These instructions refer to this excel spreadsheet, which includes tabs for Table A, Table B, Competitive Priority 1 Table, Table (D) (4), and the Budget Table. Additionally, there is an example of Table A.

# Instructions for Table A - Preschool Development Grants (Second Sheet)

#### General Instructions

- This table is divided into three sections, which correspond to Absolute Priority I, Competitive Priority IV and Selection Criteria D (4).
- To reduce the burden on States, many of the cells contain formulas that calculate additional information (i.e., percentages and totals). These cells are locked, and you cannot edit them.
- You should only enter information into cells that are light red, and once you put information into these cells, they will turn light orange.
- Finally, this table should serve as a planning tool; therefore, you should input your best estimates for future funding levels. These estimates should be supported with evidence in the narrative portion of your application. If you have additional questions, refer to the webinar.

### Part I. Absolute Priority 1

1. For years 1-4, fill out the expected amount of federal funds allocated for lines 1A (State-Level Infrastructure), 1C (New Preschool Slots) and 1D (Improved Preschool Slots). State-Level Infrastructure should account for no more than 5% of the cumulative funds for all 4 years. Nothing else should be filled out in this section. Some cells will self-populate based on previously entered formulas, and those cells should be left alone.

#### Part II. Competitive Priority 1

- 1. For each year, fill out the expected Matching Funds allocated for lines 2A (State-Level Infrastructure), 2C (New Preschool Slots) and 2D (Improved Preschool Slots). Cumulative State-Level Infrastructure *need not* be 5% of the total Matching Funds, as that limit applies only to federal funds.
- 2. For line 2E (State Matching Funds), fill out the total funds spent on preschool during State Fiscal Year 2014 only.
- 3. The green total section containing lines 2F-2J will self-populate using information from parts I and II and is there for your reference.

#### Part III. Selection Criteria (D) (4)

- 1. In line 3A (Total Eligible Children), please fill out the total Eligible Children for each year (these are based on estimates).
- 2. Next, fill out 3B (Children Served in New Preschool Slots) and 3C (PPE/Slot). 3D (Estimated Cost) and 3E (% Eligible Children Served...) will be calculated for you. The estimated cost should roughly correspond to the amount your state has available for new preschool slots, for each year and in total (shown in 2H in the green total section in Part II).
- 3. Next, fill out 3F (Children Served in Improved Preschool Slots) and 3G (PPE/Slot). These numbers should be based on averages across all the different ways you plan to improve preschool slots. In addition, they should be based on the evidence presented in your narrative. 3H (Estimated Cost) and 3I (% Eligible Children Served...) will be calculated for you. The estimated cost should roughly correspond to the amount your state has available for improved preschool slots, for each year and in total (shown in line 2I in the green total section in Part II.)

#### Instructions for Table B (Third Sheet)

Note: For each of the columns, fill out the required information for years 2010-2013.

- 1. For columns 1-3, fill out past funding sources for State Preschool Programs.
- 2. For columns 4 and 5, fill out the total number of four-year old children in the state and those who are at or below 200% FPL, respectively.
- 3. For columns 6 and 7, fill out the total number of four-year old children served in State Preschool Program and the total number of four-year old children at or below 200% FPL served in the State Preschool Program. The percentages will calculate automatically.

#### Instructions for Competitive Priority 1 Table (Fourth Sheet)

- 1. For FY 2014 Investment, fill out the total matching funds provided by the state in FY 2014. Do not enter funds under "Local," "Philanthropic," or "Other" in this column.
- 2. For years 1-4, fill out the expected amount of matching funds coming from state, local, philanthropic, and other sources.
- 3. The totals for each year will self-populate, you cannot edit the cells in the Overall Match line.
- 4. Finally, the last line serves to check that the numbers in this table are the same as those entered into the Master Table. If they are the same, the cell below the total will read "Correct", if there is a problem; it will read "Please verify numbers". Before moving on, please make sure all of the cells are correct.

