Seattle Department of Education and Early Learning (DEEL)
Questions and Answers (Q&A)
2016-17 Seattle Preschool Program and Pathway RFI

#	Date Received	Question	Answer*
	***Note:** Underlined documents referenced in the Answers column are on the DEEL website in the RFI Q&A section at: http://www.seattle.gov/education/about-us/funding-opportunities/spp_provider-pathway_2016-17		
1	11/17/2015	Who do we send the electronic files to? The RFI says to submit the electronic files to Austin Fulgham, but the PowerPoint presentation says to submit them to Frances Robinson.	Submit the electronic files to Frances.Robinson@seattle.gov. We have corrected this information in RFI Addendum 1.
2	11/17/2015	RFI page 11 says that DEEL will use SPS data [about English Language Learner populations and increase in percentage of incoming kindergarteners] to determine tie breakers. Is it possible to have access to this data ahead of time?	Our intent was to only seek this data if necessary, however DEEL will publish data for tiebreakers #1 and #3 in advance of the RFI submission deadline.
3	11/17/2015	In regards to high needs locations – do you define what those are?	On page 10 of the RFI there are four bullet points on how we define high needs.
4	11/17/2015	Given that SPP is a four-year program with multiple cycles, can agencies apply more than once during the four-year cycle?	Yes.
5	11/17/2015	If an agency is accepted into the SPP Pathway program, do they have to reapply to become part of SPP?	There will be a modified application process for Pathway providers.
6	11/17/2015	The issue is to serve Seattle residents, not necessarily that the sites are located in the Seattle boundaries. Is this correct?	Yes. Providers do not need to be located within the boundaries of the City of Seattle, however all children in SPP classrooms must be Seattle residents. Children in the Pathway program must also be Seattle residents, but may be in a classroom with non-Seattle residents. Note: Children who have a Seattle address but live outside City limits do not qualify.
7	11/17/2015	For general questions about the process and feedback on our application so far is there a specific staff member I should be working with?	Please email any general questions about the RFI process to Mao Svy (mao.svy@seattle.gov), however the RFI is a competitive process and City staff will not be able to provide feedback on your individual application. The City will offer a Technical Session for Estimating Providers Payments on December 1, 2015. Please see page 13, bullet 7.1, for more detail.
8	11/17/2015	With the SPP application so far what are your geographic need areas? Are there particular neighborhoods where you need more providers?	Please review the High-Need Locations section on page 10. The City is seeking SPP and SPP Pathway providers in North, Central, Southeast and Southwest Seattle.
9	11/18/2015	Way back when, there was an understanding that we would continue to get Step Ahead funding (level funding) and by year 4, we would have to convert. Is this still the understanding if we do not apply for SPP or Pathways this year?	The City does not know what the status of funding will be for either Step-Ahead or SPP after the 2018-19 school year. In the meantime, Step Ahead providers will continue to receive funding as long as they meet their outcomes.
10	11/18/2015	We have a site that we will be signing a lease on very soon. You have reached out to licensing in order to get the space licensed by June, and open for children in September. Is this site (and classrooms) eligible to apply to SPP or SPP Pathway if it is not currently available for a site visit? Is Primm eligible to apply if the site is in development (aka not yet licensed and operation)?	Please review the Minimum Qualifications: SPP vs. SPP Pathway section on pages 5-7. DEEL does not have a specific requirement for programs to be in operation at the time of the application, however because this is a competitive process and the site visits are intended to provide further evidence to support program quality, a non-operational site may be at a disadvantage.
11	11/20/2015	The slide showing SPP Enhancements indicates how much providers will receive for a half-day DSHS slot if they participate in SPP. This does not make sense since SPP is a full-day program.	The amount assumes you will be converting the half-day slot into a full-day slot. Please refer to the Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding. It may also be helpful to attend the Technical Session (Dec. 1) to receive a more detailed estimate for your scenario.

12	11/20/2015	What is the funding arrangement for students who are dually enrolled in ECEAP and SPP, for example. Do we receive full payment for both programs?	No, you will not receive double payment. SPP calculates how much overlap there is between the two programs and applies a portion of the other funding toward the SPP payment. The balance is retained by the provider for non-SPP responsibilities. Please refer to the Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding. It may also be helpful to attend the Technical Session (Dec. 1) to receive a more detailed estimate for your scenario.
