

RESOURCES DEVELOPED BY STATES and SELECTED CITIES TO SUPPORT FINANCING PRESCHOOL PROGRAMS

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This document is designed to answer some questions about how states and cities are approaching financing high quality preschool programs across different providers. The goal of the research was to identify the types of guidance states are providing to programs in calculating their preschool budgets and other resources to support effective financing at the local level of high quality preschool programs.

The chart below identifies the tools, reports, and guidance developed by 32 states and 4 cities (Denver, San Antonio, Seattle, and New York City) to support financing of high quality preschool programs in local communities and districts. We found:

- **Budget tools** 10 states/cities provide budget tools for grantees to indicate typical items to include, how to calculate fringe, rates for standards items etc. (Varies by state.) (AR, CO, IA, IL, MI, MO, NC, NJ, PA, WV)
- **Program Guidance** 17 states/cities provide program or implementation guidance for grantees that includes budgeting or finance information (AL, AR, AZ, CA, CO, IA, KS, Me, MI, NC, NJ, NY, PA, VT, WA, WV, DPP)
- **Reports** 10 states/cities develop annual or aggregate reports on PK programs that include discussion of financing or sustainability (CA, KY, MO, OR, VT, WA, WI, SA, SE, NYC)

We've outlined what the links represent, and highlighted the states providing the most comprehensive packages of tools for programs. Some programs provide links to state budget for the year; others provide more detail and more concrete tools useful at the program level. For states helping programs to develop budgeting and cost plans within their own state budget, we suggest reviewing the following highlighted tools to explore various methods of delivering information and different templates for budgeting:

- Arizona's First Things First Pre-K Scholarship Grant Guidance;
- Arkansas Budget Form and Final Expense Report
- California Preschool Planning Tool Kit
- Colorado's Summary Budget spreadsheet;
- Illinois <u>Guide to ECBG funding</u>, including FAQs and a draft budget spreadsheet form;

¹ This document was originally published in June 2015. Links were updated in July 2016.



- Iowa's package of <u>budget templates;</u>
- Michigan's <u>Budget and Financial Guidelines</u>, and <u>sample budget descriptions</u>;
- The New Jersey enrollment <u>Projections Workbook</u> and <u>Planning and Budgeting Template</u>;
- North Carolina's <u>NC DHHS DCDEE NC Pre-K Financial Status Report</u>, <u>NC Pre-K Program Fiscal and Contract Manual</u>; and the <u>NC Pre-K</u> <u>Line Item Budget</u>, with tabs for calculating FTE and more;
- West Virginia's <u>Universal Pre-K Partnerships Funding, Contracts and Budgets</u> document on collaboration in community partnerships, and <u>Pre-K Contractual Community Programs- Classroom Budget and Cost Allocation</u> template.

Kentucky has developed a <u>podcast</u> to deliver information about their preschool funding formula. That includes examples of some forms, but not direct access to them. Additionally, review this **National Resource:** the Early Childhood Technical Assistance Center, <u>Financing Strategies and</u> <u>Collaborative Funding</u> website has planning tools, state resources, sample interagency agreements, and funding sources that focus on financing inclusive Preschool Programs.

STATE	Prekindergarten Program Website	Budget/Finance Tools- Name of the document and URL	Brief Description
AL	First Class Pre-K http://children.alabama.gov/first- class/	First Class Pre-K 2014-2015 Program Guidelines <u>http://children.alabama.gov/uploadedFiles/File/20142015_Pr</u> <u>ogram_Guidelines.pdf</u>	26-page grant manual outlining regulations, allowed expenditures, and documents required in support of costs.
AZ	Arizona Department of Education: Early Childhood <u>http://www.azed.gov/early-</u> <u>childhood/</u>	FY13 First Things First Pre-Kindergarten Scholarship Grant Guidance Manual - Revised <u>http://www.azed.gov/early-childhood/files/2012/11/fy13-</u> <u>manual-finalized.pdf</u>	37-page grant manual including samples of forms, tables with \$ figures, detailed guidance.
AR	Arkansas Better Chance Program http://humanservices.arkansas.gov /dccece/Pages/ArkansasBetterCha nce.aspx	2015-2016 Budget Form http://humanservices.arkansas.gov/Pages/siteSearch.aspx?q =ABC%20budget%20forms Final Expense Report http://humanservices.arkansas.gov/desess/abs_dess/SEV%2	Excel spreadsheet with rows for allowed items for expenditure, including details about limits etc.
		http://humanservices.arkansas.gov/dccece/abc_docs/SFY%2 02016%20ABC%20Final%20Expenditure%20Report.xls	Details of salary and fringe for teachers and assistants in different kinds of programs

