



OPK

Oregon Prenatal to Kindergarten

Oregon Department of
Early Learning and Care

GRANT MANUAL

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Oregon Department of Early Learning and Care

<https://www.oregon.gov/delc>

Table of Contents

Program Overview	2
Equity Commitment	2
About this Grant Manual.....	3
Point of Contact	3
Budget Guidance.....	4
Administrative Cost Limit Waiver	4
Training Fund Waiver	4
Allowable and Disallowable Costs	5
Progress Reports	6
Payment Process.....	6
Monitoring	7
Program Requirements	9
Eligibility	9
Program Modifications.....	9
Group Size and Adult/Child Ratios	9
Salaries	10
Supplanting	10
Support and Assistance	10

Program Overview

The Oregon Department of Early Learning and Care (DELIC) operates programs for children and families, prenatal-to-five. These programs prioritize offering high-quality early care and education as well as wrap-around services to families who face economic challenges and who are most affected by long-standing inequities related to race and ethnicity.

The Oregon Prenatal to Kindergarten (OPK) program is a comprehensive education and family service program modeled after federal Head Start and Early Head Start for children prenatal to five years old. OPK serves families living at or below 130 percent of the Federal Poverty Level and families that are categorically eligible. The OPK program is mixed delivery and services occur in various settings including centers, family childcare, family homes, and public schools.

Equity Commitment

DELIC is committed to dismantling the systems of oppression that harm and create disparities for communities who are historically and institutionally excluded. DELIC is adopting anti-racist principles, expanding access to services, and ensuring community representation and shared power in agency efforts. DELIC is fostering a culturally responsive environment in which all individuals can experience a sense of belonging as they access programs, services, and resources.

DELIC is committed to providing all children and families spaces where they feel respected, valued, and have the best opportunities to thrive.

Our communities that are historically furthest from opportunity represent Oregon's best opportunity to improve educational outcomes. African Americans, Asian Pacific Islanders, Latinos, Native Americans, rural communities, and families living in economic hardship are the focus of our work so children arrive at kindergarten ready to succeed. Strength-based approaches and asset-based mindsets will support our efforts to institutionalize equity and help all families thrive.

DELIC supports culturally responsive services – services that respond to the aspects of diverse communities – that are respectful of and relevant to the beliefs, practices, culture and linguistic needs of diverse populations and communities. To support children to learn and families to thrive, DELIC supports differentiated, family-centered resources and support. This work requires knowledge and capacity at different levels of intervention: systemic, organizational, professional, and individual.

About this Grant Manual

This Grant Manual acts as a supplemental how-to-guide for the OPK grant agreement. It contains information and guidance to support the implementation and administration of the OPK grant. This Grant Manual does not replace the Grant Agreement but further explains the requirements that are part of it.

The Grant Agreement is the binding legal document between DELC and the Grantee which contains the description of the work and the terms and conditions that govern the work a grantee is performing for the DELC.

The audience for this Grant Manual is Oregon Prenatal to Kindergarten Grantee staff responsible for following all [Head Start Program Performance Standards](#), enrolling and serving children, maintaining required documentation, submitting program reports, budgets, and fiscal information.

Point of Contact

Grantees are encouraged to have regular and frequent contact with DELC staff listed below for all questions related to the program. The Grant Manager will be the primary contact for implementation of the terms and conditions of your grant agreement. The Program Manager will be the primary point of contact to provide program technical assistance for any of the program quality requirements for Oregon Prenatal to Kindergarten.

The Grant Manager will be your primary contact for implementation of the terms and conditions of your grant agreement, including but not limited to:

- Budget and all budget revisions
- Allowable and disallowable costs
- Payments
- DELC Awards Management System access and claims
- Monthly Expenditure reports
- Monthly Report timeliness
- Fiscal monitoring

The Program Manager will be the primary point of contact for any of the program quality requirements for Oregon Prenatal to Kindergarten, including but not limited to:

- Technical Assistance
- Professional Development
- Program Quality Assurance
- Monthly Check-Ins
- Program Evaluation
- Monthly Program Reports content

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Budget Guidance

Budget templates can be found on the [OPK Grantee Dashboard](#) which is to be submitted on the provided [Budget Workbook](#) link. Budget amendments, equipment or capital purchases needing approval can be made through the [Request for Prior Approval](#) (RFPA) link.

Administrative Cost Limit Waiver

OPK implements federal Head Start Performance Standards and guidelines to ensure comparable, quality programming and to promote cost effectiveness as directed by ORS 329.195. To maintain comparability with federal Head Start, Grantees may apply for a waiver (via the [Request for Prior Approval](#) link) to allow administrative costs to exceed 15%, up to 18.75%.

Training Fund Waiver

If grantee does not meet the requirements in the grant agreement for the Training Fund, a Training Fund Waiver may be requested through the [Request for Prior Approval](#) link. The Training

Fund Waiver allows for no more than 1.5% of the total FY OPK grant amount to support salary and fringe for the employees providing training or staff development.

