



**Division of  
Early  
Childhood  
Development**

**Special Needs  
Technical  
Assistance  
and Training  
for  
Caregivers of  
Infants and  
Toddlers**

**Continuation  
GRANT  
APPLICATION**

**Maryland State Department of  
Education  
Division of Early Childhood  
Development-Office of Child Care**

**200 West Baltimore Street  
Baltimore, MD 21201**

**Deadline:  
December 14, 2017  
12:00 p.m., EST**

**This document is available  
In alternate formats.**

# Application Guide

<b>Name of Grant Program:</b>	The Maryland State Department of Education (MSDE) -Division of Early Childhood Development Continuation Grant for providing Special Needs Technical Assistance and Training for Caregivers of Infants and Toddlers
<b>Authorization:</b>	Annotated Code of Maryland, Education Article, Section 13A-14.08.07 through 13A-14.08.09
<b>Dissemination:</b>	October 30, 2017
<b>Deadline:</b>	December 14, 2017 12:00 p.m. EST <b><u>No fax or e-mail transmittals will be accepted. No extensions.</u></b> <b><u>Any application received after the deadline will not be considered for funding</u></b>
<b>Purpose:</b>	The purpose of this grant is to continue funding a non-profit agency licensed to do business in the State of Maryland to provide comprehensive statewide technical assistance and training for caregivers who are providing care services to special needs children, birth through 3 years of age. These children must be enrolled in regulated family child care homes; licensed child care centers; and facilities operating under the Arc of Maryland Programs and children in Foster Care are also included.
<b>Required Components:</b>	<p>To be considered for funding, the incumbent <u>must</u> submit completed forms as provided in Appendix A, pages 1 through 9. In addition, the applicant must provide a completed Implementation Plan for the period <b>January 1, 2018 through December 31, 2018</b>. The Plan shall describe in detail:</p> <ol style="list-style-type: none"><li>1. Applicant's understanding of the current and any changing need for Special Needs Training and Technical Assistance in the immediate region or community, including supporting statistical and demographic data.</li><li>2. Describe the strategies and activities to be used (including a timeline) to train and provide technical assistance to infant/toddler caregivers who provide services for infants/toddlers with special needs in inclusive child care settings. Strategies and activities must also address technical assistance regarding referral and support to programs conducting Developmental Screening. Types of special needs to be included in training and technical assistance are as follows: Special health care needs including medical interventions; must address the Americans with Disabilities Act and community resources; adaptive technology; accommodations and modifications for infant/toddler behavioral areas of focus for ADHD, autism disabilities (including training for the Medicaid Home and Community Based Services Waiver for children with Autism Spectrum Disorder); and special health care</li></ol>

needs relating to child development in alignment with the MSDE Healthy Beginnings guidelines. The developmental domains include: Personal/Social/Emotional; Communication/Language; Cognitive; and Physical.

Strategies and activities shall also be described for training to provide medical interventions; implanting special needs assistance activities resulting from the training provided.

3. Describe how approved training and technical assistance activities will be provided and documented to infant/toddler caregivers throughout the state. Work plan and timeline that indicates the activities to be performed, by whom and when goals and the objectives that are outlined in the proposal will be met.
4. Describe public awareness activities to engage providers and the community in promoting the availability, importance, and effectiveness of high quality, accessible, and culturally sensitive special needs services. Include marketing and outreach activities which will promote community resources in high needs areas.
5. Submit a dissemination plan to inform the child care community about the approved training activities and enrollment of participants in the approved training activities and technical assistance program.
6. Provide a detailed course outline, including outcomes and training methods for all approved training sessions to be offered. Include copies of the MSDE/OCC approval letters for any training sessions.
7. Describe how medical consultation and technical assistance shall be offered to infant/toddler caregivers regarding specific issues.
8. Provide details as to how the training participants' comprehension of the training material will be assessed and documented as a result of giving technical assistance.
9. Describe how the participating infant/toddler caregivers shall be made aware of community resources regarding services for infants and toddlers with special needs.
10. Describe how technical assistance activities will be provided and documented for referral support and assistance in conjunction with Developmental Screening of infants and toddlers.
11. Describe the management plan and supervision of key personnel charged with this project.
12. Assure the training cost per class aligns with the "traditional" costs per clock hour of child care training.

