



# Strategies for PDG B 5 Grant: Match, Budgeting, and Sustainability Planning

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**Build**  
INITIATIVE  
Strong Foundations For  
Our Youngest Children



**NIEER**

# Our Goals for This Session | Your Questions



WE WILL

Provide Tools and Approaches to  
Match, Budget, Sustainability Plan

WHAT ARE YOUR QUESTIONS?



# Grant Requirements and Points

- Budget and Budget Justification - 11 pts
  - Clearly outlined and itemized
  - Costs are reasonable as related to goals and objs
  - Funds allocated to all required items, including a percent for TA and program performance eval acts; and travel for 4 to attend meeting in DC
  - Describe a credible plan for the 30% Match
- Sustainability Plan - 4 pts
  - Clear plan for sustaining key elements of the project that have been effective in improving practices and outcomes for children, families, etc
  - Key individuals and orgs whose support is needed to sustain acts



# Does wrangling the PDG Budget make you feel like this?



# Let's put it all out on the table...



- What are your biggest challenges/concerns with PDG Budgeting?
  - Where to start
  - How to organize information/estimates
  - Matching funds
  - Procurement/timing concerns
  - Sustainability planning
  - What else?

# Approaching the PDG Budget

**Review the activities in your work plans, asking:**

- Who will work on the activity and for how long?
  - Internal, existing staff
  - Internal, new staff
  - External, contracted staff
- What resources are needed to complete the activity?
  - Staff training
  - Outside expertise/capacity
  - Computers/equipment
  - Travel & meeting expenses
  - Stipends for participation in assessment & planning activities (e.g., for parents)
- What is the best method to secure the resources needed?
  - State contracts
  - Agreements with state colleges/universities
  - RFPs
- Are activities similar/aligned to other current activities? How are they funded?
  - In-kind match
  - Reallocation of resources
  - Ideas for scope of the needs assessment





# Keeping Ideas and Estimates Organized

## Activity # 1 - B-5 Needs Assessment

Cost Category	Cost Type	Description	Unit Cost	Units	Total Cost	Federal Share	Non-Federal Share	Budget Justification
Personnel	In-Kind	.5 FTE DHS Staff	\$75,000	0.5	\$37,500		\$37,500	Based on current state average salaries
Fringe	In-Kind	.5 FTE DHS Staff	\$37,500	0.5	\$18,750		\$18,750	Based on current state average benefit rates
Travel	PDG	In-state travel for state staff	\$3,915	1	\$3,915	\$3,915		75 trips, 120 miles R/T, \$0.31 per miles, \$15 tolls/parking
Other	PDG	MOU with state university to conduct needs assessment	\$200,000	1	\$200,000	\$200,000		Est. based on prior needs assessment work
Contractual	PDG	Development of reports from state data systems	\$500,000	1	\$500,000	\$500,000		Contract for business analyst; IT firm to build data center
Indirect	PDG	5% indirect based on state agreement		1	\$35,196	\$35,196		Based on State agreement with Fed HHS
<b>Activity #1 Total</b>				1	<b>\$795,361</b>	<b>\$739,111</b>	<b>\$56,250</b>	



# Tackling the PDG Match

- Salaries/Benefits of staff supporting grant work
  - Administration/oversight of grant activities
  - Coaching/mentoring or TA for B-5 programs
- State/local funding used by LEAs to support:
  - Family engagement activities
  - Registration fairs and/or transition activities
- State funding used to support:
  - B-5 advisory council meetings
  - KEAs
  - QRIS systems
  - Public information campaigns
  - Integrated data systems
- Time of volunteers
  - Interns
  - Advisory council members

Remember: Match requirement is at the whole grant level—it doesn't have to be project by project or activity by activity! You may want to include relevant projects that you already have state/local/private funds for just to claim the match!





# Procurement/Timing

- Be realistic about what you can spend in the time you have.
- The procurement process looks different in every state. Are there ways you can maximize time to spend grant funding in your state?
  - Work with a state college or university?
  - Use existing state contracts?
  - Add onto an existing purchase order?
  - Use November/December to round out scopes of work or write RFPs?
  - Other innovative ideas?

# Developing the Sustainability Plan

- It is an opportunity to bring all the pieces of the grant back together, from shared vision, to strategic plan (note this is different), to budgeting/fiscal accountability, and program performance evaluation.
  - What needs to be sustained and why to achieve long term goals (even just a 2<sup>nd</sup> year)
  - What will it cost? What are the resources currently used? What could be used?
  - Who has authority over decisions/ \$\$?
  - What partnerships did you leverage? Who else can you bring to the table?
- Note: you are not expected to know everything that you need to sustain just to develop your initial plan, pending refinement based on needs assessment, strategic plan, implementation of other activities.



# Consider how you can ensure you have the data required Post-Award (6 Months)

## SEE PAGE 6 OF FOA:

- (A) how, and to what extent, the grant funds were utilized for activities described in subsection (f), and any other activities through which funds were used to meet the purposes of this section, as described in subsection (a);
- (B) strategies undertaken at the State level and, if applicable, local or program level, to implement recommendations in the strategic plan developed under subsection (f)(2);
- (C)(i) any new partnerships among Head Start providers, State and local governments, Indian tribes and tribal organizations, and private entities (including faith and community-based entities); and (ii) how these partnerships improve coordination and delivery of services;
- (D) if applicable, the degree to which the State used information from the report required under section 13 of the Child Care and Development Block Grant Act of 2014 to inform activities under this section, and how this information was useful in coordinating, and collaborating among, programs and funding sources;
- (E) the extent to which activities funded by the initial grant led to the blending or braiding of other public and private funding;
- (F) how information about available existing programs for children from birth to kindergarten entry was disseminated to parents and families, and how involvement by parents and family was improved; and
- (G) other State-determined and voluntarily provided information to share best practices regarding early childhood education programs and the coordination of such programs.



# Sustainability Planning Self Assessment Tool

## The Uses of the Self-Assessment Process

This tool is intended to help program developers and local leaders who are working to sustain comprehensive initiatives, attract attention, resources, or technical assistance. This diagnostic process can provide valuable information to guide the organization to capitalize on the assets of your initiative, as well as to plan for the development of additional capacity in areas that need attention. It is a decision about how to target scarce resources to move toward sustainability.

## How the Tool is Organized

This tool examines eight components of sustainability planning and lists individual tasks or steps within each one:

- (1) Create a Vision
- (2) Focus on Results
- (3) Be Strategic About Financing
- (4) Be Adaptable to Changing Conditions
- (5) Garner a Broad Base of Support
- (6) Gain Key Champions
- (7) Build Strong Internal Systems
- (8) Develop a Sustainability Plan

For each of the 8 components of sustainability planning, initiative leaders can rank themselves on a five-point scale from 1 (lowest) to 5 (highest).



# Wrapping up



- What else do you need?
  - Remaining/lingering questions
  - Resources
    - Budgeting tool template
    - List of federal early childhood funding sources
    - Others?
  - Additional TA needs

# For more information:

**State Preschool Development Grant: Making the Most of It.**

**[BUILD Landing Page](#)**

**Communicating the Cost of Quality Toolkit**

**<http://ceelo.org/toolkit/cpqr/>**

**Sustainability Planning Resources**

**<https://elc.grads360.org/#communities/sustainability>**

