stability
  - Commitment to Racial Equity
- Each question has a different word count

Applicants only need to fill out one Exhibit C even if applying for multiple sites.
Agenda

SPP Community Center Initiative
  • Overview
  • Minimum Qualifications
  • Selection Process
  • Submission Materials

RFI Process and Key Reminders

Questions
Community Center Initiative Submission  
*RFI p. 16*

What to submit if you are applying for the *Community Center Initiative*:

- If you are a **current SPP or SPP Pathway provider**, you are only required to fill out Exhibit C.

- If you are **not a current SPP or SPP Pathway provider**, you must fill out all the application exhibits (A, B and C).
  - Exhibit C will only be reviewed once you have been selected to be in SPP or SPP Pathways program.
• Exhibit C responses must not exceed 15 pages total. Any pages exceeding this limit will be removed from the document and not considered for evaluation purposes.

• Narrative responses must be in the format specified on page 16:
  • 8½” x 11” paper, minimum size 11 font, 1-inch margins
  • Typed or word-processed; double-sided
  • Pages numbered
  • All attachments stapled together
Key Reminders
RFI Key Reminders

• Proposals due **January 12, 2018 by 4:30pm**
• Refer to RFI Schedule on page 1 for key dates
• Follow the required response format (RFI p. 8)
• Submit 10 paper copies **and** an electronic file (RFI p. 8)
• E-mail any questions to leilani.delacruz@seattle.gov by close of business on January 5, 2018
• Make sure the person designated on the cover sheet can be reached at the phone number and e-mail address listed on the application
Submission instructions for all exhibits

Please submit hard copies and electronic copies as follows:

**Hard copies:**
Please submit **10 paper copies**

Must be received by Friday, January 12, 2018 at 4:30pm

Address information is on page 9 of RFI.

**Electronic copies:**
Send files in MS Word or Adobe PDF to: [leilani.delacruz@seattle.gov](mailto:leilani.delacruz@seattle.gov)

Please follow naming conventions on page 9 of RFI.

Direct any questions about technical difficulties in submitting the application to: 206-684-8556 or [leilani.delacruz@seattle.gov](mailto:leilani.delacruz@seattle.gov)
RFI Reference Documents

The following reference documents are available online:

• SPP Action Plan
• SPP Implementation Plan
• SPP Program Plan
• Step Ahead/SPP Pathway Program Manual
• Sample SPP Contract
RFI Questions

• Today’s questions are being documented and will be posted online HERE
• Applicants’ questions that arise after the RFI information session must be sent via email—No phone calls
• E-mail: leilani.delacruz@seattle.gov
• DEEL will post answers online within approximately 3 business days to questions asked either at this session or via email
• DEEL will accept questions until close of business on January 5, 2018
City of Seattle, Department of Education and Early Learning