



GRANT INFORMATION GUIDE

Therapeutic Child Care Program

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

September 30, 2022
No later than 5:00 pm EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Therapeutic Child Care Program was developed in FY22 to comply with Maryland House Bill 725. This new grant program will incorporate the services originally provided under the Medically Fragile grant. This grant will provide funding for non-profit, health/medical-based, child care in coordination with early education services to children with medical/special needs requiring specialized care.

Medically-based care may include chronic medical conditions, developmental delays, physical disabilities, and behavioral issues. Children are also eligible for therapeutic child care services if they have, or are at risk for having, mental, emotional, or behavioral disorders. Programs must provide reports on the cost per child of providing services and the sources of funding. Additionally, proof of partnerships and collaborations from hospitals and medical facilities for medical care as well as school systems and local agencies for referral and consultation services must be provided. The scope of services shall be within the existing medically-based models of care aligned with the [National Standards for Systems of Care for Children and Youth with Special Health Care Needs](#).

NAME OF GRANT PROGRAM

Therapeutic Child Care Program

PURPOSE

Provide medical-based person-centered child care and early education services to children with a medical diagnosis or identified as having a disability including, but not limited to, chronic medical conditions, developmental delays, physical disabilities, and behavioral issues requiring specialized care at a facility.

AUTHORIZATION

Title 45 Public Welfare, Subtitle A, Subchapter A, Part 98, Subpart F Use of Child Care and Development Funds [Statute §98.53](#) and [Maryland House Bill 725](#).

DISSEMINATION

This Grant Information Guide (GIG) was released September 6, 2022.

DEADLINE

Proposals are due no later than 5 p.m. on September 30, 2022.

GRANT PERIOD

July 1, 2022 - June 30, 2023

FUNDING AMOUNT AVAILABLE

Total amount \$3,700,000

Part I - \$1,283,000 (Existing Providers)

Part II - \$1,917,000 (Existing Providers for Additional Services)

Part III - \$500,000 (New of Existing Providers to Enroll Additional Children)

Per House Bill 725, the following programs can apply up to the amount of funds below:

Program	Funding
The ARC of Montgomery County	\$316,000
Kennedy Krieger Center for Autism and Related Disorders	\$829,240
Lourie Center	\$1,500,990
PACT: Therapeutic Nursery & World of Care	\$545,850

Priority for Part III will be for programs who did not receive funding from Parts I and Parts II. Please note that all applicants must include a 25% match to grant funding.

ESTIMATED NUMBER OF GRANTS

6

GRANT AMOUNT

Total amount: \$3,700,000, with \$3,200,000 for existing providers and \$500,000 for new or existing providers.

SUBMISSION INSTRUCTIONS

Complete the Grant application form and save it as a pdf. The pdf, including all appendices, must be submitted by 5:00 p.m. September 30, 2022 via email to donald.corbin@maryland.gov.

Existing Providers	Existing & New Providers
Complete Application with Additional Services	Complete Application with Additional Children
Complete application with Additional Children (optional)	

STATE RESPONSIBILITIES

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide such additional assistance when requested, as well as through a Statewide Coordination Group. MSDE will conduct a site visit as part of ongoing monitoring for each grantee.

PROGRAM CONTACT

Don Corbin
 Education Program Specialist
 Division of Early Childhood
 Maryland State Department of Education
 200 West Baltimore Street
 Baltimore, MD 21201
 410-767-0240
donald.corbin@maryland.gov

Eligibility

This funding opportunity is designed for non-profit, medically based child care facilities with sufficiently qualified staff and equipment to meet the needs of children with serious medical and developmental challenges. Eligible programs must be licensed to provide child care in Maryland and show alignment with the [National Standards for Systems of Care for Children and Youth with Special Health Care Needs](#).

Priority will be given to programs that enroll children from low-income families receiving child care subsidies through the [MSDE Child Care Scholarship Program](#).

MSDE reserves the right to take into consideration geographic distribution when making awards.

Use of Funds

Funds may be used for costs, such as:

- Salaries, wages, and stipends;
- Services for enrolled children who have developmental delays, physical disabilities, or delays in social, emotional, or behavioral functioning;
- Cost of materials and supplies;
- Contract services;
- Evaluation services at no more than 5% of the fund request;
- Additional services for enrolled children with special needs, including evaluations, and therapeutic assessments and services; as well as the staff needed to deliver these services;
- Equipment and other approved capital expenditures; and
- Travel expenses.

