MARYLAND STATE DEPARTMENT OF EDUCATION
EDUCATION
EQUITY AND EXCELLENCE

GRANT INFORMATION GUIDE

Early Head Start - Child Care Partnership Scholarship Grant Fiscal Year 2024

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201

Deadline
October 15, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

Mohammed Choudhury
State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

Deann Collins, Ed.D.
Deputy Superintendent of Teaching and Learning

Shayna Cook, Ed.D.
Assistant Superintendent, Division of Early Childhood

Wes Moore
Governor

MARYLAND STATE BOARD OF EDUCATION

Clarence C. Crawford
President, Maryland State Board of Education

Joshua L. Michael, Ph.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang

Susan J. Getty, Ed.D.

Monica Goldson, Ed.D.

Nick Greer

Irma E. Johnson, Ph.D.

Joan Mele-McCarthy, D.A.

Rachel L. McCusker

Samir Paul, Esq.

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

Program Description

The Early Head Start–Child Care Partnership Scholarship grant opportunity is designed to support Maryland's Early Head Start–Child Care Partnership grantees in providing access to high-quality learning environments for infants and toddlers in low-income families. The Early Head Start–Child Care Partnership (EHS-CCP) supports the growth, development and readiness of infants and toddlers by providing comprehensive services and key resources to promote early learning, improved progress in children's school readiness, and a smooth transition to Head Start or another preschool environment. EHS-CCP programs offer resources to parents and family members to foster a positive learning environment and enhance child and family well-being.

The Early Head Start-Child Care Partnership brings together the best of Early Head Start and child care by providing comprehensive and continuous services in addition to improving program quality for all children. The EHS-CCP Scholarship grant, administered by the Division of Early Childhood at the Maryland State Department of Education (MSDE), provides funding for existing Early Head Start-Child Care Partnership programs to serve children from low-income families who qualify for Maryland's Child Care Scholarship program.

The Blueprint for Maryland's Future (Blueprint) seeks to significantly increase investment in high-quality early childhood education so that all children can begin kindergarten ready to learn. The EHS-CCP Scholarship grant supports Blueprint's strategy toward expanding family support.

Authorization

Child Care and Development Block Grant

Public Law 110-134 "Improving Head Start for School Readiness Act of 2007, as enacted in 42 USC §9840a. Early Head Start Programs

GRANT OVERVIEW

Name of Grant

Early Head Start-Child Care Scholarship Grant

Purpose

To support the Maryland's Early Head Start-Child Care Partnership grantees in providing access to high-quality learning environments for infants and toddlers in low-income families.

Dissemination

This Grant Information Guide (GIG) was released on August 24, 2023.

Deadline

Proposals are due no later than 5:00 p.m. EST on October 13, 2023.

Grant Period

October 1, 2023 – September 30, 2024

Total Funding Amount

Up to $1,400,000.00

This award amount is determined by the [Child Care Scholarship Rates](#) and the number of children needing full-day care, and availability of funds. MSDE may consider prior applicant performance when making awards.

Estimated Number of Grants

Four (4)

Submission Instructions

The Early Head Start-Child Care Partnership Scholarship Grant application can be downloaded from the [MSDE grants page](#). A signed electronic copy in PDF format must be submitted by email to vanessa.jones1@maryland.gov no later than 5 p.m. EST on October 13, 2023.

Eligibility

This funding opportunity is open to current Early Head Start-Child Care Partnership programs. Applicants must demonstrate current federal Early Head Start-Child Care Partnership funding status as a grantee or delegate. This is not a competitive grant; however, all applicants must meet all program requirements to receive grant funds.

All Early Head Start-Child Care Partnership programs funded under this program must be participating in the [Maryland EXCELS](#) program.

State Responsibilities

MSDE is responsible for providing technical assistance to facilitate the grantee's performance, monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals.