Allowable and Disallowable Costs

The Grant Funds may only be used for costs that are reasonable, necessary, and directly related to the project activities. It is up to your organization to determine whether the expenses are allowable.

Some examples of allowable and disallowable costs include:

Examples of Cost	Allowable
Building improvements (e.g., classrooms, playgrounds, etc.)	Yes
Classroom supplies* and equipment** to support quality and inclusion activities	Yes
Contractual/consultant costs (Professional Services)	Yes
Curriculum and assessment materials	Yes
Technology and computers for program use	Yes
Food and meal preparation supplies* for enrolled children	Yes
Health support services for enrolled children	Yes
Insurance and indemnification	Yes
Materials and supplies* directly related to the program	Yes
Memberships in business, technical, and professional organizations	Yes
Meetings (e.g., food, rental of equipment/space, transportation)	Yes
Printing and preparing publications, reports, manuals benefitting the program	Yes
Professional development and training	Yes
Rent/lease of space or vehicles	Yes
Salaries and fringe benefits for teachers, assistants/aides or other staff supporting the program	Yes
Transportation for children enrolled in the program, including the purchase of buses.	Yes
Travel related to the program (may not exceed GSA rates without prior approval: www.gsa.gov)	Yes
Construction	No
Entertainment costs and any costs directly associated with such costs (e.g., alcohol, food, lodging, rentals, transportation, and gratuities)	No
Fines, penalties, damages, and other legal settlements	No
Fundraising, loans and investments management;	No
Memberships, goods or services for personal use	No
Political activities	No

Examples of Cost	Allowable
Promotional items, gifts, prizes, etc.	No
Purchase of land, buildings, or vehicles not for the transportation of enrolled children	No

Supplies* are tangible units costing under \$5,000.

Equipment** is an article of tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

If you have questions about any of these cost categories, please contact DELC Grant Manager listed in the Grant Agreement.

Progress Reports

Monthly reports help DELC determine whether grantees are staying on track with grant agreement terms or experiencing issues that need to be addressed. This includes whether spending is on track as well as if grantees are on track for all items within the scope of work.

All required reports can be found on the [OPK Grantee Dashboard](#). If an unavoidable circumstance arises, grantees may submit a written deadline extension request through the [OPK Report Extension Request](#) at least 5 business days prior to the report due date.

Monthly reports are due the 15th of each month for the **preceding** month. This means reports made by October 15th are reporting for the month of September.

Payment Process

Grant Funds will be paid out using the [DELC Awards Management System \(AMS\)](#).

Grantees will be paid for the first quarter, July through September, within 30 days of the execution of the Grant Agreement. All subsequent payments will be made monthly pending submission and approval of required reports.

If grantees have issues or questions regarding a payment request, please contact the Grant Manager listed in the Grant Agreement.

Under-enrollment

For information on Enrollment, see [1302.15 of the Head Start Program Performance Standards](#) and the [Full Enrollment Initiative \(ACF-PI-HS-18-04\)](#) on [ECLKC](#). The Program Manager will provide resources if the under-enrollment plan is initiated.

Insurance

For submission of insurance documents or inquiries about insurance on file, please email delc.insurance@delc.oregon.gov. Exhibit B of the Grant Agreement contains further information regarding insurance requirements.

Subcontracting

A request to subcontract can be submitted through the provided [Request for Prior Approval link](#), which includes but is not limited to Family Child Care slots.

The request to subcontract must include:

- a. Grantee information (name, site, type of Grantee and contact);
- b. Subcontractor information (name, type of contractor and contact, start and end date);
- c. Scope of Work for Subcontractor. Details on how Grantee intends to sub-contract, including all known/planned processes, and how services will be implemented and monitored.

Monitoring

Monitoring determines the level of compliance with the program's requirements, adherence to applicable laws and regulations, and measures progress towards accomplishing results and outcomes of the program. Monitoring includes an assessment of documentation and data grantee maintains; obtaining information through interviews, observations and evaluations, fiscal oversight and announced and unannounced site visits.

The Oregon Prenatal to Kindergarten program aligns with the monitoring protocols developed by the Office of Head Start (OHS). OHS and DELC use The Head Start Monitoring System to measure the performance and accountability of Head Start programs, and assess Grantee compliance with the [Head Start Program Performance Standards](#), the Head Start Act, and other state and federal regulations.

For grantees that are funded both with federal OHS funds and DELC funds, the DELC and OHS jointly assess program compliance with the [Head Start Program Performance Standards](#), the Head Start Act, and state regulations.

The Head Start Monitoring System provides OHS and DELC a multi-year perspective on Grantee operations with a focus on performance, progress, and compliance. It also provides Grantees opportunities for continuous improvement. The monitoring system includes on-site reviews, desk monitoring and disseminates findings through formal monitoring reports.