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CA	California Department of Education: Child Development <u>http://www.cde.ca.gov/sp/cd/</u>	California Preschool Planning Toolkit: Budget and Launch Projections <u>http://www.karenhillscott.com/downloads/publications/7-</u> <u>1_overview.pdf</u> California Preschool Planning Toolkit: Finance Options <u>http://www.karenhillscott.com/downloads/publications/8-</u> <u>1_overview.pdf</u>	4-page guide to budget and phase-in overview, including links to resources and templates, guidance on estimating participation and more
		The Local Control Funding Formula: Staking Out the Ground for Early Learning <u>https://www.sri.com/work/publications/local-control-</u> funding-formula-staking-out-ground-early-learning	A study of whether and how districts have accessed the local control dollars to expand or support early learning
СО	Colorado Department of Education http://www.cde.state.co.us/	Public School Financial Transparency Act http://www.cde.state.co.us/cdefinance/sfFinancialTranspare ncy FY 2011-12 Summary Budget http://www.cde.state.co.us/sites/default/files/documents/cd efinance/download/spreadsheet/summarybudgetformfy12.xl §	Page outlines requirements related to transparency; links to some forms 2-page Excel spreadsheet with rows for expenditures; columns for funding sources, extra tab for appropriation details.
DE	Delaware Early Childhood Assistance Program <u>http://www.doe.k12.de.us/Page/5</u> <u>58</u>	No fiscal resources or tools online	
FL	Voluntary Pre-K http://www.floridaearlylearning.co m/voluntary_pre_k.aspx	Title 1, Part A Funds for Preschool Guidance <u>http://www.fldoe.org/policy/federal-edu-programs/title-i-part-a-improving-the-academic-/preschool.stml</u>	General information about using Title 1 funds for preschool.



STATE	Prekindergarten Program Website	Budget/Finance Tools- Name of the document and URL	Brief Description
IL	Illinois State Board of Education- Early Childhood Education http://www.isbe.net/earlychi/	Early Childhood Block Grant/PFA and PI Funding http://www.isbe.net/earlychi/pdf/ecbg_fiscal.pdf	13-page guide with draft budget worksheet and detailed responses to FAQs.
IN	On My Way Pre-K http://www.in.gov/fssa/carefinder/ 4899.htm	Frequently Asked Questions on IN Title 1 Preschools <u>http://www.doe.in.gov/sites/default/files/titlei/title-i-</u> <u>preschool-funding-fag_1.pdf</u>	3-page pdf with FAQs for program providers on Title 1 funding
		On My Way PreK and Title 1 Funds http://www.in.gov/fssa/files/On_My_Way_Pre- K_Pilot_Info_and_Question_Session1.pdf	17-page pdf of slide show discussing pre-K funding and scenarios for funding
		Guidance for LEAs Using Title I Funds for On My Way PreK http://www.in.gov/fssa/files/On_My_Way_Pre- K_Pilot_and_Title_I_Guidance.Nov2014.pdf	5-page pdf providing guidance on using Title 1 funds, in FAQ format
IA	Early Childhood Iowa http://www.state.ia.us/earlychildh ood/	Budget Templates <u>http://www.state.ia.us/earlychildhood/local_system/budget_</u> <u>templates.html</u>	Links to a series of documents including a detailed Excel budget template (2 nd url) with funding sources and expenses, plus a page of detailed
		Budget Template http://www.state.ia.us/earlychildhood/files/budget_shells/1 5Budget_Template.xls	responses to budget questions.
KS	Kansas Preschool Program	Kansas Preschool Program: Grant Application 2016-2017 http://www.ksde.org/Portals/0/Early%20Childhood/Kansas%20Preschool%20Program/KPPApplication.pdf	Grant applications including very basic categories for expenses in a word doc.
KY	Kentucky Department of Education http://education.ky.gov/Pages/def ault.aspx	New Preschool Funding Formula (Podcast) http://mediaportal.education.ky.gov/preschool/2013/05/ne w-preschool-funding-formula/	8.5 minute Podcast about KY preschool funding formula for 2013-2014 with slideshow