<b>Eligible Applicants:</b>	Previous grant recipients of the Division of Early Childhood Development Special Needs Technical Assistance and Training for Caregivers of Infants and Toddlers Continuation Grant for SFY15 and SFY16. The grant recipient <u>must</u> continue as a non-profit agency licensed to do business within the State of Maryland. The program also must operate 12 months per year except Federal holidays.
<b>Application Review:</b>	The review of applications will be as follows: 1) A review committee established by the Maryland State Department of Education (MSDE) will evaluate written applications. 2) Applicants may be scheduled for an oral program presentation as determined by the review committee. 3) Final approval for awards will be determined by the State Superintendent of Schools.
<b>Award Notification:</b>	Tentative notification of awards will be sent by mail on or before December 15, 2017.
<b>Total Funds Available:</b>	Not to Exceed \$75,000
<b>Length of Grant Period:</b>	January 1, 2018 through December 31, 2018 (1 year).
<b>Estimated Number of Grants:</b>	1
<b>Fund Use:</b>	Only the costs incurred during the grant period may be claimed for any of the following: <ul style="list-style-type: none"> <li>• One-on-one or group mentoring;</li> <li>• Consultation with a trainer or medical professional;</li> <li>• Administrative and indirect costs not to exceed 10.9% of the total grant request, MSDE’s current Federally approved indirect cost rate;</li> <li>• Purchase of Equipment;</li> <li>• Coordination and Delivery of Training and Technical Assistance; and</li> <li>• Purchase of Supplies and Equipment (refer to Item 10 below)</li> </ul>
<b>Estimated Average Grant Amount: 75,000</b>	
<b>Limited Fund Use:</b>	Funds may not be used for: <ul style="list-style-type: none"> <li>• Supplanting existing funds;</li> <li>• Capital improvements; or</li> <li>• Costs incurred prior to grant approval.</li> </ul>
<b>Reporting Requirements:</b>	The grantees must at a minimum: <ul style="list-style-type: none"> <li>• Submit quarterly programmatic updates (<b>Appendix D</b>) <u>including fiscal report (Appendix E)</u>; and, an end of Grant Summary (<b>Appendix F</b>). No invoice will be paid without accompanying programmatic report. Invoices are fiscal reports and must be prepared and submitted according to MSDE instructions</li> </ul>

- Submit quarterly **MSDE *Interim Report*** and at the grant end a **MSDE *Final Report*** from (included in MSDE grant workbook as C-1-25C & C-1-25D as **Attachment 1** to the Application);
- Assure the programmatic and fiscal updates include documentation and verification of:
  1. Training provided (by type of class)
  2. Number of participants registered for trainings;
  3. Participant(s) must identify their Child Care Facility (include name, address, zip code and contact number);
  4. Assessment results for delivery of approved training;
  5. Number of individual and/or group Technical Assistance sessions provided, subjects and relationship to training;
  6. Number and type of consultations held and subject matter;
  7. Follow-up and evaluation of effects of technical assistance both following training and in conjunction with Developmental Screening support;
  8. Number and type of technical assistance provided for referral support and assistance for providers conducting Developmental Screening;
  9. Fees collected;
  10. Type/Brand and cost of supplies (consumables) and Equipment (non-consumables); Non-consumables valued above \$500.00 and purchased with the grant funds shall become inventory/property of the Grantor (MSDE/DECD).
- Host at least 2 on-site program reviews and monitors per fiscal year;
- Agree to participate in a technical support program, coordinated by MSDE, if needed.
- Submit change requests during the grant period, but **no less than 45 days** before the period ends, on forms provided by MSDE.

