

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.
3. 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 B

State Fiscal Year	1: State Funding	2: Local Funding	3: Philanthropic / Private Funding (if applicable)	4: Number of Four-Year Old Children	5: Number of Four-Year Olds at or below 200% FPL	6: Four-Year Old the State Preschool
						#
2013						
2012						
2011						
2010						

Children Served in Preschool Program	7: Four-Year Olds at or below 200% FPL Served in the State Preschool Program	
%	#	%

Table (D)(4)

Subgrantee 1	Breakdown	Year 1	Year 2	Year 3	Year 4
Methods for Improving Slots (Select as many as apply)		Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation
		<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day
		<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services	<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services	<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services	<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services
Total Eligible Children Served in Improved Preschool Slots (if applicable)					
Total Estimated Cost					
Subgrantee 2	Breakdown	Year 1	Year 2	Year 3	Year 4
Methods for Improving Slots (Select as many as apply)		Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation
		<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day
		<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development
Total Eligible Children Served in Improved Preschool Slots (if applicable)					
Total Estimated Cost					
Subgrantee 3	Breakdown	Year 1	Year 2	Year 3	Year 4
Methods for Improving Slots (Select as many as apply)		Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation
		<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day
		<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development
Total Eligible Children Served in Improved Preschool Slots (if applicable)					
Total Estimated Cost					
Subgrantee 4	Breakdown	Year 1	Year 2	Year 3	Year 4
Methods for Improving Slots		Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation
		<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day
		<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development	<input type="checkbox"/> Class Size/Ratio Evidence-Based Comprehensive Services Development
Children Served in Improved Preschool Slots (if applicable)					
Total Estimated Cost					
Subgrantee 5	Breakdown	Year 1	Year 2	Year 3	Year 4
Methods for Improving Slots (Select as many as apply)		Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation	Teacher <input type="checkbox"/> Qualifications/ Compensation
		<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day
		<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services	<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services	<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services	<input type="checkbox"/> Class Size/Ratio Evidence-Based Professional Development Comprehensive Services
Total Eligible Children Served in Improved Preschool Slots (if applicable)					
Total Estimated Cost					

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					\$ -
13. Total Grant Funds Requested (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.

Master Table - Preschool Development Grants

Expansion Grants

PART I. Absolute Priority I

Instructions: For each year, please fill out the expected Federal PDG Funds for 1A, 1C, and 1D. Nothing else should be filled out in this section. Some cells will self-populate with information, those should be left alone.

	Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Federal PDG Funds	\$	% Funds	\$	% Funds	\$	% Funds	\$	% Funds		
1A: State-Level Infrastructure	\$1,050,000	7%	\$900,000	6%	\$600,000	4%	\$450,000	3%	\$3,000,000	5%
1B: High-Quality Preschool Programs	\$13,950,000	93%	\$14,100,000	94%	\$14,400,000	96%	\$14,550,000	97%	\$57,000,000	95%
1C: New Preschool 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 Funds	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$60,000,000	100%

PART II. Competitive Priority IV

Instructions: For each year, fill out the expected Matching Funds for 2A, 2C, 2D. Also, provide the State Matching Funds for 2013-2014 Fiscal Year at the bottom of this section. Nothing else should be filled out in this section. Some cells will self-populate with information, those should be left alone.

	Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Matching Funds	\$	% Funds	\$	% Funds	\$	% Funds	\$	% Funds		
2A: State-Level Infrastructure	\$200,000	10%	\$400,000	10%	\$900,000	10%	\$1,300,000	10%	\$2,800,000	10%
2B: High-Quality Preschool Programs	\$1,800,000	90%	\$3,600,000	90%	\$8,100,000	90%	\$11,700,000	90%	\$25,200,000	90%
2C: New Preschool 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 Matching 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 Year 1	\$ from Year 2	\$ from Year 3	\$ from Year 4	Overall Matching Funds	Match %
2E: State Matching Funds (if applicable)	\$2,000,000	\$2,000,000	\$4,000,000	\$9,000,000	\$13,000,000	\$30,000,000	50%

2F: Total Funds for State-Level Infrastructure	\$1,250,000	\$1,300,000	\$1,500,000	\$1,750,000	\$5,800,000	7%
2G: Total Funds for High-Quality Preschool Programs	\$15,750,000	\$17,700,000	\$22,500,000	\$26,250,000	\$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 Improved Preschool Slots	\$1,755,000	\$2,515,000	\$4,810,000	\$6,147,500	\$15,227,500	17%
2J: Total Program Resources	\$17,000,000.00	\$19,000,000.00	\$24,000,000.00	\$28,000,000.00	\$88,000,000	100%

PART III. Selection Criteria D(4)

Instructions: For each year, please fill out 3A,3B,3C and 3E,3G. Some cells will self-populate with information, those should be left alone.