Program Contact

Vanessa Jones
Early Childhood Program Specialist
Division of Early Childhood
vanessa.jones1@maryland.gov
410-767-0602

Use of Funds

Funds may be used for:

- The cost of child care services for eligible infants and toddlers.

Funds may not be used for:

- Supplanting existing services.
- Capital improvements.
- Cost(s) incurred before the approval of the grant.

Application Requirements

COVER PAGE

Applicants must complete the Cover Page provided in the application for participation. The cover page includes all contact information, the total amount of funding being requested and the organization's Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number. The cover page should not contain any graphics or additional information and must be signed by the Head of Agency.

PROJECT ABSTRACT

In the Project Abstract, the applicant will introduce the program and project to the reader. It should be factual, brief, and focused on the organization's efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the project, such as the population served, brief description of the goals, strategies to meet them, and how the program intends to verify and maintain family scholarship qualification documentation.

EXTENT OF NEED

Describe the needs this project is designed to address and how access to high-quality care and learning environments will enhance child-family well-being. Document current or past efforts to address the need and show how those efforts addressed the need. Include relevant baseline data that support the identified needs.

EVIDENCE OF IMPACT

Discuss the applicant's experience in implementing the proposed project including areas of strength and opportunities for improvement. Describe how the proposed project will lead to the desired outcomes.

PROGRAM INFORMATION AND ENROLLMENT

Applicants must provide site names, the Maryland EXCELS rating, and the projected number of children served and cost of child care.

EHS-CCP Name and Address	License #	County	Maryland EXCELS Quality Rating	# of Infants (birth to 24 months)	Monthly Child Care Cost	EXCELS Quality Differential	Total Monthly Cost
ABC Child Care 1300 Child First Parkway Toy Land, MD 21111	708673	Baltimore City	3	4	$964	$126	$4,360

GOALS, OUTCOMES, AND MILESTONES

Applicants are required to clearly state two to three program goals with measurable outcomes and defined milestones. Clear goals and outcomes communicate what your program hopes to achieve by the end of the grant period. Determining the program goals and outcomes is an important part of the next step of evaluating your program.

Goal 1: Program will assist 15 families with completing the Child Care Scholarship application and ensure all requirements are met.
Measurable Outcome: 100% of families will complete Child Care Scholarship application and meet all requirements.
Milestone: • July 1 – recruit and enroll infants and toddlers of low-income families. • August 30 – submit invoice and required documentation to MSDE for child care scholarship. • Monitor child attendance.

MANAGEMENT PLAN AND KEY PERSONNEL

Submit a detailed and time-specific management plan with pre-assigned responsibilities. In this section, present a clear discussion of partners, respective roles in the project, the benefits each expects to receive, and the specific contributions each will make to the project. It is essential that partner commitments are documented. A signed partnership agreement must be included that outlines the roles, responsibilities, and contributions of each partner.

Describe the process for ensuring families are eligible to receive Child Care Scholarship funding and how application documentation will be secured and retained for monitoring purposes.

Key Personnel

Applicants are required to include a list of the staff or personnel responsible for the successful implementation and monitoring of the grant requirements. The list should include an individual's name, title, organization if different than applicant, and the specific role(s) the individual has in the implementation of the grant. Include the name of each child care partner site's director.

Person Responsible	Title, Organization	Responsibilities	Time Devoted
Sara Smith	Director, ABC Child Care	Monitor child attendance. Ensure invoice documentation is completed and submitted within the identified timeline.	Monthly 7/1/2023 – 6/30/2024

Person Responsible	Title, Organization	Responsibilities	Time Devoted
Jesse Cook	Family Service Specialist	Conduct family enrollment and maintain Scholarship documentation	Quarterly 7/1/2023 – 6/30/2024

Project Timeline

The Project Timeline tells the reader when key activities will take place during the grant period. Applicants should consider all the key tasks or activities that need to be carried out to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete. It should contain three sections: management, implementation, and evaluation. See a sample timeline below:

Proposed Activities	Date of Implementation
Management Activity	
Management and oversee budget.	July 1, 2023 – May 31, 2024
Implementation Activity	
Review and approve Child Care Scholarship application	At enrollment
Monitor child attendance	July 1, 2023 – June 30, 2024
Evaluation Activity	
Collect child data and create final report	July 1, 2024 – August 30, 2024

EVALUATION AND DISSEMINATION PLAN

Describe the ways in which progress towards stated goals and outcomes will be measured over the course of the grant. It is important to note that grantees are required to submit interim progress reports, which should integrate any collected data that are consistent with the project's goals and objective(s). Keep in mind the final evaluation will consider the entire project, beginning to end. Reports are intended to be an integral element in the project's planning, design, and implementation and should be reflective in nature, discussing progress towards outcomes and what additional steps may be needed to achieve goals. Applicants must also discuss how data, findings, and reports will be made available to pertinent community stakeholders.

Evaluation Measure	Goal	Outcome
Expenditure data	Quarterly budget meetings	Accurate spending.
Number of families served	18	18
Breakdown of children served by age	Infants (birth up to 24 months)	MSDE Audit Report
Child attendance data; days present and days absent	Monthly	Children will on average maintain an attendance rate of 85%
Number of children moving/transitioning to preschool programming	15	Families will experience a smooth transition to preschool programming.

BUDGET AND BUDGET NARRATIVE

The project's budget should detail project expenses for child care services. It should reflect the Child Care Scholarship Rates as of 5/23/22.

Each line must be detailed and specific. General expenses should be broken down into specific line items. There is no page limit for the budget, so be as detailed as possible.

Contracted Services

Line item	Calculation	Requested	Total
ABC Child Care – Infant (birth to 24 months)	$961.00 per child x 10	$9,613.60	$9,613.60
ABC Child Care – 2 year old	$602.80 per child x 4	$2,411.20	$2,411.20
	Total for contracted services:	$12,024.80	$12,024.80

Appendices

The following appendices must be included in the application packet. Include other appendices as deemed necessary.

Appendix A: Evidence of participation in the Maryland EXCELS program.

Appendix B: Current federal Early Head Start-Child Care Partnership funding compliance status as a grantee or delegate.

Appendix C: Budget Narrative

Appendix D: Signed Partnership Agreement.

Appendix E: A signed C-1-25 MSDE budget form

Appendix F: A signed recipient assurances page

Appendix G: Letters of support from any partners (if applicable)

The Review Process

The review of proposals will be a three-part process:

1. Applications will be screened for submission requirements and inclusion of all required sections.

2. A review committee established by the MSDE will evaluate applications using the scoring rubric.

3. Final approval for awards will be determined by the review committee.

Award Notification

Notification of approval will be sent by email within 7 days of the deadline to submit proposals. Approved proposals may begin implementation as soon as the award notification letter is received. The Notice of Grant Award (NOGA), invoicing instructions, and invoice template will be forthcoming within 3 weeks of the approval letter.

Grant Awards

MSDE will use uniform standards to impose specific or "high-risk" conditions on applicants selected for funding and may impose additional award conditions, as needed. Grant amounts will be funded contingent on the availability of funding and satisfactory performance. Awards may be reduced based on the grantee's inability to meet the goals and performance measures set forth in this grant. Awards may also be reduced based on fiscal or programmatic concerns or findings during the grant period. Any award reductions will be discussed with the grantee in advance of the reduction. MSDE reserves the right to discontinue funding for non-compliance of grant requirements.

Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Extent of Need	The applicant has provided a comprehensive and well-supported description of how access to high-quality care and learning environments will enhance child-family well-being. The applicant has demonstrated robust evidence of current or past efforts to address the need and how the need was addressed. The applicant provided evidence from multiple data sources and relevant baseline data to support the need for EHS-CCP Scholarship grant program.	The applicant has provided an extent of need that clearly identifies the challenges to be addressed and how access to high-quality care and learning environments will enhance child-family well-being. The applicant has demonstrated some experience implementing proposed programming. The applicant discusses past and present efforts to address the need. The applicant has provided evidence from multiple data sources.	The applicant has not provided an extent of need that clearly identifies the challenges to be addressed or how access to high-quality care and learning environments will enhance child-family well-being. The Extent of Need does not discuss the program's demonstrated experience implementing the proposed programming. The applicant has not discussed past and present efforts to address the need.
Evidence of Impact	The applicant provided a clear description of past experience implementing the proposed project. The applicant discussed both areas of strength and opportunities for improvement in detail with actionable strategies. The applicant provided and discussed multiple measures of success for the proposed project that demonstrate significant	The applicant provided a description of past experience implementing the proposed project. The applicant has discussed areas of strength or opportunities for improvement. The applicant has provided measures of success for the proposed project.	The applicant has not provided a description of past experience implementing the proposed project. The applicant has not discussed areas of strength and opportunities for improvement. The applicant has not provided measures of

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	effort toward continuous improvement.		success for the proposed project.
Program Information and Enrollment	No criteria for exceeds.	Program Information and Enrollment is complete and accurate.	Program Information and Enrollment is missing, inaccurate or incomplete.
Goals, Outcomes, and Milestones	The applicant has provided three or more goals and outcomes that align evidence-based practices with the Extent of Need. Each goal has identified multiple measurable outcomes linked to relevant quantitative and qualitative data. Each goal and measurable outcome(s) include milestones to meaningfully assess progress during the grant period and allow for adjustment, as needed.	The applicant has provided at least two goals and outcomes that align with the Extent of Need. Each goal has identified at least one measurable outcome. Each goal and measurable outcome(s) include at least one milestone to assess progress during the grant period.	The applicant has not provided clear and measurable goals and outcomes that align with the Extent of Need.
Management Plan and Key Personnel	The applicant has provided a comprehensive, detailed and time-specific management plan that assigns responsibilities to appropriate individuals and accounts for adequate time for fulfillment. The applicant describes a clear and reasonable process for how families	The applicant has provided a management plan with pre-assigned responsibilities. The applicant has described how families will be determined eligible for Child Care Scholarship funding and how applications will be secured and retained for monitoring.	The applicant has not provided a clear or detailed management plan with pre-assigned responsibilities. The applicant has not described how families will be determined eligible for Child Care Scholarship funding and how applications will be