13	11/20/2015	For Pathway it is just the one range, based on EA rating?	Pathway is paid according to EA rating. Please the review Seattle Preschool Pathway column on page 4 for the five achievement levels (tiers).
14	11/20/2015	Does Pathway also allow for dual enrollment?	No, Pathway does not allow dual enrollment. Pathway classrooms must have a minimum of 8 Pathway funded children and these 8 (or more) children may not receive other funding. Other, non-Pathway-supported children may be funded by other sources.
15	11/20/2015	It seems like you are taking money away from providers who have students enrolled in ECEAP, Head Start, or DSHS. Is that true?	For SPP, it is not a complete double layer cake model. If you have a full-day ECEAP classroom, you normally receive approximately $9,000 dollars. SPP providers receive an average of $10,000 per slot (child) in each SPP classroom. For ECEAP, student gets the SPP $10,000 plus an additional $1,646 (20% of the ECEAP funding) for a total of $11,646. Operationally, SPP does not take funding away from providers who receive subsidies from ECEAP, DSHS, or Head Start-- but the SPP funding will be reduced in accordance with these calculations. The justification for this approach is that the City recognizes that some program requirements overlap and others do not (for example, ECEAP providers must provide family support). Please refer to the Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding, including for half-day DSHS slots. It may also be helpful to attend the Technical Session (Dec. 1) to receive a more detailed estimate for your scenario.
16	11/20/2015	Do we get the money for ECEAP and then have to pay you back?	If you have a full-day ECEAP classroom, you normally receive approximately $9,000 dollars. SPP providers receive an average of $10,000 per slot (child) in each SPP classroom. For ECEAP, student gets the SPP $10,000 plus an additional $1,646 (20% of the ECEAP funding) for a total of $11,646. Operationally, SPP does not take funding away from providers who receive subsidies from ECEAP, DSHS, or Head Start-- but the SPP funding will be reduced in accordance with these calculations. The justification for this approach is that the City recognizes that some program requirements overlap and others do not (for example, ECEAP providers must provide family support). Please refer to the Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding, including for half-day DSHS slots. It may also be helpful to attend the Technical Session (Dec. 1) to receive a more detailed estimate for your scenario.

17	11/20/2015	If we have DSHS students, what happens to the parent copay? Will SPP reduce the payment by the copay amount?	SPP does not consider the DSHS parent copay as part of the payment model. The SPP payment model considers the DSHS slot cost in its payment calculation. In some cases, the slot cost includes a parent co-pay. It is the responsibility of the agency to collect this co-pay. See Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding. It may also be helpful to attend the Technical Session (Dec. 1) to receive a more detailed estimate for your scenario.
18	11/20/2015	How do know how many DSHS students we have when the City is not managing that program?	We ask you to self-report the number of students in DSHS, ECEAP, and Head Start. We take that into consideration in the payment model. Please refer to the Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding, including for half-day DSHS slots. It may also be helpful to attend the Technical Session (Dec. 1) to receive a more detailed estimate for your scenario.
19	11/20/2015	Are there scenarios somewhere in our materials that outline the different funding scenarios? Alternative: Is there something in our materials that outline the different funding scenarios?(MLA)	Please refer to the Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding. It may also be helpful to attend the Technical Session to receive a more detailed estimate for your scenario. If possible, please send Exhibit B answers to Monica Ouijdani at monica.ouijdani@seattle.gov before you attend the session.
20	11/20/2015	With the Facilities Fund, is there going to any kind of weighting of SPP vs. Pathway (e.g., will more of the funds go to SPP than Pathway)?	Details are still being finalized, but there are no plans currently to weight Pathways and SPP providers differently in the Facilities Fund selection process.
21	11/20/2015	How will the money [available through the RFI] be divvied up? How will you decide how much people get?	There are funds available for classroom startup in the first year of a classroom's contract. Depending on the needs of the classrooms, as determined by the SPP Coach, approximately $7500 is available. There are also funds for family engagement and funds to provide extra support to meet students' needs. Each classroom is allotted approximately $750 to execute a Family Engagement plan. Funds to provide extra support to meet students' needs are provided on a case-by-case basis.
