

Administration
of the
Child Care Career
and Professional
Development
Fund

Grant Application
New College

Child Care Career and
Professional Development
Fund

Maryland State Department of
Education

200 West Baltimore Street
Baltimore, MD 21201

Deadline:
April 26, 2021
2:00 p.m

APPLICATION DESCRIPTION

Name of Grant Program:	Child Care Career and Professional Development Fund (CCCPDF)
Dissemination:	February 24, 2021
Deadline:	Applications must be received no later than 2:00 p.m. on Monday April 26, 2021
Purpose:	The Child Care Career and Professional Development Fund shall cover tuition, fees, and required textbooks for students who are completing the required coursework in pursuit of a degree in Early Childhood Education, Elementary Education, Child Development and Special Education or other related field as approved by the State. The Fund shall cover an administrative fee for the college to administer the grant, track student progress, and report to Maryland State Department of Education - Division of Early Childhood/Office of Child Care - Credentialing Branch (MSDE/DEC/OCC).
Required Components:	<ul style="list-style-type: none">• Cover Sheet• Completed Proposal• Course Outline for each approved area of study• Statement of Cost – tuition, books and fees
Priorities:	Child care providers who have not completed a prior college degree program. <ul style="list-style-type: none">• Continuation students at the Community College• Transferring students from Community College to a University• Students scheduled to graduate within the fiscal year• Maryland State Colleges/University• Private Colleges/University
Special Requirements:	N/A
Length of Grant:	July 1, 2021 through June 30, 2022
Eligible Applicants:	Accredited Colleges and Universities in the state of Maryland
Fund Use:	<ul style="list-style-type: none">• Fund Coordinator (one (1) part-time staff) to <u>coordinate and manage</u> services with all college departments (e.g., Finance department, Academic Advising, etc).• Tuition, Fees, and Required Textbooks for approved participants.

**Coordinator
Responsibilities:**

- Indirect costs – may not exceed 10% of the total fund request.
- Electronic Learning Device for new applicants only.
- Develop and maintain a plan for recruitment.
- Coordinate recruitment with child care programs.
- Develop and maintain a system to track and monitor students.
- Attend face-to-face bi annual meetings.
- Be available for at least one monitoring visit per fiscal year.
- Guide student to complete the Maryland Child Care Credential application prior to applying for the fund.
- Review student application for completeness and sign checklist before application packet is submitted to MSDE.
- Submit a list of student vetted and approved to MSDE.
- Collect a signed fund agreement from each approved student and submit to MSDE each approval year.
- Submit a signed attendance time log for students referred to tutoring or additional support including an improvement plan for GPA.
- Support student in transitioning between Colleges or Universities.
- Guide student to apply for other funding sources (FAFSA) prior to applying for the grant.

Technical Assistance

A technical assistance meeting will be held on Friday, April 2, 2021(10am-11am)
Meeting ID: <https://meet.google.com/anc-vnxo-zyh?hs=122&authuser=0>
Phone Number: (US)+1 617-675-4444 PIN: 907 883 514 5436#

**Reporting
Requirements:**

Grantees must submit:

- Quarterly programmatic and financial reports with invoice by the 15th of the month;
- Annual cumulative programmatic and financial report no later than July 30th
- Final programmatic and financial report, encompassing all funding cycles, within 45 days of the end of the grant period.

Graduates and Transfer to 4-Year College

- A list of graduates for fall and spring semester, indicating the degree type awarded.
- Notification letter to the student and MSDE outlining the courses taken, credits completed and the total amount of funds paid for tuition, fees, books and electronic learning device.

Withdrawal students

- Notification letter to the student and MSDE outlining the courses taken, credits completed and the total amount of funds paid for tuition, fees, books and electronic learning device.

**Submission
Requirements:**

1. Complete the attached Child Care Career and Professional Development Fund Grant Application using the template provided.
2. All pages must be numbered (except appendices).
3. Narrative portion should use single line spacing and a type size of 12-point font.
4. All pages in the proposal (including appendices) must be on standard size (8 ½" x 11") paper of regular weight.
5. The prescribed cover sheet must be the first page of the proposal. **Do not** include the Grant Application cover sheet and instructions.
6. The original cover sheet must be signed.
7. All tables and charts must follow the prescribed formats. Use blue ink only for all tables and charts for clarity of black and white copies.
8. All acronyms that would not be understandable to grant reviewers must be explained.
9. Application package must include MSDE Proposed Budget Form and **signed assurances page**.
11. An **electronic copy**, must be submitted to:

Ms. Agneatha Wright
Deputy Branch Chief – Credentialing Branch
Maryland State Department of Education
Division of Early Childhood
Email address: cccpdf.msde@maryland.gov

Proposal Review:

The review of applications will be a two-part process.