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STATE	Prekindergarten Program Website	Budget/Finance Tools- Name of the document and URL	Brief Description
		Federal Grants http://education.ky.gov/districts/fin/Pages/Federal- Grants.aspx	incorporated, some examples for form completion. Links to documents related to federal grants; not much guidance to accompany.
ME	Maine Public Preschool Programs http://www.maine.gov/doe/public preschool/	Fiscal Guidance for Public School 4 year old Programs in Maine <u>http://www.maine.gov/doe/publicpreschool/establishing/fisc</u> <u>al-guidance.rtf</u>	A 3-page rtf describing how to apply for various funding streams, and defining relevant factors.
		Funding Collaboration Guide for Early Care and Education Partnerships in Maine <u>http://www.maine.gov/dhhs/ocfs/ec/occhs/funding_guide.p</u> <u>df</u>	A 51-page manual describing benefits and challenges of collaborative funding streams. Includes detailed appendices and examples of forms programs can use.
MA	Massachusetts Department of Early Education and Care http://www.mass.gov/edu/govern ment/departments-and- boards/department-of-early- education-and-care/		Provides some items around collaboration and forms for families seeking financial assistance.
MI	Michigan Great Start Readiness Program (GSRP) <u>http://www.michigan.gov/mde/0,4</u> 615,7-140-63533 50451,00.html	GSRP Budget and Financial Guidelines http://michigan.gov/documents/mde/Budget_and_Financial Guidelines_436794_7.pdf	7-page pdf including budgeting guidelines
	<u>,</u>	Sample budget descriptions <u>http://michigan.gov/documents/mde/Sample_Budget_Descriptions_for_Use_in_MEGS+_436797_7.pdf</u>	3-page pdf including examples of how to describe budget items



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MN	Minnesota Department of Education <u>http://education.state.mn.us/mde/</u> index.html	No fiscal resources or tools online	
MS	Early Learning Collaborative Act http://www.mde.k12.ms.us/OCI/EC	No fiscal resources or tools online	Districts could submit proposals to the state for funding awards for collaboration with local agencies.
MO	Missouri Preschool Program http://dese.mo.gov/early- extended-learning/early- learning/missouri-preschool- program	Missouri Preschool Program Itemized Budget https://dese.mo.gov/sites/default/files/eel-el-2016- MPPItemBudgetForm.xlsx Policy Brief: Increasing Early Childhood Programs Through Blended and Braided Funding https://dese.mo.gov/sites/default/files/eel-el-2012- increasingecprograms.pdf	Basic Excel spreadsheet with basic categories for budgeting. 4-page document describing some braided funding options in MO.
ND	ND Department of Public Instruction: Early Childhood Education <u>http://www.dpi.state.nd.us/EarlyC</u> <u>hildhoodEduc/index.shtm</u>	Guidance on Operating a Title 1 Preschool <u>https://www.nd.gov/dpi/uploads/155/GuidanceonOperating</u> <u>aTitleIPrekindergartenProgram.pdf</u>	10-page pdf outlining how to use Title 1 funds; child eligibility etc.
NJ	Early Childhood Education http://www.nj.gov/education/ece/	2015-2016 District One Year Enrollment Projections Workbook <u>http://www.nj.gov/education/ece/archives/budget/1415/20</u> 14-15DistrictOneYearEnrollmentProjectionsWorkbook.xlsx	Detailed Excel spreadsheet including formulas for estimating capacity for 3- and 4-year-olds AND projected enrollment.