22	11/20/2015	Do the 8 Pathway slots need to all be in the same classroom?	Pathway slots can be divided across classrooms, but a minimum of 8 Pathway slots need to be in each classroom. The justification for this is that teachers in Pathway classrooms receive instructional coaching and professional development opportunities. Having at least 8 children in each classroom contributes allows the City to support the teachers more efficiently.
23	11/20/2015	Is it possible for an organization to partner with another organization?	Yes, that is still an option. FOLLOW UP: Yes, if the agency is selected for funding. There will be additional requirements in your contract for subcontracting.
24	11/20/2015	What types of needs for special populations would you consider funding?	Examples include classroom materials, consultation with a professional, temporary assistance in the classroom, but we will consider other needs as well. Support is determined on a case-by-case basis. This support is available for SPP providers.
25	11/20/2015	How [when] will the money for special populations be handed out? Will it be applied for as the need arises	Agencies work with their SPP Coach. There is an assessment procedure that helps the Coach determine what kind of support would be most beneficial. Examples include classroom materials, consultation with a professional, temporary assistance in the classroom, but we will consider other needs as well. Support is determined on a case-by-case basis. This support is available for SPP providers.
26	11/20/2015	If an agency that applies for Pathway already has an Early Achievers rating, will they get additional points?	ANSWER IN INFO SESSION: Yes. CORRECTION: There will be no additional points. Please review section entitled High Quality Practice, page 11. The agency can earn 10 possible points in this section.

27	11/20/2015	If your agency is in the Pathway program and you ramp up, can you add more classrooms over time?	Yes. Agencies must apply through the annual RFI process to add more classrooms.
28	11/20/2015	I have one classroom for sure, and possibly another one, and this RFI is coming out the same time as ECEAP, and I have to decide how to license the space. Right now I am ELN for 3 classrooms, but once I am SPP and Before you weren't mixing funds, but now you are.	The City encourages blended classrooms. Please consider attending the Technical Session to Estimate Provider Payments on December 1, 2015. This session will provide agency a better understanding of the SPP financial structure.
29	11/20/2015	How will you handle the eligibility process with different income level requirements? We want to be able to use our own forms and maintain the rules for our own Head Start children. What process would you use to make sure that we can coordinate this?	We haven't had any Head Start kids this year so we haven't fleshed this out, but we are in talks with Region X about Head Start. Currently, DEEL is considering asking Head Start agencies to recruit Head Start students, but this policy is not finalized. Also, please note that there will be a minimum ratio of Head Start to non-Head Start funded children for SPP funded classrooms. This year, there have been some redundancies related to form completion. It is our goal to streamline these processes for families, but we're not there yet.
30	11/20/2015	I have a question about the reduction in payment if we have fewer than 20 students per classroom. Per Head Start regulations, our agency is not allowed to have more than 19 kids per classroom, or a maximum of 17 students if there are younger children in the classroom.	If a classroom is licensed for fewer than 20 children, the classrooms payment is reduced by $1,416 per reduction. If an agency chooses to serve fewer children than the licensed capacity of the classroom, then a full slot cost is deducted from the provider's payment (an average of $10,000 per slot). DEEL would need to review your precise situation and limitations to estimate a payment. Please note that there will be a minimum number of non-Head Start funded children in an SPP-funded classroom. We are not sure how this would affect the class size constraints you have described. See Provider Payment Scenarios worksheet for examples of how SPP incorporates other student funding. It may also be helpful to attend the Technical Session to receive a more detailed estimate for your scenario. If possible, please send Exhibit B answers to Monica Ouijdani at monica.ouijdani@seattle.gov before you attend the session.
31	11/20/2015	In a classroom where programmatic funds are blended (for example, Head Start and SPP, or ECEAP and SPP) what is the percentage [of funding per student] that the agency retains?	I can look into putting the table online. FOLLOW-UP: Please refer to the Blended Funding worksheet. It may also be helpful to attend the Technical Session (Dec. 1) to receive a more detailed estimate for your scenario.
