**NEBRASKA DEPARTMENT OF EDUCATION**

**Application for ESU PreK-2 PD Specialist**

|  |
| --- |
| ESU Name:      |
| Address:      | City:      | Zip Code:      |
| Authorized Representative:      | Title:      |
| Telephone:      | Fax:      | Email:      |
| Fiscal Contact:      |
| Telephone:      | Fax:      | Email:      |

The authorized representative agrees to the following assurances:

* To conduct activities described herein, in accordance with applicable state and federal statutes and regulations, including those concerning non-discrimination, prohibitions against lobbying, suspension, and disbarment, the provision of a gun-free, drug-free and smoke-free work place, and access for persons with disabilities.
* To use grant funds to supplement and, to the extent possible, increase the level of funds that would have been made available for the purposes described in the Guidance for Writing the Continuation Application. Grant funds will not be used to supplant services currently provided using state or federal funds.
* To keep such records and provide such information to the Department of Education as reasonably may be required for fiscal audit and program evaluation.
* To make all requests for budget revisions in writing.
* To notify the Department of Education, Office of Early Childhood, in writing, of changes in management staff and/or contact person.

|  |  |
| --- | --- |
| Signature of Authorized Representative: | Date:      |

**APPLICATION NARRATIVE***Text boxes within the application template will automatically expand to include all the necessary information.*

1. **Program Planning**Define the region of Nebraska this position will be supporting the Education Service Unit (ESU) that will house the project and the ESUs within this collaborative region. Include child demographic data of service area including poverty rates and populations who speak a primary language other than English. Describe the number of school districts within the region, including number of elementary schools classified as “needs improvement”, and numbers of district/ESU operated prekindergarten programs and Head Start classrooms in the service area.

Describe the current professional development landscape for preschool through second grade within the ESU(s) region. Define professional development opportunities currently available for PreK-2nd grade teachers and who is responsible for providing it.

Identify the gaps in support for PreK-2nd grade within the proposed ESU(s) region.

|  |
| --- |
|       |

1. **Application Narrative**

Describe the services that will be provided by the PreK-2 Professional Development Specialist. Specifically include the concentration of services, based on at least one of the required concentrations.

Describe the qualifications and experience sought for this position. Describe supports available/accessible for the staff person and the structure and supervision for this position.

|  |
| --- |
|       |

1. **Partnerships**

Provide partnership statements for ESU administrator(s) and district administration in the proposed service area.

Describe how this position will partner with current ESU initiatives, including, but not limited to: Early Childhood MTSS facilitators, Early Learning Connection Coordinators, Planning Region Teams, and Early Learning Connection Coach Consultants.

|  |
| --- |
|       |

1. **Sustainability**

Describe the plans to continue to support PreK-2nd grade educators following the end of the grant period.

|  |
| --- |
|       |

1. **Budget**Complete the budget summary form indicating the use of grant funds (up to $130,000) and matching funds (25% of requested grant funds). Include a detailed budget narrative, which includes an itemized justification for requested amounts, including staff salary, number contract days, and benefits.

**BUDGET SUMMARY FORM**

*This form summarizes the detailed Budget Narrative as required in Continuation Application. Complete all line items as applicable. The partner contributions should reflect the total contributions from all partners.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Object Codes | Description | Grant Funds | ESU Contribution | Total Partner Contributions |
| Personal Services—Salaries (100) | Personnel  |       |       |  |
| Personal Services—Employee Benefits (200) | Fringe Benefits  |       |       |  |
| Purchased Professional and Technical Services (300) | Employee Training and Development Services (330)  |       |       |       |
|  | Mileage Paid to Staff or Contractors (333/334) |       |       |       |
|  | Communication Services (382) |       |       |       |
|  | Sub awards/Subcontracts for Training Activities (395) |       |       |       |
|  | Other (350) |       |       |       |
| Purchased Property Services and Other Purchased Services (400 and 500) | Rentals of Land and Buildings (441) |       |       |       |
|  | Other Purchased Services (490) |       |       |       |
|  | Postage (531) |       |       |       |
|  | Advertising (540) |       |       |       |
|  | Printing (550) |       |       |       |
|  | Travel (580)  |       |       |       |
| Supplies (600) | Supplies & Materials (610) |       |       |       |
|  | Web/Cloud Based Software (643) |       |       |       |
|  | Indirect Costs (06XXX) |       |       |       |
| Miscellaneous | Misc. Expenditures (890) |       |       |       |

BUDGET NARRATIVE

*All anticipated costs necessary to continue the program must be explained. The budget must relate directly to the activities, and staff identified in the continuation application and should provide a rationale for the projected costs (e.g., how employee benefits are derived). The budget should clearly indicate the portions to be supported through grant funds as well as funding or services provided by partner agencies.*

**Personnel (Include number of contract days or hours per year for each staff identified, and salary or hourly rate)**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Fringe Benefits (Identify fringe benefits for each person identified in personnel)**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Employee Training and Development Services**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Mileage Paid to Staff or Contractors**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Communication Services**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Sub awards/Subcontracts for Training Activities**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Other**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Rentals of Land and Buildings**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Other Purchased Services**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Postage**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Advertising**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Printing**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Travel**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Supplies and Materials**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Web/Cloud Based Software**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Indirect Costs**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |

##### **Miscellaneous Expenditures**

|  |
| --- |
| Grant Funds      |
| ESU/Partner Funds or Services      |