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		Early Childhood Education Archives- Preschool Program Plan and Budget <u>http://www.nj.gov/education/ece/archives/budget/</u>	Detailed list of guidance and forms for various districts in NJ, including links to forms.
NY	Center for Children's Initiative Policy Briefs and Articles <u>http://www.centerforchildrensiniti</u> <u>atives.org/index.php?option=com</u> <u>content&view=article&id=109&Ite</u> <u>mid=234</u>	A Guide to Cost Allocation Procedures: Implementing Strategies for Universal Pre-Kindergarten <u>http://www.centerforchildrensinitiatives.org/images/cost%2</u> <u>Oallocation.pdf</u>	22-page 1999 word doc guide to allocating funds in UPK.
	NYC Department of Education http://schools.nyc.gov/default.htm	Universal Pre Kindergarten Information and Forms for Vendors <u>http://schools.nyc.gov/Offices/DCP/Vendor/FormsPreKVendo</u> <u>rs/default.htm</u>	Links to comprehensive set of forms necessary for budget planning and requests, including detailed Excel spreadsheet with instructions plus 4 tabs to calculate staff, facilities and other expenses.
NC	North Carolina Division of Child Development and Early Education http://ncchildcare.dhhs.state.nc.us /general/mb_ncprek.asp	NC DHHS DCDEE NC Pre-K Financial Status Report http://ncchildcare.nc.gov/excel_forms/NCPre- K_Financial_Status_Report.xls NC Pre-K North Carolina Prekindergarten Program http://ncchildcare.dhhs.state.nc.us/general/mb_ncprek.asp	Basic Excel spreadsheet for reporting onboard categories. Page includes links to guidance on most aspects of pre-K, plus links to
		NC Pre-K Line Item Budget http://ncchildcare.nc.gov/excel_forms/NCPre- K_LineItemBudget.XLS	line item budget form, with one sheet to calculate FTE; sample templates; detailed instructions.



STATE	Prekindergarten Program Website	Budget/Finance Tools- Name of the document and URL	Brief Description
OR	Oregon's Early Learning System Council Publications and Reports <u>http://oregonearlylearning.com/ea</u> <u>rly-learning-council/resources-</u> <u>publications-and-reports/</u>	Budget & Funding Streams Early Learning Hubs Technical Assistance Webinar http://earlylearningcouncil.files.wordpress.com/2014/03/elh ub_budget_2014.pdf	23-page pdf outlining examples of annual expenditures; high level, perspective
PA	Pre-K Counts https://www.pakeys.org/pages/get .aspx?page=Programs_PreKCounts	Pre-K Counts Report on Program Operations For Fiscal Year 2011-2012 http://www.portal.state.pa.us/portal/http;//www.portal.stat e.pa.us;80/portal/server.pt/gateway/PTARGS 0_148494_132 3902_0_0_18/Pre- K%20Counts%20Report%20on%20Program%20Operations%2 Ofor%20Fiscal%20Year%202011-12.pdf	80-page document on Pre-K Counts operations 2011-2012 including forms, definitions, info about program
RI	Rhode Island Department of Education Early Childhood page <u>http://www.ride.ri.gov/StudentsFa</u> <u>milies/RIPublicSchools/EarlyChildh</u> <u>oodEducation.aspx</u>	Bright Starshttp://www.earlylearningri.org/sites/default/files/images/2013-05-15BrightStarsFinancialIncentives-handout.pdfCost of Qualityhttp://www.earlylearningri.org/sites/default/files/images/Rhode%20Island%20Quality%20Cost%20Model%202013-01-23final%20for%20posting.pdf	4 pages of graphs on costs, expenditures, sustainability for child care programs in RI 18-page PPT by Anne Mitchell on RI Cost of Quality model
SC	South Carolina SDE Early Childhood https://ed.sc.gov/agency/programs -services/64/	No fiscal resources or tools online	
ТХ	Texas Education Agency Early Childhood Education	No fiscal resources or tools online	