1. Applications will be pre-screened for the required submission requirements and inclusion of all required sections. Applications must demonstrate that all required components have been addressed.
2. A review panel established by the Maryland State Department of Education (MSDE) will evaluate applications using a scoring rubric. Reviewers will evaluate the proposals based on the fulfillment of program components, the Goal(s) and Objectives, and the requirements of the New Application. The Review Committee will make recommendations for approval.

*The Assistant State Superintendent makes the final decision regarding the approval of the Continuation Grant Application.

Child Care Career and Professional Development Fund
College Participation Application
FY 2022
(July 1, 2021 – June 30, 2022)

COVER SHEET

College or University:		Federal Identification #:
Address:		
City:		ZIP:
Telephone:	FAX:	e-mail:
Contact Person:		
Address of contact person (if it is different from the address above):		
City:		ZIP:
Telephone:	FAX:	e-mail:
Total Amount of Funds requested (FY 2022):		

Project Summary for FY 22. Describe briefly how grant funds will be used, including staffing and the number of projected students served.

Signature of Head of Agency/Grantee	Date
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Statement of Need

Describe the current need that the Fund will address:

Actual Enrollment by Course of Study			
Course of Study		Total # of Students enrolled	Total # of Students expected to apply for CCCPDF
Early Childhood Education			
Child Development			
Elementary Education			
Special Education			
TOTAL:			

Statement of Need

Describe how your program has addressed similar projects within the past three (3) years:

Information Sheet

Goals, Objectives, Milestones, Strategies and Activities

The Goal

State the overall goal of your project at the top of the Project Plan. The goal should address the main problem. While you must have at least one goal, it is possible to have multiple goals; however, the more goals you establish the more complex your project becomes.

Goals must have long-term deadlines. If your project period covers multiple years, your goals should be set for the end of the project. If your project period is one year or less, your goal may have a deadline that extends beyond the project period.

Objectives

Objectives are the outcomes you anticipate accomplishing for each year of the project. Objectives must be directly related to a goal. Objectives may break the long-term goal into steps or address the factors contributing to the problem addressed by the goal.

Milestones

Ongoing evaluation is essential to the management of a project. Since goals and objectives are not evaluated until the end of the year, milestones must be established to measure progress throughout the year. At least one milestone must be measured before the end of the mid-year reporting period, and milestones should be measured 1-2 more times before the end of the grant period. Because milestones are intended to indicate progress toward an objective, each milestone must be related to an objective. Keep in mind that milestones are indicators of progress, and may not use the same measurement tool as the objective to which they are related.

Strategies

Strategies are broad approaches (methods, procedures, techniques) employed to accomplish your outcomes. When determining your strategies, you should consider the clients you are targeting and how they will use or be affected by the services you provide.

Activities (Action Plan)

Activities are the specific steps you will take to accomplish the project objectives, and involve direct service to clients.

List the Activities that your project will implement and relate each Activity to the Strategy and the Objectives.

Activities that must be included in Action Plan:

- **Develop a system for tracking and monitoring students**
- **Provide a calendar for recruitment activities**

Instructions: Keep this page landscaped. Duplicate as needed. The row for the Total needs only to appear on the last page.

PROJECT PLAN

GOAL:							
OBJECTIVES :							
MILESTONES:							
STRATEGIES:							
	Activities (Action Plan)	Date Initiated	Date Completed	Partner/Program¹	Person Responsible	Funding Required	In-Kind²
TOTAL (Funding Req'd column must equal the grant amount)							

¹ This section must include personnel responsible for the success of this project.

² State and local in-kind contributions, if available and not being used as match for other grants, must be listed.

Project Management and Key Personnel

List your project's key personnel (Coordinator and Financial Representatives) responsible for the successful implementation of this grant project. Provide updated resume(s) in the appendix. Include job title, description of work responsibilities, contact information (email and telephone).

List any collaborating partners and describe their respective roles in the project.