Funds may not be used for:

- Supplanting existing services;
- Capital Improvement; or
- Cost(s) incurred prior to the approval of the grant.

Program Requirements

Existing Providers

Proposals for funding must describe how the following will be maintained:

- Required qualified staff and equipment to meet the needs of children with serious medical and developmental challenges;
- Assessment and intervention by registered nurses/mental health/developmental disability/ direct health service providers as per the child's individualized/group intervention/ therapy plans;
- Administration and monitoring of medications prescribed by licensed health care providers;

- Collaboration with a hospital or other medical facility to meet emergency needs of children;
- Communication on a continuous basis with families and medical /mental health/developmental disability professionals concerning the progress of children;
- Consultations, trainings, and professional development for caregivers, providers, and directors, including coaching and technical assistance on this age group's unique needs from statewide networks of qualified infant-toddler specialists;
- Reporting of the cost of providing services to a child with developmental delays, physical disabilities, or delays in social, emotional, or behavioral functioning behavior and the sources of funding received by the provider;
- Implementation of individualized goals and plans to enable children to enter school ready to learn and function at their highest potential; and
- Secure a minimum of 25% in matching funds.

Requirements for Additional Services

Proposals for funding of additional services must describe how the following requirements are met:

- Assessment to determine need for additional services for enrolled children with special needs;
- Required qualified staff to provide additional services for enrolled children;
- Documentation of progress while participating in additional services; and
- Providing a detailed budget for additional services.

Requirements for Additional Children

Proposals for funding additional child care slots must provide the following information:

- Document needs of additional children with special needs;
- Detailed recruitment and retention plan for additional children;
- Documentation of progress in reaching developmental milestones while enrolled in your facility; and
- Provide a detailed budget for additional children.

New Providers

Proposals for funding must describe how the following will be maintained:

- Required qualified staff and equipment to meet the needs of children with serious medical and developmental challenges;
- Assessment and intervention by registered nurses/mental health/developmental disability/ direct health service providers as per the child's individualized/group intervention/ therapy plans;
- Administration and monitoring of medications prescribed by licensed health care providers;
- Collaboration with a hospital or other medical facility to meet emergency needs of children;
- Communication on a continuous basis with families and medical /mental health/developmental disability professionals concerning the progress of children;

- Consultations, trainings and professional development for caregivers, providers, and directors, including coaching and technical assistance on this age group's unique needs from statewide networks of qualified infant-toddler specialists;
- Reporting of the cost of providing services to a child with developmental delays, physical disabilities, or delays in social, emotional, or behavioral functioning behavior and the sources of funding received by the provider;
- Implementation of individualized goals and plans to enable children to enter school ready to learn and function at their highest potential; and
- Secure a minimum of 25% in matching funds.

Requirements for Additional Children

Proposals for funding additional child care slots must provide the following information:

- Document needs of additional children with special needs;
- Detailed recruitment and retention plan for additional children;
- Documentation of progress in reaching developmental milestones while enrolled in your facility; and
- Provide a detailed budget for additional children.

Application for Funding

PROPOSAL COVER PAGE

Proposals must have the Proposal Cover Sheet provided in the application for participation. The cover page should not contain any graphics nor additional information and must be signed by the Head of Agency.

PROGRAM SUMMARY

Provide a summary of the child care for medically fragile children program, including a description of how services align with the [National Standards for Systems of Care for Children and Youth with Special Health Care Needs](#). Applicants are required to report the percentage of enrollment of medically fragile children from low-income families. Low-income can be defined as families receiving child care subsidies through the [MSDE Child Care Scholarship Program](#).

STATEMENT OF NEED

Clearly state your understanding of the population to be served and the economic and environmental stresses that will impact recruitment and retention of children in the program. Include supporting statistical and demographic data for your area. Keep in mind any historical data and past effective means of determining need; as well as if any needs have changed and how your services can be adapted to meet needs.

EVIDENCE OF IMPACT

Describe how the proposed plan and strategies are evidence-based and will lead to the desired impact. Please include a description of the organization's experience in terms of effective practices (research-based strategies) leading to desired outcomes. If expanding services, include evidence of prior success in delivery of these services.

GOALS, OUTCOMES AND MILESTONES

Applicants are required to clearly state two to three goals for the program, as well as measurable outcomes. 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.