	Year 1	Year 2	Year 3	Year 4	Cumulative
3A: Total Eligible Children	7,500	7,500	7,500	7,500	
3B: Eligible Children Served in New Preschool Slots	1,646	1,786	2,081	2,365	
3C: PPE/Slot	\$8,500	\$8,500	\$8,500	\$8,500	
3D: Estimated Cost (Rounded)	\$13,995,000	\$15,185,000	\$17,690,000	\$20,102,500	\$66,972,500
3E: % Eligible Children Served in New Preschool Slots	22%	24%	28%	32%	
3F: Eligible Children Served in Improved Preschool Slots	585	838	1,603	2,049	
3G: PPE/Slot	3,000	3,000	3,000	3,000	
3H: Estimated Cost (Rounded)	\$1,755,000	\$2,515,000	\$4,810,000	\$6,147,500	\$15,227,500
3I: % Eligible Children Served in Improved Preschool Slots	8%	11%	21%	27%	
3J: Total % Eligible Children Served With New and Improved Slots	29.75%	35.00%	49.13%	58.86%	
3K: Total Children Served	2231	2625	3685	4414	

Master Table - Preschool Development Grants

Development Grants

PART I. Absolute Priority I

Instructions: For each year, please fill out the expected Federal PDG Funds for 1A, 1C, and 1D. Nothing else should be filled out in this section. The other cells will self-populate with information; those should not be modified.

	Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Federal PDG Funds	\$	% Funds	\$	% Funds	\$	% Funds	\$	% Funds		
1A: State-Level Infrastructure	\$13,000,000	87%	\$6,000,000	40%	\$1,500,000	10%	\$750,000	5%	\$21,250,000	35%
1B: High-Quality Preschool Programs	\$2,000,000	13%	\$9,000,000	60%	\$13,500,000	90%	\$14,250,000	95%	\$38,750,000	65%
1C: New Preschool 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 Funds	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$15,000,000	100%	\$60,000,000	100%

PART II. Competitive Priority IV

Instructions: For each year, fill out the expected Matching Funds for 2A, 2C, 2D. Also, provide the State Matching Funds for 2013-2014 Fiscal Year at the bottom of this section. The other cells will self-populate with information; those should not be modified.

	Year 1		Year 2		Year 3		Year 4		Cumulative \$	%
Allocation of Matching Funds	\$	% Funds	\$	% Funds	\$	% Funds	\$	% Funds		
2A: State-Level Infrastructure	\$2,000,000	100%	\$1,500,000	25%	\$600,000	10%	\$1,000,000	10%	\$5,100,000	21%
2B: High-Quality Preschool Programs	\$0	0%	\$4,500,000	75%	\$5,400,000	90%	\$9,000,000	90%	\$18,900,000	79%
2C: New Preschool Slots	\$0	0%	\$4,500,000	75%	\$5,400,000	90%	\$9,000,000	90%	\$18,900,000	79%
2D: Improved Preschool Slots	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
Total Year 1-4 Matching Funds	\$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 Year 1	\$ from Year 2	\$ from Year 3	\$ from Year 4	Overall Matching Funds	Match %
2E: State Matching Funds (if applicable)	\$0	\$2,000,000	\$6,000,000	\$6,000,000	\$10,000,000	\$24,000,000	40%

2F: Total Funds for State-Level Infrastructure	\$15,000,000	\$7,500,000	\$2,100,000	\$1,750,000	\$26,350,000	31%
2G: Total Funds for High-Quality Preschool Programs	\$2,000,000	\$13,500,000	\$18,900,000	\$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 Improved Preschool Slots	\$0	\$0	\$0	\$0	\$0	0%
2J: Total Program Resources	\$17,000,000.00	\$21,000,000.00	\$21,000,000.00	\$25,000,000.00	\$84,000,000	100%

PART III. Selection Criteria D(4)

Instructions: For each year, please fill out 3A, 3B, 3C and 3E, 3G. The other cells will self-populate with information; those should not be modified.

	Year 1	Year 2	Year 3	Year 4	Cumulative
3A: Total Eligible Children	4,000	4,000	4,000	4,000	
3B: Eligible Children Served in New Preschool Slots	235	1,588	2,224	2,735	
3C: PPE/Slot	\$8,500	\$8,500	\$8,500	\$8,500	
3D: Estimated Cost (Rounded)	\$2,000,000	\$13,500,000	\$18,900,000	\$23,250,000	\$57,650,000
3E: % Eligible Children Served in New Preschool Slots	6%	40%	56%	68%	
3F: Eligible Children Served in Improved Preschool Slots	0	0	0	0	
3G: PPE/Slot	0	0	0	0	
3H: Estimated Cost (Rounded)	\$0	\$0	\$0	\$0	
3I: % Eligible Children Served in Improved Preschool Slots	0%	0%	0%	0%	
3J: Total % Eligible Children Served With New and Improved Slots	5.88%	39.71%	55.59%	68.38%	
3K: Total Children Served	235	1588	2224	2735	