#### Instructions for Table (D)(4) (Fifth Sheet)

- 1. In consultation with subgrantees, states should provide information on the way they plan to improve slots and the estimated cost associated with the improvement.
- 2. For each subgrantee, fill out how the slots will be improved each year, how many children will be served, and the total estimated cost.
- Leave any unneeded rows blank.
- 4. Add additional rows as needed. To do so, select lines 22-25. Right click on your selection and choose "Copy." Then, select four rows beneath the last line of the previous Subgrantee entry. Right click on that selection and choose "Paste." Change the "5" in the "Subgrantee 5" cell to the appropriate number, and fill out the rest of the rows as appropriate.

Table A											
Expansion Grants											
PART I. Absolute P	riority I	Instructions: For ea other cells will self-	ch year, ple	ase fill out the expe ith information; tho	cted Feder	al PDG Funds for 1 not be modified.	IA,1C, and	l 1D. Nothing else s	should be i	illed out in this secti	on. The
		Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Federa	al PDG Funds	\$	% Funds	\$	% Funds	s	% Funds	\$	% Funds		
1A: State-Level Infra	astructure									\$0	
1B: High-Quality Pre	eschool Programs	\$0		\$0		\$0		\$0		\$0	
1C: New Prescl	hool Slots									\$0	
1D: Improved I										\$0	
Total Federal Fund	s	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	
PART II. Competiti	ive Priority IV	Instructions: For ea the bottom of this s	ch year, fill ection. The	out the expected M other cells will sel	latching Fu f-populate	ands for 2A, 2C, 2D with information; the	). Also, p hose shoul	rovide the State Ma d not be modified.	tching Fu	nds for 2013-2014 Fi	scal Year at
		Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Match	ing Funds	s	% Funds	\$	% Funds	s	% Funds	s	% Funds		
2A: State-Level Infra	astructure									\$0	
2B: High-Quality Pre	eschool Programs	\$0		\$0		\$0		\$0		\$0	
2C: New Presch	hool Slots									\$0	
2D: Improved I	Preschool Slots									\$0	
Total Year 1-4 Mate	ching Funds	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	
Type of State Match	\$ from State Fiscal Year 2014	\$ from Ye	ar 1	\$ from Yea	ar 2	\$ from Yea	ar 3	\$ from Yea	nr 4	Overall Matching Funds	Match %
2E: State Matching Funds (if applicable)		\$0		\$0		\$0		\$0		\$0	
2F: Total Funds for Infrastructure	State-Level	\$0		\$0		\$0		\$0		\$0	
2G: Total Funds for Preschool Programs		\$0		\$0		\$0		\$0		\$0	
2H: Total Funds for I	New Preschool Slots	\$0		\$0		\$0		\$0		\$0	
2I: Total Funds for In Slots	mproved Preschool	\$0		\$0		\$0		\$0		\$0	
2J: Total Prog	ram Resources	\$0.00		\$0.00	\$0.00			\$0.00		\$0	
PART III. Selection	Criteria (D)(4)	Instructions: For ea	ich year, ple	ease fill out 3A,3B,	3C and 3F	3G. The other cells	s will self-	populate with infor	mation; th	ose should not be me	odified.
		Year 1		Year 2		Year 3		Year 4		Cumulat	ive
3A: Total Eligible C											
3B: Eligible Childre Preschool Slots	en Served in New										
3C: PPE/Slot											
3D: Estimated Cost (	· · · · · ·	\$0		\$0		\$0		\$0		\$0	
3E: % Eligible Child Preschool Slots	ren Served in New										
3F: Eligible Childre	3F: Eligible Children Served in										
Improved Preschoo											
3G: PPE/Slot	D d - 10	**				60		00		ė.c	
3H: Estimated Cost ( 3I: % Eligible Childr	· ·	\$0		\$0		\$0		\$0		\$0	
Improved Preschool											
3J: Total % Eligible	Children Served										
With New and Impro	oved Slots										
3K: Total Children	Served		0		0		0		0		

				Table B	
State Fiscal Year	1:State Funding	2: Local Funding	3: Philanthropic /Private Funding (if applicable)	5: Number of Four-Year Olds at or below 200% FPL	6: Four-Year O the State Presch
2013					#
2013					
2011					
2010					

lds Served in nool Program  7: Four-Year Olds at or below 200% FPL Served in the State Preschool Program  % # %			
% # %		200% FPL Serv	ved in the State
	%	#	%