32	11/20/2015	We are currently going through a Head Start audit. What kind of evaluation process will SPP have?	The City will develop a contract with you that outlines certain process-related performance targets and achieving these targets is related to your payment. These are monitored by Education Specialist at the City. The evaluation for SPP is meant to support program growth. For more information, please refer to the Seattle Department of Education and Early Learning, 2015: The SPP Comprehensive Evaluation Strategy: http://seattle.legistar.com/View.ashx?M=F&ID=3892483&GUID=3B7ABBA3-9F63-44F9-A698-92D2111F4648
33	11/20/2015	Turnover of teachers is very likely. How will you [determine our rate of pay based on teacher qualifications]? Will it be based on a point in time?	The City will revisit payment rates based on teacher qualifications on a quarterly basis if changes have occurred. Teachers on staff at the start of the contract will have 4 years to meet the education requirements, but new hires will need to meet education requirements when they start.

34	11/20/2015	A lot of our teachers have become HighScope certified. If they already have a BA in something other than Early Childhood Education, will their HighScope certification be considered the equivalent of an ECE? Where do I fall per SPP?	HighScope Certification is not equivalent to a BA or BAS in ECE. DEEL has aligned the requirements for SPP with MERIT and the Department of Early Learning's Education Verification system. The best way to find out if you meet the ECE requirement is to have your transcript evaluated through MERIT. Those who do not meet SPP requirements will be eligible to receive tuition support.
35	11/20/2015	If you have two co-lead teachers [with degrees] will we get extra for this?	We will not pay for two co-leads, so you will want to identify the highest qualified one of the pair as the lead.
36	11/20/2015	On Exhibit B, you ask questions about extended day. Will we receive any premium or prioritization for offering an extended day?	You can charge parents directly for care outside of SPP's regular 6-hour day. Parents will pay this directly to you and SPP will not reduce your payments for this in any way. Extended-day ECEAP is different.
37	11/20/2015	Have you defined instructional time for the 6 hours, e.g., does nap time count as instructional time?	I don't think we break it down. The only thing that would change what we do is if your staff model changes during that time. If your main staff member remains the staff member during those hours, we would not have a concern.
38	11/20/2015	Do we have to align our schedule with SPS? The contract is for a year, but SPP is actually for a school year, correct?	Yes. We are proposing that we align the SPP school year with the SPS schedule.
39	11/20/2015	We are multi-lingual site. When the City starts enrolling students for our site will the City honor that request [for students who want a multi-lingual site]? We also serve another special needs population: children with diabetes.	Next year we will allow parents to indicate if they are interested in a dual-language classroom (and which languages), an extended day program, and also a classroom in a specific region. We have done some targeting recruiting this year for some specific classrooms, e.g., dual-language.
40	11/20/2015	What is the demographic breakdown of kids that apply for SPP?	70% qualify for free tuition; 30% have to pay some tuition. We will provide you with a more detailed breakdown of the incomes of children whose parents earn under 300% of the Federal Poverty Level. FOLLOW-UP: See 2015-16 Enrollment by FPL% Table.
41	11/20/2015	Do you adjust families' payments if their incomes change?	Yes, however this is based on their self-reporting. We adjust payment if they notify us that their income has changed.
42	11/20/2015	How many of the current SPP slots are filled?	We have about 16 of 288 slots that are unfilled. We have one sight that has not opened yet, and a couple of sites where kids have left. We are continuing to place kids, and still have a wait list. If you are contracted for 20 slots, it is DEEL's responsibility to fill the 20 spots and you will get paid for them regardless of whether or not they are filled.
43	11/20/2015	I have two sites. Can one be SPP and one be Pathway?	Yes. If you are not sure which program to apply for, apply for both.
44	11/20/2015	Who do I talk to about the Facilities Fund?	Cameron Clark in DEEL. He can be reached at cameron.clark@seattle.gov.
45	11/20/2015	If I plan to do construction, this is the plan I have possibility for expansion. If I were to get this money, I would be willing to do this as a partnership.	Not eligible unless you are in SPP or Pathway. We don't have a specific policy. We would need to know that you can have it all ready by Sept 1.