Goals

State the two to three goals of the project. The goal should address the main problem identified through the needs assessment. Goals should be aligned to the [National Standards of Systems of Care](#). Include all relevant groups and individuals in your target population, and how the outcome will be measured.

Measurable Outcomes

Measurable Outcomes are the anticipated outcomes to be accomplished for each year of the project and must be directly related to a goal. It is imperative that outcomes be established for every target population the project is designed to serve, including specific outcomes for students with a disability (based on the services delivered).

Milestones

Ongoing evaluation is essential to the management of a project. Since goals and outcomes are not evaluated until the end of the year, milestones must be established to measure progress during the year. Milestones should be evaluated during the year, either quarterly or semiannually.

PROGRAM QUALITY AND SERVICE DELIVERY PLAN

The Program Quality and Service Delivery Plan must include descriptions of the following requirements:

- Child care and education services for families and children with disabilities and special health care needs that may include medical interventions within inclusive settings;
- Education and child development services for the children in care in accordance with the [Kindergarten Readiness Assessment](#);
- Provide a detailed recruitment and retention plan for enrolled children, include partnerships with programs and referral agencies that your facility has developed, include a section for additional children if applicable;
- Transition planning for children to other early childhood programs;
- Referral and intervention services available through community resources for medically fragile children and their families;
- Liaison with school systems, Infants and Toddlers Programs, and other local agencies for referral and consultation regarding children with Individualized Family Service Plans (IFSPs) or Individualized Education Programs (IEPs);
- Family support and service coordination for children with IFSPs or IEPs;
- Provision of services other than child care (e.g., nursing, speech therapy, physical therapy), in collaboration with school systems, Infants and Toddlers Programs, and other local agencies for children with IFSPs and IEPs;
- Provision of additional services, other than childcare, which may be provided in or out of house (e.g., therapeutic services, assessments, evaluations), and the staff necessary to provide these services;

- Consultation, training and professional development for caregivers, providers, and directors, including coaching and technical assistance on this age group's unique needs from statewide networks of qualified infant-toddler specialists;
- Has the required qualified staff and equipment to meet the needs of children with serious medical and developmental challenges, including the administration and monitoring of medications prescribed by licensed health care providers;
- Collaborates with a hospital or other medical facility to meet emergency needs of children. Include the name of the hospital or medical facility; and
- Communicates on a regular basis with and disseminates information to families, as well as mental health and medical professionals concerning the progress of children.

EVALUATION

Providers are required to submit monthly progress and annual evaluation reports that are consistent with the project’s goal(s) and outcome(s). All applicants must evaluate the following required measures:

Evaluation Measure	Goal	Outcome
Expenditure data		
Number of families served		
Breakdown of children served by age		
Number of children served having developmental, physical, and emotional delays with breakdown for each condition		
Number of families receiving a child care subsidy		
Document assessment, recommendation and progress of children referred for additional services.		
Number of children able to “step-down” to a less intensive care setting		
Increased outreach and consultations and training with parents		
Child attendance data: days present and days absent		
Number of children moving/transitioning to elementary school		
Staff turnover		

For existing providers who receive funding for “Additional Children,” provide a separate chart to document the evaluation measures for the additional children served.

Evaluation Measure - Additional Children	Goal	Outcome
Expenditure data		
Number of families served		
Breakdown of children served by age		
Number of children served having developmental, physical, and emotional delays with breakdown for each condition		
Number of families receiving a child care subsidy		

Number of children able to “step-down” to a less intensive care setting		
Increased outreach and consultations and training with parents		
Child attendance data: days present and days absent		
Number of children moving/transitioning to elementary school		
Staff turnover		

Providers are required to submit quarterly progress reports on learning and special needs that show how your facility helps children to progress towards entering school ready to succeed. These measures should be consistent with the project’s goal and outcome(s). All applicants must evaluate the following required measures:

Quarterly Report - Evaluation Measure	Goal	Outcome
Baseline assessment of children		
Percentage of children who have met developmental outcomes		
Percentage of children who have not met developmental outcomes		
Description of how children have met developmental outcomes		
Strategies on supporting children who have not met outcomes		
Additional facility activities that promote child progress and family support: staff & quality assurance, family & community engagement.		

For existing providers who receive funding for “Additional Children,” provide a separate chart to document the Quarterly Report evaluation measures for the additional children served.