Types of Match	FY 2014 Investment	Year 1	Year 2	Year 3	Year 4	TOTAL
State						0
Local						0
Philanthropic						0
Other						0
Overall Match	0	0	0	0	0	0
Matches Amount from Master Table	Correct	Correct	Correct	Correct	Correct	Correct

		Ta	ble (D)(4)		
Subgrantee 1	Breakdown	Year 1	Year 2	Year 3	Year 4
		Teacher Qualifications/	Teacher Qualifications/	Teacher ☐ Qualifications/	Teacher Qualifications/
	Methods for Improving Slots	Compensation  Full Day	Full Day	Compensation  Full Day	Compensation  Full Day
	(Select as many as apply)  Total Eligible Children Served	Class Size/Ration Evidence-Based Professional Comprehensive	Evidence-Based Professional Comprehensive	Class Size/Ration Evidence-Based Professional Comprehensive	Evidence-Based Professional Comprehensive
	in Improved Preschool Slots (if applicable)	☐ Services	☐ Services	☐ Services	☐ Services
	Total Estimated Cost				
	B 11	** .	** 0	** 0	** .
Subgrantee 2	Breakdown	Year 1 Teacher	Year 2 Teacher	Year 3 Teacher	Year 4 Teacher
	Methods for Improving Slots (Select as many as apply)	Qualifications/ Compensation Full Day  Class Size/Ratio Evidence-Based Comprenensive Services Development	Qualifications/ Componsation Full Day  Class Size/Pation Evidence-Based Comprenensive	Qualifications/ Compensation Full Day Class Size/Ratio Evidence-Based Comprenensive	Qualifications/ Compensation Full Day Class Size/Ratio Evidence-Based Comprehensive
	Total Eligible Children Served in Improved Preschool Slots (if applicable)	Development	Services L Dévelopment	J Services L Development	J Services Development
	Total Estimated Cost				
Cultura o	p1.1.	371	372	372	374
Subgrantee 3	Breakdown	Year 1 Teacher	Year 2 Teacher	Year 3 Teacher	Year 4 Teacher
	Methods for Improving Slots (Select as many as apply)	Qualifications/ Compensation Full Day Class Size/Ratio Evidence-Based Comprehensive	Qualifications/ Componention Full Day  Class Size/Ratio Evidence-Based Comprehensive	Qualifications/ Compensation Full Day Class Size/Ratio Evidence-Based Comprenensive	Qualifications/ Compensation Full Day Class Size/Bation Evidence-Based comprenensive
	Total Eligible Children Served in Improved Preschool Slots (if applicable)	Services Development	□ Sarvicas L Development	Services Development	Services Development
	Total Estimated Cost				
					:
Subgrantee 4	Breakdown	Year 1 Teacher	Year 2	Year 3	Year 4
	Methods for Improving Slots	Qualifications/ Compensation Full Day Class Size/Batio Evidence-Based Comprehensive	Teacher  Qualifications/ Composition  Full Day  Class Size/Ratio Evidence-Based Comprenensive	Teacher  Qualifications/ Compensation  Full Day  Class Size/Ratio Evidence-Based Comprenensive	Teacher Qualifications/ Compensation Full Day  Class Size/Ratio Evidence-Based comprenensive
	Children Served in Improved Preschool Slots (if applicable)	Development	J Services L Development	J Services L Development	J Services Development
	Total Estimated Cost				
Subgrantee 5	Breakdown	Year 1	Year 2	Year 3	Year 4
	Methods for Improving Slots (Select as many as apply)	Teacher Qualifications/ Composition Full Day  Class Size/Bation Evidence-Based Professional Comprehensive	Teacher Qualifications/ Composition Full Day  Class Size/Ratio Evidence-Based Professional Comprehensive	Teacher Qualifications/ Composition Full Day  Class Size/Pation Evidence-Based Professional Comprehensive	Teacher  Qualifications/ Compensation Full Day  Class Size/Ratio Evidence-Based Comprehensive Services Development
	Total Eligible Children Served in Improved Preschool Slots (if applicable)	Services	Services	Services	23.3.35
	Total Estimated Cost				