46	11/20/2015	Do I need to address the information specified in the tiebreaker section of the RFI in my application in order to earn the tiebreaker bonus points?	No, we don't need anything from you regarding the tiebreakers. We will figure out this information if it becomes necessary. FOLLOW UP: No, the City intent was to only seek this data if necessary, however DEEL will publish data for tiebreakers #1 and #3 in advance of the RFI submission deadline.
47	11/20/2015	You do not request any budget information from us, is that right?	Yes, that's correct. FOLLOW-UP: While we do not require operating budgets at this time, it may be requested in the future. Furthermore, we may request a report on operating expenses.
48	11/20/2015	Is it important that we pre-disclose if we are interested in obtaining facilities funds?	This is not required, but it would give us a bigger picture of your agency/site if you want to add it.
49	11/20/2015	Can the City post the names of the high priority schools? I couldn't find that information.	Yes, we can post it again. FOLLOW UP: The information will be posted. Please see link:

			https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Grants/Title%20I/Title_I_Schools_2015-2016.pdf
50	11/20/2015	I attended the SPP info session today. Can I get a copy of the PowerPoint that was presented?	Yes, the PowerPoint presentation will be posted.
51	11/21/2015	Can you please send me the information on salary and benefits?	Please review the Reference section on page 17 of the RFI, and select the Seattle Preschool Program Plan. The information you are seeking is on page 34.
52	11/21/2015	Can you please send me the information on if this will be a Title 1 program?	Yes. FOLLOW UP: A list of Title I SPS schools for the 2015-16 school year may be found here: https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Grants/Title%20I/Title_I_Schools_2015-2016.pdf
53	12/1/2015	If I am already an SPP Pathway provider, and I want to add a classroom, do I need to apply again?	Yes. Providers need to reapply if they want to increase the number of Pathway slots they currently have.
54	12/1/2015	Has the City considered making adjustments to the 4 year old preference rule for dual language programs so that children can have at least 2 years in the program?	Yes, this is under consideration but no new policy has been established at this time.
55	12/1/2015	Will my DSHS payment come to me or will the City keep it?	DSHS funds go directly to the agency. The City does not get involved with these payments.
56	12/1/2015	What is the minimum number of children per classroom for SPP Pathway?	SPP Pathway classrooms must have a minimum of 8 Pathway-funded children; these 8 (or more) children may not receive other funding.
57	12/1/2015	Do we need to have a mixed income classroom for SPP Pathway?	No.
58	12/1/2015	Do centers bill separately for extended care?	Yes. You can charge parents directly for care outside of SPP's regular 6-hour day. Parents will pay this directly to you and SPP will not reduce your payments for this in any way.
59	12/1/2015	Are there price requirements for extended care?	Price for care outside the regular SPP school day/year, is between the provider and the family. Please note that we will be monitoring the costs associated with before and after care.
60	12/1/2015	Can centers require extended day care?	Yes. This is the agency's decision to make. Please note that for the 2016-17 school year we will be matching families to providers who meet their needs for before and after school availability.
61	12/1/2015	Classroom startup funds clarification. How does access to the funds work with contract start dates and class start dates?	Notification will go out to successful 2016-17 school year applicants on 01/28/2016. Following notification, the City will begin the process of contracting with the agency. Providers will be assigned an Early Education Specialist who will conduct classroom assessments and evaluate needs for startup funds. The goal is to have classroom startup items in the classroom by the beginning of the new school year.
62	12/1/2015	In the payment estimate, what rates did you assume for other fund sources? DSHS specifically?	Depending on the funding source, different enhancement amounts are used, based on the amount of overlap between program requirements. Please see the Blended Funding.xlsx file for a summary of these rates.
63	12/1/2015	If I receive Pathway funding, can I receive other funding from sources like SPS, private foundations, etc.?	Yes, however, dual-enrollment in ECEAP, DSHS, or Head Start is not allowed for SPP Pathway slots.
64	12/1/2015	Does the City or the center handle enrollment for Head Start or DSHS students?	We haven't had any Head Start kids this year so this hasn't been fleshed out, but we are in talks with Region X about Head Start. Currently, we are considering asking Head Start agencies to recruit Head Start students, but this policy has not been finalized. Also, please note that there will be a minimum ratio of Head Start to non-Head Start-funded children for SPP classrooms. This year there have been some redundancies related to forms that need to be completed. Our goal is to streamline these processes for families, but we're not there yet.