Quarterly Report - Evaluation Measure - Additional Children	Goal	Outcome
Baseline assessment of children		
Percentage of children who have met developmental outcomes		
Percentage of children who have not met developmental outcomes		
Description of how children have met developmental outcomes		
Strategies on supporting children who have not met outcomes		
Additional facility activities that promote child progress and family support: staff & quality assurance, family & community engagement.		

Both new and existing providers are required to submit a financial report on or before December 1, 2022. This report will include information on costs of providing services to children with special needs and on funding sources. Special needs include: developmental delays, physical disabilities, or delays on social, emotional, or behavioral functioning. This information will be forwarded to the Senate Budget and Taxation Committee and the House Ways and Means Committee. All applicants must evaluate the following:

Evaluation Measure	Goal	Outcome
Data documenting child's special needs		
Cost of providing services to a child		
Sources of funding received by the facility		

Dissemination: Provide details on how the evaluation results will be disseminated to major stakeholders and individuals interested in the project. Information, requirements, and dissemination methods differ from stakeholder to stakeholder. Will information be posted on the Internet? How and when will demonstrations of the project be provided? Descriptions of the types of reports and other by-products developed during the course of the project can also be made available.

Marketing and Dissemination Activities	Goal
Partnership established for recruitment of eligible children	
Social Media platforms use to advertise facilities and services.	
Communication with state networks, agencies, and programs (specify agency)	
Attendance at resource fairs and conferences (specify event)	
Information distributed (specify event/location, platform/agency, and delivery system)	

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 (financial, equipment, personnel, or other resources). It is essential that partner commitments be documented. A signed partnership agreement must be included that outlines the roles, responsibilities, and contributions of each partner.

The project should have a steering committee to govern the project. Duties of the steering committee include establishing major program policies, reviewing quarterly evaluation reports, and making recommendations for programmatic change. Steering committee members should represent the major stakeholders in the project. (e.g., representatives from project partners, parents, principals, Board of Education). Steering committees that are too large are often non-productive. Project directors act as advisors to the committee. The duties, members and meeting dates of the committee should be identified in this section of the project proposal.

List on the Key Personnel Worksheet, in chronological order, all major management actions necessary to implement the project during the first year of funding. Assign an approximate date for each action. If the action is ongoing, indicate the range of dates over which it will be implemented. A well-considered management plan assigns responsibility for action to a management team member. Indicate on the worksheet the individual(s) responsible for accomplishing each action. Include details on collaboration with a hospital or other medical facility to meet emergency needs of children and acquisition of required equipment, supplies, and materials.

Existing and New Providers will complete the Key Personnel, Steering Committee Members and Funder's Requirement worksheets as part of the proposal.

Key Personnel Worksheet

Person Responsible	Title, Organization	Responsibilities	Time devoted
Dr. XXX	Director, Child care Center X	Monitor and ensure compliance with Maryland Model for School Readiness	Monthly 7/1/22-6/30/23
Ms. XXX	Executive assistant, Child care Center X	Conduct review and prepare report of compliance with Maryland Model for School Readiness	Quarterly 7/1/22-6/30/22

Steering Committee Members

Name	Title, Partner Organization

Funder’s Evaluation Schedule

Person Responsible	Title, Organization	Report	Due date
		Quarterly Report #1 due	10/31/22
		Financial Report-Cost per Child & Funding Sources	12/1/22
		Quarterly Report #2 due	1/31/23
		Quarterly Report #3 due	4/30/23
		Quarterly Report #4 due	7/31/23
		Final Progress Report	6/10/23
		Final Financial Report	6/10/23
		Annual Evaluation Due	6/10/23

Existing Providers will complete an additional Key Personnel worksheet to document staffing and responsibilities for Additional Services provided.

Additional Services - Key Personnel Worksheet

Person Responsible	Title, Organization	Responsibilities	Time devoted
Dr. XXX	Pediatric Neuropsychologist Child care Center X	Neuropsychological evaluations	Monthly 7/1/22-6/30/23
Ms. XXX	SLP, Child care Center X	Speech assessments and treatment	Weekly 7/1/22-6/30/22

Existing and New Providers will complete an additional Key Personnel worksheet to document staffing and responsibilities provided for Additional Children. if applicable.