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## **OVERALL STATEWIDE BUDGET**

# **Budget Table I-1: Budget Summary by Budget Category**

(Evidence for selection criterion (G))

Budget Categories	Grant Year 1 (a)	Grant Year 2 (b)	Grant Year 3 (c)	Grant Year 4 (d)	Total (e)
1. Personnel					\$
2. Fringe Benefits					\$
3. Travel					\$
4. Equipment					\$
5. Supplies					\$
6. Contractual					\$
7. Training Stipends					\$
8. Other					\$
9. Total Direct Costs (add lines 1-8)	\$ -	\$ -	\$	- \$	- \$
10. Indirect Costs*					\$
11. Funds to be distributed to Subgrantees					\$
12. Funds set aside for participation in grantee technical assistance					\$
<b>13. Total Grant Funds Requested</b> (add lines 9-12)	\$ -	\$ -	\$	-   \$	- \$
14. Funds from other sources used to support the State's plan	\$ -	\$ -	\$	-   \$	- \$
15. Total Statewide Budget (add lines 13-14)	\$ -	\$ -	\$	-   \$	- \$

Columns (a) through (d): For each grant year for which funding is requested, show the total amount requested for each applicable budget category.

Column (e): Show the total amount requested for all grant years.

Line 6: Show the amount of funds allocated through contracts with vendors for products to be acquired and/or professional services to be provided. A State may apply its indirect cost rate only against the first \$25,000 of each contract included in line 6.

Line 10: If the State plans to request reimbursement for indirect costs, complete the Indirect Cost Information form at the end of this Budget section. Note that indirect costs are not allocated to line 11.

Line 11: Show the amount of funds to be distributed to localities, Early Learning Intermediary Organizations, Participating Programs, and other partners through contracts, interagency agreements, MOUs or any other subawards allowable under State procurement law. States are not required to provide budgets for how the localities, Early Learning Intermediary Organizations, Participating Programs, and other partners will use these funds. However, the Departments expect that, as part of the administration and oversight of the grant, States will monitor and track all expenditures to ensure that localities, Early Learning Intermediary Organizations, Participating Programs, and other partners spend these funds in accordance with the State Plan.

Line 12: The State must set aside \$25,000 annually from its grant funds for the purpose of participating in Preschool Development Grant technical assistance activities facilitated by ED or HHS. This is primarily to be used for travel and may be allocated to Subgrantees evenly across the four years of the grant.

Line 13: This is the total funding requested under this grant.