STATE	Prekindergarten Program Website	Budget/Finance Tools- Name of the document and URL	Brief Description
	http://tea.texas.gov/earlychildhoo		
	deducation.aspx		
VA	Virginia Preschool Initiative	Virginia Preschool Initiative Grant Application Process	10-page pdf outlining grant
	http://www.doe.virginia.gov/instru	http://www.doe.virginia.gov/instruction/early_childhood/pre	application process
	ction/early_childhood/	school initiative/guidelines.pdf	
VT	Vermont Agency of Education:	Act 166, Universal Publically Funded Prekindergarten	Links to rules and general info
	Early Education	http://education.vermont.gov/act-166	about Act 166
	http://education.vermont.gov/earl		1 page from BOE on
	<u>y-education</u>	Determination of the Statewide Rate for Pre-K Tuition	determining state rate for pre-
		http://education.vermont.gov/documents/EDU-	K tuition
		<u>SBE_ltem_l2_09.16.14.pdf</u>	
WA	Washington State Department of	State Budget Information	Page includes links to various
	Early Learning	http://www.del.wa.gov/government/legislature/budget.aspx	state budget overviews and
	http://www.del.wa.gov/		details
WV	West Virginia Office of Early	West Virginia Universal Pre-K Partnerships Funding,	30-page document on
	Learning	Contracts and Budgets	collaboration in community
	https://wvde.state.wv.us/oel/	http://static.k12.wv.us/oel/docs/WV_Pre-	partnerships including access
		K_Partnerships_Collaborating_with_Community_Partnership	to Excel budgeting template
		<u>s_2012.pdf</u>	plus checklist for items for
			agreement between providers
		WV Pre-K Contractual Community Programs- Classroom	
		Budget and Cost Allocation	
		http://static.k12.wv.us/oel/docs/template_budgetrev08.xls	
WI	Wisconsin Department of Public	Funds Associated with Early Childhood	One page diagram showing
	Instruction- Early Childhood	http://ec.dpi.wi.gov/sites/default/files/imce/fscp/pdf/ec-	complex network of early
	http://ec.dpi.wi.gov/	fund-chart.pdf	childhood finding sources.



STATE	Prekindergarten Program Website	Budget/Finance Tools- Name of the document and URL	Brief Description
		Title One Fiscal Requirements http://titleone.dpi.wi.gov/ttlone_ec_fiscal_req	

	SELECT CITY PRES	SCHOOL PROGRAMS	
Denver Preschool Program	Denver Preschool Program http://www.dpp.org/	Audited Financial Statements 2013 http://www.dpp.org/ literature 204099/2013 Denve r Preschool Program Audit Report	18-page pdf outlining budget expenditures for 2013
San Antonio	The City of San Antonio- Pre-K 4 San Antonio <u>http://www.sanantonio.gov/P</u> <u>re-K4SanAntonio.aspx</u>	PreK 4 SA Annual Adopted Budget Report http://www.sanantonio.gov/Portals/0/Files/PreK4SA/ FY2015%20Annual%20Adopted%20Budget.pdf	20-page pdf outlining proposed/approved budget expenditures
Seattle	Department of Education and Early Learning: Seattle Preschool Program <u>http://www.seattle.gov/educa</u> <u>tion/childcare-and-</u> <u>preschool/seattle-preschool-</u> <u>program</u>	Seattle Preschool Program Action Plan <u>http://murray.seattle.gov/wp-</u> <u>content/uploads/2014/05/Seattle-Preschool-</u> <u>Program.pdf</u>	12-page pdf outlining overall plan for preschool including broad budget assignments
New York City	NYC Department of Education http://schools.nyc.gov/default .htm	School Allocation Memorandum for Pre-Kindergarten Programs http://schools.nyc.gov/offices/d_chanc_oper/budget/ dbor/allocationmemo/fy14_15/FY15_PDF/sam22.pdf	40-page pdf outlining FY2015 allocations for preschool programs, by venue, with breakdown by staff group. Include links to downloadable Excel files.



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