Additional Children - Key Personnel Worksheet

Person Responsible	Title, Organization	Responsibilities	Time devoted
Mr. XXX	Teacher, Child care Center X	Plan and facilitate learning experiences for children	Daily 7/1/22-6/30/23
Ms. XXX	Recruiter, Child care Center X	Create partnerships and referral processes in catchment area,	Weekly 7/1/22-6/30/23

PROJECT TIMELINE

Applicants must submit a project timeline using the table below. The timeline should contain three sections: management, implementation, and evaluation for key activities:

Management Activities	Timeline
Implementation Activities	Timeline
Evaluation Activities	Timeline

**Add more rows if necessary*

BUDGET AND BUDGET NARRATIVE

Providers must complete a budget detail and narrative for all expenses for the project, including requested funds and matching funds. Existing providers must also complete an additional budget detail and budget narrative for all expenses for Additional Services. Providers must also complete an additional budget detail and budget narrative for all expenses for the project for Additional Children. The project’s budget should

detail every year of the project as a separate itemized budget. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Explain how line-item costs were estimated and show how the budget is cost effective.

Following the justification, include a line-item description using the format in the example below. Group line items according to the following categories: *Salaries & Wages, Contracted Services, Supplies and Materials, Fringe Benefits, Other Charges, Equipment, and Transfers (Indirect Costs)*. Total each category.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, “meeting expenses” can be broken down into room rental, photocopying and refreshments. There is no page limit for the budget, so be as detailed as possible. Leave a section blank if it does not apply to your program or to the funding.

All applicants must secure at least 25% in matching funding.

1. Salaries & wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
Teacher	\$50/hr x 40 hrs per week x 52 weeks	\$60,000	\$2,000	\$62,000
Total for salaries & wages:		\$60,000	\$2,000	\$62,000

2. Contracted Services

Line item	Calculation	Requested	In-Kind	Total
Child Psychiatrist	\$150/hr4 hrs per week x 52	\$22,000	0	\$22,000
Imagination Storytelling	\$10 x 50 books	0	\$500	\$500
Total for contracted services:		\$22,000	\$500	\$22,500

3. Supplies and Materials

Line item	Calculation	Requested	In-Kind	Total
Food for classroom and field trips	\$15 x30 Participants	\$500	0	\$500
Special Needs Training Modules	\$5 x 400 Participants	0	\$20,000	\$20,000
Total for supplies and materials:		\$500	\$20,000	\$25,000

4. Fringe Benefits

Line item	Calculation	Requested	In-Kind	Total
FICA	\$700 x 5 Employees	\$3,500	\$500	\$4,000
Health Insurance	\$1,300 x 5 employees	\$6,500	\$1,500	\$8,000
Total for fringe benefits:		\$10,000	\$2,000	\$12,000

5. Other Charges

Line item	Calculation	Requested	In-Kind	Total
Communication and IT	\$11,000 for phone, internet, and virtual training platforms	\$5,000	\$6,000	\$11,000
Occupancy	\$13,000 for utilities and insurance	\$6,000	\$7,000	\$13,000
Total for other charges:		\$11,000	\$13,000	\$24,000

6. Equipment

Line item	Calculation	Requested	In-Kind	Total
Laptops, cameras, microphones	\$1,000 x 5 laptops	0	\$5,000	\$5,000
Copier and Scanner	\$1,250 x 2 copiers \$500 x 1 scanner	0	\$3,000	\$3,000
Total for equipment:		0	\$8,000	\$8,000

7. Transfers (Indirect Costs)

Line item	Calculation	Requested	In-Kind	Total
Indirect Costs	\$16,000	\$6,000	\$10,000	\$16,000
Total for contracted transfers (indirect costs):		\$6,000	\$10,000	\$16,000

Existing providers will provide a separate budget, using this same template and categories, for additional services. All providers will provide a separate budget, using this same template and categories, for Additional Children.

APPENDIX

The following appendices must be included. Include other appendices as deemed necessary.

- Resumes and Job Descriptions of all Key Personnel
- Letters of commitment or MOU (if applicable) from community partnerships (i.e., hospitals, Infant and Toddler programs, etc.)
- Any appropriate documentation demonstrating how budget item costs were determined.
- Evidence of status of a [non-profit 501\(c\)\(3\) organization](#)
- Evidence that the facility is licensed to provide care for children in Maryland
- A [signed C-1-25 MSDE budget form](#)
- A [signed recipient assurances page](#)

The Review Process

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

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all pre-screen requirements of non-profit status, child care licensure and staff and equipment qualification will not be reviewed.
2. A review committee established by MSDE, will evaluate applications using the scoring rubric. The committee will include two representatives from the MSDE Division of Early Childhood, one representative from Special Education and one representative from the MSDE Fiscal Team. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.
3. Final approval for awards will be determined by the Review Committee.