		N	Aaster T	able - Presch	ool Dev	elopment Gra	nts				
Expansion Grants											
PART I. Absolute F	Priority I	Instructions: For ea other cells will self	ch year, ple -populate w	ase fill out the expe ith information; tho	cted Feder se should i	al PDG Funds for 1 not be modified.	A,1C, and	1D. Nothing else s	hould be f	illed out in this section	on. The
		Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Feder	al PDG Funds	\$	% Funds	\$	% Funds	\$	% Funds	\$	% Funds		
1A: State-Level Infra	astructure	\$1,050,000	7%	\$900,000	6%	\$600,000	4%	\$450,000	3%	\$3,000,000	5%
1B: High-Quality P	reschool Programs	\$13,950,000	93%	\$14,100,000	94%	\$14,400,000	96%	\$14,550,000	97%	\$57,000,000	95%
1C: New Presc	hool Slots	\$12,555,000	84%	\$11,985,000	80%	\$11,520,000	77%	\$10,912,500	73%	\$46,972,500	78%
1D: Improved	Preschool Slots	\$1,395,000	9%	\$2,115,000	14%	\$2,880,000	19%	\$3,637,500	24%	\$10,027,500	17%
Total Federal Fund	ls	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$60,000,000	100%
PART II. Competit	ive Priority IV	Instructions: For ea	ich year, ple	ase fill out 3A,3B,3	BC and 3F,	3G. The other cells	will self-p	opulate with inforn	nation; tho	se should not be mo	dified.
		Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Match	ning Funds		% Funds	s	% Funds	\$	% Funds	\$	% Funds		,,
2A: State-Level Infra	astructure	\$200,000	10%	\$400,000	10%	\$900,000	10%	\$1,300,000	10%	\$2,800,000	10%
2B: High-Quality Pr	eschool Programs	\$1,800,000	90%	\$3,600,000	90%	\$8,100,000	90%	\$11,700,000	90%	\$25,200,000	90%
2C: New Presc	hool Slots	\$1,440,000	72%	\$3,200,000	80%	\$6,170,000	69%	\$9,190,000	71%	\$20,000,000	71%
2D: Improved	Preschool Slots	\$360,000	18%	\$400,000	10%	\$1,930,000	21%	\$2,510,000	19%	\$5,200,000	19%
Total Year 1-4 Mat	ching Funds	\$2,000,000	100%	\$4,000,000	100%	\$9,000,000	100%	\$13,000,000	100%	\$28,000,000	100%
Type of State Match	\$ from State Fiscal Year 2014	\$ from Ye	ar 1	\$ from Yea	ar 2	\$ from Yea	ar 3	\$ from Year 4		Overall Matching Funds	Match %
2E: State Matching Funds (if applicable)	\$2,000,000	\$2,000,0	00	\$4,000,00	00	\$9,000,000		\$13,000,000		\$30,000,000	50%
2F: Total Funds for Infrastructure	: State-Level	\$1,250,00	00	\$1,300,000		\$1,500,000		\$1,750,00	00	\$5,800,000	7%
2G: Total Funds for Preschool Program		\$15,750,000		\$17,700,000 \$22,5		\$22,500,0	\$22,500,000 \$26,25		00	\$82,200,000	93%
2H: Total Funds for	New Preschool Slots	\$13,995,000		\$15,185,000		\$17,690,000		\$20,102,500		\$66,972,500	76%
2I: Total Funds for I Slots	mproved Preschool	\$1,755,0	00	\$2,515,000		\$4,810,000		\$6,147,500		\$15,227,500	17%
	ram Resources	\$17,000,00	0.00	\$19,000,000	0.00	\$24,000,000	0.00	\$28,000,000	0.00	\$88,000,000	100%
PART III. Selection	n Criteria D(4)	Instructions: For ea	ich year, ple	ase fill out 3A,3B,3	BC and 3F,	3G. Some cells wil	l self-popi	ılate with informati	on, those s	should be left alone.	
		Year 1		Year 2		Year 3		Year 4		Cumulative	
3A: Total Eligible C 3B: Eligible Childre		7,500		7,500		7,500		7,500			
Preschool Slots	Served in 14cm	1,646		1,786		2,081		2,365			
3C: PPE/Slot	(Dd- 1)	\$8,500		\$8,500		\$8,500	00	\$8,500		#CC 075	-00
3D: Estimated Cost ( 3E: % Eligible Child	,	\$13,995,0	JUU	\$15,185,0	UU	\$17,690,000		\$20,102,500		\$66,972,5	500
Preschool Slots		22%		24%		28%		32%			
3F: Eligible Children Served in		585		929				2010			
Improved Preschool Slots				838		1,603		2,049			
3G: PPE/Slot 3H: Estimated Cost (Rounded)		3,000 \$1,755,0	00	3,000 \$2,515,000		3,000 \$4,810,000		3,000 \$6,147,500		\$15 227 500	
3I: % Eligible Child	ren Served in	8%		11%		\$4,810,000		27%		\$15,227,500	
Improved Preschool	Slots	370		1170		21,0		2,70			
3J: Total % Eligible With New and Impro		29.75%	ó	35.00%		49.13%		58.86%			
3K: Total Children	Served		2231		2625		3685		4414		