65	12/1/2015	How does it work when a classroom combines DSHS and Head Start funding. Do we receive extra funding for both programs?	Providers must choose one funding source on which to base the enhancement. We cannot give enhancements to layered funding sources.
66	12/1/2015	What happens to the payment amount if a student receives a CCAP voucher.	There is no additional enhancement for students who receive CCAP vouchers. SPP payment is based on class size and teacher/director credentials.
67	12/1/2015	What happens to payments when there is student turnover? For example, what happens if a student receiving Head Start funds leaves?	Payment follows the student, so if a Head Start student vacates the slot, the enhancement will be removed unless the replacement student also has external funding.
68	12/1/2015	How long will a slot stay open if there is student turnover? How does that affect payment?	SPP is responsible for filling the slots so student turnover does not affect payment.
69	12/1/2015	Will the City attempt to replace students of the same type so that a subsidy student is replaced by another subsidy student?	The policy regarding which agency is responsible for selecting children who receive Head Start funding is still under development. Whomever is responsible for filling the slot will do it. If it is the City's responsibility, yes, all attempts will be made to find a child who is eligible to be supported with that subsidy.
70	12/1/2015	To what extent can agencies collaborate with SPP on enrollment decisions in order to meet our program goals (i.e., reaching higher ed parents, etc.)	An agency can collaborate in outreach strategies in order to ensure that the agency's targeted population has the possibility of attending the SPP classroom. But no priority or guarantee of enrollment could be offered to a specific population. DEEL is considering limited exceptions for ECEAP and Head Start. Targeting "higher ed parents" would only be possible through outreach.
71	12/2/2015	Is the DSHS payment directed toward the City or would the program receive the DSHS payment directly? I am aware that the center would collect the co-payment from the family but not sure about the remainder of the payment from DSHS. Please clarify. Also how did the City come up with the DSHS payment number and is this based on a year or nine months?	DSHS funds go directly to the agency. The City does not get involved with these payments. Depending on the funding source, different enhancement amounts are used. The enhancements are based on the amount of overlap between program requirements. Please see the Blended Funding Worksheet file for a summary of the enhancement amounts. The calculation for DSHS assumes that providers are operating that program for 10-hours a day for 12 months. SPP operates 6 hours a day for 180 days a year. Families who qualify for DSHS would not be required to pay SPP tuition at all.
72	12/3/2015	How many families applied the first year for SPP? What was the ratio of families applied to families placed?	Please refer to additional information Questions & Answers Download: LOC Slides RFI QA.
73	12/3/2015	What is the demographic breakdown of the families that are being served? (home languages spoken, ethnicity)	Please refer to additional information Questions & Answers Download: LOC Slides RFI QA.
74	12/3/2015	If we are a Step Ahead program, can we remain a Step Ahead program or is it anticipated that we would apply for Seattle Preschool Pathways?	The agency can remain a Step Ahead program until the end of Families and Education Levy (2018-19). The City does not know what the status of funding will be for either Step-Ahead, SPP or SPP Pathway after the 2018-19 school year.
75	12/3/2015	For the 22 professional development days proposed for reimbursement, does the contractor determine how to allocate these days for staff?	The City pays for up to 22 days of release time for Lead Teachers (6 more days are paid from the SPP contract) and 28 days for Assistant Teachers. Release time for these days is paid outside the contract and can only be used to attend City-sponsored trainings currently listed in the SPP contracts (i.e., annual Pre-Service training, and approved curriculum, content, assessment, and Professional Learning Community (PLC) trainings).
76	12/3/2015	How does the City define family engagement?	Page 16 of the SPP Action Plan provides SPP standards for Family Engagement. A link to the Plan can be found on page 17 of the RFI, or use the following: http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP_118114a.pdf
77	12/3/2015	How does the City define dual-language program?	The City is developing a concrete, comprehensive definition. For now, please refer to page 11 of the RFI and the three bullet points on how we define Dual Language Classrooms.