MSDE reserves the right to take into consideration geographic distribution when making awards.

REVIEW COMMITTEE

The committee will include two representatives from the MSDE Division of Early Childhood and one representative from Special Education. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric.

AWARD NOTIFICATION

Notification of approval will be sent by email within 30 days of the deadline to submit proposals. Approved proposals may begin implementing the program as soon as the award notification letter is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

Reporting Requirements

Each grantee shall maintain a Google Cloud Platform account and utilize Google Cloud Platform Services as a shared drive to submit reports to MSDE. Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Last day of each month	Monthly Interim reports and an annual Final report. The reports shall include: <ul style="list-style-type: none"> ● Expenditure data ● Number of children and families served ● Number of families receiving a child care subsidy ● Number of children served having developmental, physical, and emotional delays with breakdown for each conditions; ● Number of children enrolled and continuing services with diagnosis; ● Number of children with condition denied admissions and the reasons; ● Number of children dis-enrolled with diagnosis and reason for dis-enrollment and their diagnosis and reason for disenrollment. ● Number of days each child was present, with explanation of absences and plans for in-home care during absences; ● Number of children able to “step-down” to a less intensive care setting; ● Class /grade level completion and graduation to upper levels/transition to higher level classes; ● Staff turnover; and ● Consultations and training with parents.
Last day of each month	Monthly invoices with program reports, to include consultant timesheets. No invoice will be paid without an accompanying program report.
Dec 1, 2022	Report on the cost of providing services to a child with developmental delays, physical disabilities, or delays in social, emotional, or behavioral functioning behavior and the sources of funding received by the provider.
Oct 31, 2022 Jan 31, 2023 Apr 30, 2023 Jul 31, 2023	Child progress reports on learning and special needs. Child progress reports should show how care in your facility helps children to progress toward entering school ready to succeed.
Aug 14, 2023	<ul style="list-style-type: none"> ● Final invoice ● Annual cumulative program/financial report within 45 days after the end of the 12-month grant period; and ● Monthly consultant timesheets with invoices
As scheduled	In addition, each grantee must participate in: <ul style="list-style-type: none"> ● At least one monitoring visit per year, either virtual or in person; and; ● A statewide program coordination group, established by MSDE.

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

Final invoices must be submitted no later than 60 days after the grant period ends.

Statewide program coordination groups are specialized committees that are developed to coordinate efforts, conduct needs assessment, and develop programming and reporting among early care and education programs. Examples of these groups include the [State Early Childhood Advisory Councils](#) and the [Office of Child Care Advisory Group](#).

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 in order to overcome barriers to equitable participation.

Customer Service Support Sessions

MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide technical assistance, review of fiscal processes, forms, and timelines. To register for a session, send an email to Don Corbin at donald.corbin@maryland.gov. You will receive an email invitation with a link to join a virtual Google Meets session. See the dates and times below:

- Customer Service Support Session
Monday, September 12 · 10:00 – 11:00am
Google Meet joining info video call link:
<https://meet.google.com/cvs-gagc-yfv>
Or dial: (US) +1 301-857-2425 PIN: 740 729 799#
- Customer Service Support Session
Tuesday, September 13 · 2:00 – 3:00pm
Google Meet joining info video call link:
<https://meet.google.com/xtt-wxef-dvq>
Or dial: (US) +1 470-223-0622 PIN: 206 439 162#

Questions

If you have questions about the application or the process, please contact the Program Monitor:

Don Corbin
Education Program Specialist
Division of Early Childhood
Maryland State Department of Education
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Grant Application Timeline

This funding opportunity, including all attachments and updates, are found on the [MSDE Division of Early Childhood website](#).

Date	Program Milestone
September 6, 2022	The Grant Information Guide and the application for participating are released
September 12, 2022 10:00 a.m. – 11:00 a.m. September 13, 2022 2:00 p.m. - 3:00 p.m.	MSDE will hold a virtual customer service support session for interested applicants
September 30, 2022	The grant application period closes and MSDE begins reviewing applications
October 10 2022	MSDE will notify applicants of the award status
July 1, 2022	The grant period begins
June 30, 2023	The grant period ends