		N	Aaster T	able - Presch	ool Dev	elopment Gra	nts				
Development Grant	ts										
PART I. Absolute P		Instructions: For ea cells will self-popu					A,1C, and	l 1D. Nothing else s	hould be f	illed out in this section	on. Some
		Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Feder	al PDG Funds	\$	% Funds	\$	% Funds	\$	% Funds	\$	% Funds		
1A: State-Level Infra	astructure	\$13,000,000	87%	\$6,000,000	40%	\$1,500,000	10%	\$750,000	5%	\$21,250,000	35%
1B: High-Quality Pro	eschool Programs	\$2,000,000	13%	\$9,000,000	60%	\$13,500,000	90%	\$14,250,000	95%	\$38,750,000	65%
1C: New Presc	hool Slots	\$2,000,000	13%	\$9,000,000	60%	\$13,500,000	90%	\$14,250,000	95%	\$38,750,000	65%
1D: Improved Preschool Slots		\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
Total Federal Fund	s	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$60,000,000	100%
PART II. Competit										nds for 2013-2014 Fis	
		Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Match	ning Funds	s	% Funds	s real 2	% Funds	s rear 3	% Funds	s rear 4	% Funds	Cumulative	70
2A: State-Level Infra	-	\$2,000,000	100%	\$1,500,000	25%	\$600,000	10%	\$1,000,000	10%	\$5,100,000	21%
2B: High-Quality Pro		\$0	0%	\$4,500,000		\$5,400,000	90%	\$9,000,000	90%	\$18,900,000	79%
2C: New Presci	-	\$0	0%	\$4,500,000	75%	\$5,400,000	90%	\$9,000,000	90%	\$18,900,000	79%
2D: Improved l		\$0	0%	\$4,300,000	0%	\$3,400,000	0%	\$9,000,000	0%	\$10,900,000	0%
Total Year 1-4 Mat		\$2,000,000	100%	\$6,000,000	100%	\$6,000,000	100%	\$10,000,000	100%	\$24,000,000	100%
	-										
Type of State Match	\$ from State Fiscal Year 2014	\$ from Ye	ar 1	\$ from Yea	ar 2	\$ from Yea	ar 3	\$ from Yea	ar 4	Overall Matching Funds	Match %
2E: State Matching Funds (if applicable)	\$0	\$2,000,000		\$6,000,000 \$6,00		\$6,000,00	\$10,000,00		00	\$24,000,000	40%
2F: Total Funds for State-Level Infrastructure		\$15,000,000		\$7,500,00	00	\$2,100,000		\$1,750,00	00	\$26,350,000	31%
2G: Total Funds for Preschool Programs		\$2,000,000		\$13,500,000 \$18,900,0		00	90 \$23,250,000		\$57,650,000	69%	
2H: Total Funds for	New Preschool Slots	\$2,000,000		\$13,500,000		\$18,900,000		\$23,250,000		\$57,650,000	69%
2I: Total Funds for It Slots	mproved Preschool	\$0		\$0		\$0		\$0		\$0	0%
2J: Total Prog	ram Resources	\$17,000,00	0.00	\$21,000,000	0.00	\$21,000,000	0.00	\$25,000,000	0.00	\$84,000,000	100%
PART III. Selection	Criteria D(4)	Instructions: For ea	ich year, ple	ase fill out 3A,3B,3	3C and 3F,	3G. Some cells wil	l self-popi	ılate with informati	on, those s	should be left alone.	
		Year 1		Year 2		Year 3		Year 4		Cumulative	
3A: Total Eligible C 3B: Eligible Childro		4,000		4,000		4,000		4,000			
Preschool Slots	ii oci veu iii New	235		1,588		2,224		2,735			
3C: PPE/Slot		\$8,500		\$8,500		\$8,500		\$8,500			
3D: Estimated Cost (Rounded)		\$2,000,0	00	\$13,500,0	00	\$18,900,000		\$23,250,0	00	\$57,650,0	000
3E: % Eligible Children Served in New Preschool Slots		6%		40%		56%		68%			
3F: Eligible Childre Improved Preschoo		0		0		0		0			
3G: PPE/Slot	. 01010	0		0		0		0			
3H: Estimated Cost (	Rounded)	\$0		\$0		\$0		\$0		\$0	
3I: % Eligible Childı Improved Preschool		0%		0%		0%		0%		Ψ	
improved Fleschool	01013										
3J: Total % Eligible With New and Impro	Children Served oved Slots	5.88%		39.71%	)	55.59%		68.38%			
3K: Total Children	Served		235		1588		2224		2735		