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	will be determined eligible for Child Care Scholarship funding. The applicant has a logical plan for securely retaining and monitoring application documentation. The applicant has identified a list of robust, qualified key partners/staff, organizations, responsibilities, and adequate time has been devoted to this project. Signed Partner Agreement(s) demonstrating a strong commitment from partners, and outlines all responsibilities and contributions are included. The project timeline clearly identifies all key activities and an appropriate timeframe for accomplishing each action.	The applicant has identified key partners/staff, organizations, responsibilities, and time devoted to this project. The applicant has provided partners' responsibilities and contributions are identified in a signed Partner Agreement. The applicant has provided the project timeline.	secured and retained for monitoring. The applicant has not identified all key partners/staff, organizations, responsibilities, and time devoted to this project. The applicant has not provided Partners' responsibilities and contributions are not identified in the signed Partner Agreement. The applicant has not provided the project timeline.
Evaluation and Dissemination	The applicant has provided a detailed evaluation plan that describes the process of identifying and measuring progress toward stated project goals and outcomes. The applicant has provided an evaluation	The applicant has provided an evaluation plan for the project's goals and outcomes. The applicant provided an evaluation plan designed to assess the project. The applicant has provided a dissemination	The applicant has not provided an evaluation plan for the project's goals and outcomes. The applicant has not provided an evaluation plan designed to assess the project.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	plan designed to assess the entire project, beginning to end, and is an integral element in the project's planning, design, and implementation. The applicant has provided a dissemination plan that is well-developed and includes strategies for sharing the program's successes, challenges, and lessons learned with stakeholders both within and outside the organization.	plan that includes some strategies for sharing the program's successes, challenges, and lessons learned with stakeholders both within and outside the organization.	The applicant has not provided a dissemination plan.
Budget and Budget Narrative	The applicant has provided a budget narrative and budget form that covers only expenses stated in the project proposal. The budget narrative demonstrates clearly how costs are determined to be reasonable and allowable. There are no mathematical errors.	The applicant has provided a budget narrative and budget form that covers only expenses stated in the project proposal. There are no mathematical errors.	Budget and Budget Narrative are missing, incomplete, or inaccurate. There may be missing calculations and/or mathematical errors.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting requirements
February 15, 2024	The period covering: October 1, 2023 – January 31, 2024 • 1st Interim Progress Report (MSDE C-1-25-C) • Invoice – supporting documentation must accompany invoice. • Child Care Partner Information Sheets • Monthly Sign-In Sheets
May 15, 2024	The period covering February 1, 2024 – April 20, 2024 • 2nd Interim Progress Report (MSDE C-1-25-C) • Invoice – supporting documentation must accompany invoice. • Child Care Partner Information Sheets • Monthly Sign-In Sheets
August 15, 2024	The period covering May 1, 2024 – July 31, 2024 • 3rd Interim Progress Report (MSDE C-1-25-C) • Invoice – supporting documentation must accompany invoice. • Child Care Partner Information Sheets • Monthly Sign-In Sheets
September 30, 2024	Grant Period Ends
November 30, 2024	The period covering: August 1, 2024 – September 30, 2024: • Final Invoice • Child Care Partner Information Sheets • Monthly Sign-In Sheets Final Progress Report (MSDE C-1-25-C). Final Evaluation Report (Narrative – Programmatic and Fiscal) covering the grant year.

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25-B form found in the Grant Budget Forms Workbook on the MSDE Grant Forms webpage.

Grant Application Timeline

This funding opportunity, including all attachments and updates, are found on the MSDE website.

Date	Program Milestone
August 24, 2023	The Grant Information Guide and the application are released
September 6, 2023 September 12, 2023 September 20, 2023	MSDE will hold virtual customer service session to answer questions and provide customer service and support
October 13, 2023	The grant application period closes – Application and all attachments are due to MSDE
October 16, 2023	The MSDE Review Committee will convene and evaluate completed applications
On or before November 15, 2023	MSDE will notify applicants of the award status
October 1, 2023 - September 30, 2024	The grant period

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor Baltimore,
Maryland 21201-2595

410-767-0123 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

Customer Service Support Sessions

The MSDE will hold three customer service support sessions. During these sessions, MSDE personnel will provide an overview of the grant requirements and answer questions about the grant. To attend a virtual session, please click on the hyperlink dates below:

Wednesday, September 6, 2023
10:00 a.m. – 11:00 a.m.
Click Here to Join Meeting

Tuesday, September 12, 2023
2:00 p.m. – 3:00 p.m.
Click Here to Join Meeting

Wednesday, September 20, 2023
10:00 a.m. – 11:00 a.m.
Click Here to Join Meeting

This funding opportunity, including all attachments and updates, can be downloaded from the MSDE Office of Grants Administration and Compliance website.

Questions

MSDE staff will also be available to provide technical assistance throughout the grant application process. If you have questions about the application or the process, please contact the Program Monitor:

Vanessa Jones
Early Childhood Program Specialist
Division of Early Childhood
vanessa.jones1@maryland.gov
410-767-0602

A list of frequently asked questions (FAQ) and answers will be posted to the Collaboration and Program Improvement page following customer service support sessions.

Attachments

Early Head Start – Child Care Partnership Scholarship Program Application