Project Monitoring
Summarize the monitoring plan for the Fund. State the monitoring criteria based on identified goals and objectives.
Identify outcomes and quality criteria.
What type of data and instruments will be used to monitor the effectiveness of the project in relation to identified goals and objectives?

Budget Narrative

Note: Every cost listed under “Funding Required” on the Project Plan must be reflected on the Budget Narrative.

Directions: Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Transfer the subtotals of these categories to the MSDE C-1-25 Budget Form – 214 Community Services line.

Item	Requested	In-Kind	Total
1. Personnel-Salaries and Wages			
Total Personnel			
2. Fringe Benefits			
Total Fringe Benefits			
3. Contracted Services			
Tuition (must include number of students x tuition rate)			
Fees			
Required Textbooks			
Electronic Learning Device (New Students)			
Total Contractual Services			
4. Total Direct Costs			
5. Indirect Costs			
6. Total Costs			

**MARYLAND STATE DEPARTMENT OF EDUCATION
GRANT BUDGET – C-1-25**

ORIGINAL GRANT BUDGET	<input type="text"/>	AMENDED BUDGET #	<input type="text"/>
GRANT NAME	<input type="text"/>	GRANT RECIPIENT NAME	<input type="text"/>
MSDE GRANT #	<input type="text"/>	RECIPIENT GRANT #	<input type="text"/>
REVENUE SOURCE	<input type="text"/>	RECIPIENT AGENCY NAME	<input type="text"/>
FUND SOURCE CODE	<input type="text"/>	GRANT PERIOD	<input type="text"/>

CATEGORY/PROGRAM	BUDGET OBJECT						
	01- SALARIES & WAGES	02 - CONTRACT SERVICES	03- SUPPLIES & MATERIALS	04 - OTHER CHARGES	05 – EQUIPMENT	08 - TRANSFERS	BUDGET BY CAT./PROG.
201 Administration							
Prog 21 General Support							
Prog 22 Business Support							
Prog 23 Centralized Support							
202 Mid-Level Administration							
Prog 15 Office of the Principal							
Prog 16 Inst. Admin. & Supv.							
203-205 Instruction Categories							
Prog 01 Regular Prog.							
Prog 02 Special Prog.							
Prog 03 Career & Tech Prog.							
Prog 04 Gifted & Talented Prog.							
Prog 07 Non Public Transfers							
Prog 08 School Library Media							
Prog 09 Instruction Staff Dev.							
Prog 10 Guidance Services							
Prog 11 Psychological Services							
Prog 12 Adult Education							
206 Special Education							
Prog 04 Public Sch Instr. Prog.							
Prog 09 Instruction Staff Dev.							
Prog 15 Office of the Principal							
Prog 16 Inst. Admin & Superv.							
207 Student Personnel Serv.							
208 Student Health Services							
209 Student Transportation							
210 Plant Operation							
Prog 30 Warehousing & Distr.							
Prog 31 Operating Services							
211 Plant Maintenance							
212 Fixed Charges							
214 Community Services							
215 Capital Outlay							
Prog 34 Land & Improvements							
Prog 35 Buildings & Additions							
Prog 36 Remodeling							
Total Expenditures By Object	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Finance Official Approval

<input type="text"/>			
Name	Signature	Date	Telephone #

Supt./Agency Head Approval

<input type="text"/>

ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act.
2. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate, or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
3. Grantee shall establish and maintain fiscal control and fund accounting procedures, as set forth in 34 CFR Parts 76 & 80 and in applicable statute and regulation.
4. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
5. Entities receiving federal funds of \$500,000 or more must have an annual financial and compliance audit in accordance with OMB Circular A-133.
6. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of three years, or longer if required by federal regulation, after termination of the grant agreement. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
7. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded.
8. Grantee must receive prior written approval from the MSDE Program Monitor for any Budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, *whichever is greater*. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extensions, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall repay any funds that have been finally determined through the federal or State audit resolution process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government.
11. If the grantee fails to fulfill its obligations under the grant agreement properly and on time, or otherwise violates any provision of the grant, including failure to maintain proper documentation and records as required by pertinent federal and State statute and regulations, MSDE may suspend or terminate the grant by written notice to the grantee. The notice shall specify those acts or omissions relied upon as cause for suspension or termination. Grantee shall repay MSDE any funds that have been determined through audit to have been misspent, unspent, misapplied, or otherwise not properly accounted for. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

Signature of Head of Agency/Grantee	Date