



# Rhode Island Pre-K Family Liaison Recruiter Grant Application

## Important Dates

**April 7, 2023:** Application Released

**April 21, 2023:** Applications are due by 5:00 pm and should be submitted electronically to [RIPre-K@ride.ri.gov](mailto:RIPre-K@ride.ri.gov).

Proposals must have all appropriate signatures and required components to be considered complete.

# Rhode Island Pre-K Family Liaison Grant Application

## 1 Application Information

RI Pre-K is seeking partners to help recruit eligible families to enroll in the RI Pre-K lottery for the 2023-2024 school year.

Rhode Island has received a \$4M Preschool Development Planning Grant for the 2023 calendar year. A portion of this award has been set aside to provide interested entities with funding to aid in supporting families in RI to learn about, and apply for, the upcoming RI Pre-K lottery. Winners of this grant award will receive up to \$10,000 to be expended no later than October 1, 2023, and will be used to implement recruitment plans, created by their organization, identifying children in the community eligible for RI Pre-K. Administrators of the programs will support the transition to RI Pre-K for the purpose of helping parents get information and support needed to understand if RI Pre-K is right for their child(ren). Additionally, the organization will serve as a liaison between families and RI Pre-K, supporting families in successfully completing the RI Pre-K on-line lottery or paper application.

Grantees will need a unique entity ID and be registered as state vendor. Note, if the applicant does not have a unique entity ID, they can apply for one at [sam.gov](https://sam.gov). Recipients of funds will need to be registered suppliers with the state of RI. The vendor registration link is: <https://ridop.ri.gov/ocean-state-procures-osp/osp-vendor-registration>

Project timeline: Immediately upon receipt of the GAN through October 1, 2023.

# 2 Applicant Information

**Program Name:**

## **Grant Application Contact Information**

Primary Contact	
Title	
Mailing Address	
Phone	
Fax	
Email	
Unique Identity ID	

# 3 Scope of Work

Vendors will be responsible for supporting families with children eligible for RI Pre-K to learn about and apply for the RI Pre-K lottery in Spring 2023.

## **Identify community or population to be served:**

Identify which community will be the focus of the outreach and engagement. Vendors should identify a specific geographic area, racial or ethnic group, or other priority community, such as children in foster care, children in special education, children that are multi-lingual learners, or other groups. Priority will be given to projects that focus on children and families that are priority populations in the Early Childhood Care and Education Strategic Plan and that demonstrate a focus on advancing equity.

## **Conduct outreach and engagement to increase awareness of the RI Pre-K lottery:**

Assess family needs (e.g., conduct surveys, interviews, etc.) to develop and implement a recruitment plan that removes barriers to a child's entrance into the RI Pre-K lottery.

Conduct outreach and engagement with families with children eligible for RI Pre-K to ensure families know about the lottery opportunity.

Implement a variety of programs to involve parents and the community for the purpose of establishing familiarity with the RI Pre-K program and application process.

Respond to inquiries from a variety of internal and external sources (e.g., parents, community agencies, etc.) for the purpose of providing information and/or direction as may be required.

## **Provide direct support to eligible families in applying for RI Pre-K:**

Visit families in their homes or other spaces where parents gather to enroll students in the RI Pre-K lottery, interview parents, inform parents of school choices, and provide child development information.

Establish innovative, accessible opportunities for families to get direct one-to-one support in signing up for the RI Pre-K lottery.

## **Evaluate impact of the recruitment and outreach activities:**

Report on the number of outreach activities conducted and the impact of the outreach activities.

Report on the number of unique families supported in applying for the RI Pre-K lottery.

## **Other activities:**

Work directly with external agencies such as RIDE (RHODE ISLAND DEPARTMENT OF EDUCATION), DHS (Department of Human Services) (Department of Human Services), and RIDOH (Rhode Island Department of Health) for the purpose of ensuring as many eligible families are reached as possible.

Participate in meetings as needed with other vendors engaged in this effort to support partnership and sharing of best practices.

Participate in meetings as required by RIDE, such as conversations about the design of the RI Pre-K lottery system.

# 4 Work Plan

Briefly describe how your organization will support recruitment efforts to find families that may not be involved in other state programs. (Max 300 words)

# 5 Demonstrated Capacity

Explain, using concrete examples, how the work will be supported, and by whom, during the funded period. Specifically, who will be involved, their capacity and leadership and how they were selected by the organization. Identify the key project staff for the grant including project lead, project manager, team staff, and support staff. Indicate the FTE for each that will be allocated to this project. (Max 300 words)

# 6 Leadership and Stakeholder Commitment

We, the below signed, agree to participate in the RI Pre-K Family Liaison Project. We acknowledge the time commitment through the life of the grant and are committed to the successful completion of this work within the time allotted. We will work with RIDE to monitor progress towards project goals.

**Required Signatures: (Add rows as necessary)**

Organizational Leadership	Date
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Project Lead Name	Title	Date
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# 7 Budget and Budget Narrative

**Budget Narrative:** For each cost category within the proposed budget, explain how grant funds will be used; include a rationale for how they are reasonable and sufficient to achieve the grant outcomes. Please include a cost basis for each category that resembles a mathematical equation when possible.

The Organization estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category		Total
	<i>May1 – October 1, 2023</i>	
1. Salaries		
2. Fringe Benefits (52000)		
3. Professional and Technical Services (53000)		
4. Property Services (Facility Rental/Maintenance) (54000)		
5. Other Purchased Services (55000)		
6. Supplies and Materials (56000)		
7. Property and Equipment (57000)		
8. Indirect Costs (60000)		
Subtotal		
Indirect Cost *		
TOTAL		

Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

*\* Attach a copy of the approved indirect cost documentation*

*\*\*All funds must be expended by October 1, 2023 and invoiced by October 20, 2023*