

**FY2014/FY2015 EEC Assessment Grant Fund Code 513  
RTTT-ELCG Activity 3.8: Training for Teachers Participating in MKEA**

*Questions and Answers*

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**Programmatic Questions**

**Q Does the vendor need to provide trainings on High-Scope Child Observation record (COR)?**

*A Yes, High Scope COR is one of the required tools in the FY2014-FY2015 Assessment Grant. Please refer to the Required Services section of the grant. Please see page 6 of the Assessment Grant.*

**Q In regards to the CEUs provided by the previous grantee, will these continue to be honored or will the service stop? If an agency does not have the capacity to provide higher education CEUs, are there going to be opportunities to build partnerships to provide these credits?**

*A Yes, provided that the CEUs were awarded through a review process by an entity accepted by EEC. EEC accepts CEUs from an accredited college or university, Massachusetts Association for the Education of Young Children (MassAEYC), or any training institute accredited to deliver CEUs by the International Association for Continuing Education and Training (IACET).*

**Q What assessment tools are currently being used to assess children who are dual-language learners?**

*A Please contact the publishers of the assessment tools directly to find out the language capacity of individual tools.*

**Q In the RFR, there is a piece about implementing screening tools, should this piece be considered in the planning process for the FY2014 and FY2015 grant years?**

*A Yes, training on implementing screening tools is one of the required services to be addressed, please refer to page 6 of the Assessment Grant.*

**Q Are the individuals who were trained through the CASE Program allowed to provide trainings for assessment through their current contracts? If so, should we include these individuals in the budget?**

*A Yes. EEC is working with the publishers to ensure that trainers who have been approved to provide training on those systems are able to continue under a new grantee. **Note:** For planning purposes, bidders should anticipate a yearly fee of \$500 per trainer for ten trainers for each system (Pearson and Teaching Strategies). This will allow them access to their intellectual*

*property for the period of three years from accreditation date. There is an additional fee for an “Anchor” for the state to oversee the trainers. The Anchor is paid an hourly rate of \$60 per hour for ten hours per week and reimbursed mileage for up to 500 miles per site visit at the fixed scale of \$.55 per mile.*

**Q Will the training on the specific tools (High Scope COR, TS Gold, and Work Sampling System) be geared toward those educators who are already using one assessment tool and are seeking training on an additional tool? In other words this training is not geared toward someone who has never used one of these tools?**

*A As noted on p. 6 of the FRF, assessment training must be available across the Commonwealth and must enhance the capacity of participating educators to implement practices learned at their program site. The selected vendor must coordinate with EPS Grantees and Readiness Centers to ensure that educators have an IPDP **and are placed properly in one of the following tracks** [emphasis added]:*

- **Foundational Training:** *Educators in the beginning stages of using an assessment system or screening tools to gain skills on observation and documentation, or*
- **Utilizing Assessment Data:** *Educators who have been using assessment systems and screening tools but need assistance on how to use the systems, tools and data in a more sophisticated manner to individualize instruction and plan curriculum.*
- **Training on Specific Tools:** *Educators that have been using assessment systems and screening tools and have now selected one of the following child assessment systems:*
  - *High Scope Child Observation Record (COR)*
  - *Teaching Strategies GOLD, or*
  - *Work Sampling System*

***Please note that MKEA participants will select from Teaching Strategies GOLD or Work Sampling only.***

**Q Would the trainings on the three assessment systems need to result in CEU's or college credit?**

*A Yes as noted on p. 7 of the RFR, all trainings need to award CEUs or college credit.*

**Q Could you provide information on the number of MKEA trainees in cohorts that are using Teaching Strategies' GOLD and then those that are using Work Sampling for each region?**

*A EEC will provide that information to the vendor that is awarded the grant.*

**Q How many districts/charter schools in each region are involved in a MKEA cohort?**

*A The following numbers are involved in MKEA cohorts (a list will be provided to Grantee):*

- Cohort 1 (2012-2013 school year implementation): 20 school districts*
- Cohort 2 (2013-2014 school year implementation): 57 school districts, 2 charter schools, 1 single-classroom independent kindergarten program*
- Cohort 3 (2014-2015 school year implementation): EEC projects that at least 90 school districts and charter schools will join Cohort 3.*
- Cohort 4: It is not possible at this time to project the number of school districts and charter schools that will participate in Cohort 4.*

**Q Will additional MKEA trainees/schools be added to cohorts during the period of this grant?**

*A EEC anticipates that the school districts participating in Cohort 3 will be identified in the fall of 2013, and anticipates that the school districts participating in Cohort 4 will be identified in the fall of 2014.*