DELC is responsible for the monitoring of Oregon Prenatal to Kindergarten Grantees that do not receive funds through the federal OHS. The monitoring will assess Grantee compliance with the [Head Start Program Performance Standards](#), the Head Start Act, State of Oregon statutes, rules, policies, and other regulations.

Grantees are subject to a review to assess compliance with program quality standards, policies, and procedures. In addition, the DELC may conduct additional monitoring visits or request information on the quality of the program at any time. Additional monitoring visits may occur because of complaints from staff or families, because of the annual monitoring visit, OHS monitoring results, or because of other concerns related to the quality of the program.

Fiscal monitoring is performed by DELC to ensure funds are spent as intended for meeting the objectives of the grant including a review of annual budgets, budget revisions, and monthly expenditure reports. The purpose of fiscal monitoring is to ensure funds are spent only on items that are reasonable, necessary, allocable, and adherent to the program guidelines, grant conditions, policies, and procedures. Fiscal monitoring, in addition to actions listed above, may include an in-depth review of the reported expenditures and associated back-up documentation on a recurring basis.

A review may include an assessment of structural and process elements of the program, such as the physical space, interactions between children and/or staff, review of staff qualifications, or any other assessment DELC determines necessary to measure the quality of the Grantee's service approach and delivery. Programs will be made aware of any tools used for assessment prior to the review, such as commercially available observation tools (e.g., CLASS, Early Childhood Environmental Rating Scales, Business Administration Scale, Classroom Assessment of Supports for Emergent Bilingual Acquisition), DELC created checklists, etc.

Grantees should also be aware that the results of monitoring may impact the Grantee's ability to continue to provide services. Grantees should be aware that services for all children present in

the classroom, home, or program environment during review may be considered, regardless of their enrollment in the program.

Grantee classroom reviews will only be conducted if all staff administering the program have been working for at least 60 calendar days before the review. Additional monitoring visits may be conducted if at least one staff within the environment is replaced within the program year.

At the discretion of the DELC, DELC staff or an independent third-party contractor can conduct site visits to monitor through announced visits with at least 24-hour notice and unannounced visits with up to one hour notice. Grantee records may be necessary to complete the monitoring visit.

Program Requirements

Eligibility

Grantees recruit from families within their service area using the [Head Start Program Performance Standards](#). Eligible children (and their families) are from prenatal to five years old, not eligible for kindergarten, and are deemed eligible for Oregon Prenatal to Kindergarten based on factors such as family income below the federal poverty guideline, homelessness, receipt of public assistance (such as TANF, SNAP or SSI), being in foster care, and other factors not listed here. For more details on determining, verifying, and documenting eligibility, please see [1302.12 of the Head Start Program Performance Standards](#).

Program Modifications

Any changes to programs or planned class operations such as Service Delivery hours may be requested through the [Request for Prior Approval](#) link. Any modifications to program must fall within the allowances granted from the Office of Head Start and meet the [Head Start Program Performance Standards](#). [1302.20 - 1302.24 of the Head Start Program Performance Standards](#) provides greater detail regarding planned class operations.

Group Size and Adult/Child Ratios

If a Grantee is a program licensed by the Office of Child Care, the classroom adult/child ratios cannot exceed the ratios for which the site is licensed. [1302.20 - 1302.24 of the Head Start Program Performance Standards](#) provides greater detail on ratios for specific program types.

Salaries

The salary guidelines are set by the Early Learning Council (ELC). The table below is subject to change pending revisions by the ELC.

		TARGET SALARY		MINIMUM SALARY	
		10 MO. SALARY	HOURLY	ANNUAL	HOURLY
LEAD TEACHER	QUALIFICATION LEVEL				
	Bachelor's Degree (BA)/ Registry Step 10	\$63,000	\$36	\$44,000	\$25
	Associate Degree (AA)/ Registry Step 9	\$54,000	\$31	\$38,000	\$22
	Child Development Associates (CDA) Credential / Registry Step 8	\$41,000	\$24	\$32,000	\$18

		TARGET SALARY		MINIMUM SALARY	
		10 MO. SALARY	HOURLY	ANNUAL	HOURLY
TEACHER ASSISTANT	QUALIFICATION LEVEL				
	Child Development Associates (CDA) Credential or above / Registry Step 7 or above	\$38,000	\$22	\$27,000	\$16
	Registry Step Less than 7	\$32,000	\$18	\$21,000	\$12 <i>Unless local minimum wage is higher.</i>

Supplanting

Oregon Prenatal to Kindergarten funding and programs are a supplement to, and must not supplant, Federal Head Start programs. Grantees may use their Oregon Prenatal to Kindergarten funds for non-federal share based on the guidelines in the Head Start Program Performance Standards.

Support and Assistance

The DELC provides technical assistance and training to Grantees to improve program quality, helping prepare children to succeed in school or any other function related directly to program administration. The Program Manager and Grant Manager are listed in the Point of Contact

section of this manual and are available for questions. A T/TA specialist is assigned to OPK grantees and can be reached through the Program Manager.