**Q Will the grantee have access to the vendors for each of the assessment tools (TS GOLD, Work Sampling, and High Scope COR)?**

*A Yes.*

**Q Will the vendors cooperate with the grantee or will the grantee have to go through EEC to work with the vendors.**

*A The Grantee will work directly with the vendor.*

**Q Has the state negotiated rates for materials (books, posters, etc.) for each of the assessment tools that are to be purchased from vendors? If the rates have been negotiated, what are they?**

*A No, the Grantee will need to negotiate rates. EEC may assist with these negotiations.*

**Q Will vendors make their training materials available, and would we be expected to/able to make copies for all the trainees?**

*A Training materials will be available upon approval from the vendors; paper based toolkits will need to be purchased for those trainees who prefer to utilize the paper-based forms instead of online portfolios. EEC will purchase online portfolios directly; vendor will have access to online systems to assign and set-up portfolios and manage data.*

**Q Will the grantee have access to training data?**

*A Yes and the Grantee will be responsible for collection of all data and submission of that data to EEC in the monthly required reports, in accordance with the reporting requirements set forth at p. 12.*

**Q Is the development of the training materials used for training participants an allowable cost for this initiative, or does EEC expect that the vendor use existing training materials developed by Wheelock College or any of the other assessment materials developers (Teaching Strategies, Work Sampling)?**

*A Although some materials may already be developed and available for use, the vendor may elect to develop new and/or additional materials as needed. This is an allowable cost.*

**Q Is it acceptable to provide some of the assessment training sessions via webinars?**

*A No, because webinars do not result in CEUs. However, the use of webinars for informational training, additional resources and support is encouraged.*

**Q Does EEC expect the training materials the vendor designs to be self-sustaining once the grant has ended?**

*A Yes.*

**Q Is it permissible to charge participants a minimal registration fee for the trainings?**

*A Through this response, the Funding Section of the Grant Application (RFR) is hereby amended to include the following restrictions on allowable registration fees:*

- *Professional Development Opportunity Fees: To leverage available resources, to assure that educators are invested in attending offerings once they are enrolled, and to balance available resources across regions, grantees are encouraged to charge reasonable fees for professional development using the following fee schedule for FY2014 Professional Development Opportunities:*
  - *No more than \$5.00 per training hour for educators in programs that have at least 50% enrollment of EEC subsidized children or other children with high needs.*

- *No more than \$10.00 per training hour for all other educators.*
- *EEC may issue a waiver for professional development that does not meet this fee schedule on an individual basis.*

**Q Are there existing EEC-provided databases that the vendor/s can use to track and report on attendance? For example, does the EEC Professional Qualification Registry have an attendance database, or is there another database, that can be used to track and report on attendance? Or is the template provided with the grant application materials the only means for collecting and aggregating participant attendance information? If there is a database, does it also track early learning providers/programs that have 50% or more of their enrolled children receiving EEC subsidy?**

*A No, there is currently no database provided by EEC to track attendance. It is expected that the Grantee will track attendance and include the Professional Qualification Registry (PQR) numbers of participants in the monthly report. There is a worksheet in the reporting template for that purpose.*

**Q Does EEC expect the vendor to develop an individualized agreement with each of the six Readiness Centers and regional Educator and Provider Support grantees? If yes, will EEC help to facilitate these agreements?**

*A Yes. It is a requirement to have an agreement with each of the EPS Grantees. This may be an MOU or a subcontract for specific services. The grantee will need to contact each entity directly; EEC will not facilitate these arrangements. Please refer to page 5 of the Assessment Grant. It is not a requirement to have an agreement with each of the Readiness Centers, but may be helpful in the collaboration requirement as noted on page 6 of the Assessment Grant.*

#### **Fiscal Questions**

**Q Does the EEC 8% Admin cap apply to the RTTT funds?**

*A Yes.*

**Q Are agencies able to apply the indirect cost rate to both the RTTT budget and the FY2014 and FY2015 state budgets?**

*A Yes, provided that the agency has an indirect cost approval letter.*

**Q If an organization has an established and approved overhead rate set by its federal cognizant agency, can the organization use its established rate even though it is above 8% for the state-funded part of the effort and/or the RTTT-ELCG federally-funded part of the effort?**

A *No. Although an agency needs to list their approved indirect cost rate on the budget workbook, the agency's indirect cost is capped at EEC's Admin rate of 8%.*

**Q Can subcontractors claim indirect cost?**

A *Subcontractors may claim indirect costs if they have an indirect cost approval letter from a cognizant agency. The 8% Admin cap applies to both the lead agency and the subcontractors combined.*