**Proposals must contain** the Following information, assembles in the order indicated (Included as **Appendix A**):

**Submission Requirements:**

1. Signed (**Blue Ink Only**) Proposal Cover Sheet
2. Information about Program
3. Needs Assessment.
4. Implementation Plan for period 01/01/2018-12/31/2018
5. Objectives, Strategies, and Activities
6. Evaluation Plan
7. Management Plan
8. Agency Budget Narrative and MSDE C-1-25 for Fiscal Year 2018
9. Signed, dated and itemized Budget Forms (**blue ink**)
  - 9.2 Resumes of Key Personnel
  - 9.3 Signed assurances
  - 9.4 Letters of commitment of MOU (if applicable) from any current/new collaborative partnerships with An Institution focused on providing services for children with disabilities.

9.5 Letters of Support from community agencies/partnerships providing assistance and services.

10. Provide a CURRENT copy of the proposed Grantee's Certification of Approval with Cover Letter verifying approved training courses/curriculum, etc. issued by MSDE – Office of Child Care – Credentialing Branch.

**Submission Requirements:**

All project application data **must** be documented on the pages 1-9 as provided as **Appendix A**. Additional narrative must be submitted on plain white paper size 8.5” X 11” with 1.5 line spacing and 12 pitch font size.

The prescribed cover sheet **must** be the first page of the application and (it must be the Cover sheet provided in **Appendix A**.) The original cover sheet **must** also be signed in **blue ink**.

An unbound original application, together with three (3) bound copies, and an electronic copy, in **Microsoft Word format**, **MUST** be mailed to:

Maryland State Department of Education  
Division of Early Childhood Education, 10<sup>h</sup> Floor  
Office of Child Care, Room 10-  
200 West Baltimore Street  
Baltimore, MD 21201-2595  
Attention: Ms. Traci Verzi

**Program Contact:**

Traci Verzi, Office of Child Care  
Division of Early Childhood Development  
(410) 767-7813 (voice) (410) 333-6226 (fax)  
traci.verzi@maryland.gov

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Equity Assurance and Compliance Office  
Office of the Deputy State Superintendent for Finance and Administration  
Maryland State Department of Education  
200 W. Baltimore Street - 6th Floor  
Baltimore, Maryland 21201-2595  
410-767-0426 - voice  
410-767-0431 - fax  
410-333-6442 - TTY/TDD

## APPENDIX A

<b>Division of Early Childhood Education</b> <b>Continuation Grant Application for Special Needs Technical Assistance and Training for Caregivers of Infants and Toddlers</b> <b>FY 2018</b> <b>(January 1, 2018 – December 31, 2018)</b>
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### COVER SHEET

Name of Grantee:		Fed ID No.:		
Name and Location of Program (list all centers or programs, if applicable):				
City (list all locations, if applicable):			ZIP:	
Telephone:	FAX:		e-mail:	
Contact Person/s:				
Address of contact person (if it is different from the address above):				
City:			ZIP:	
Telephone:	FAX:		e-mail:	
Funds requested (FY2018):	\$			
Project Summary for FY'18				

Signature of Head of Agency/Grantee

Date



**Statement of Need**

Please describe the current needs that are being addressed.

Describe what your program views as future needs in early childhood mental health consultation and how you plan to address them.

**Implementation plan for the period January 1, 2018 – December 31, 2018 (please copy this page for additional information)**

**OBJECTIVE<sup>1</sup>**

**STRATEGY**

Activities	Date		Partner/ Program Responsible (if applicable)		Funding	
	To be initiated	To be completed	Partner/ Program	Person	Requested	In-kind <sup>2</sup>

<sup>1</sup> See *How to Write Objectives and Strategies* included in this appendix

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



**Budget – FY 2018 (Budget Narrative)**

Item	Requested	In-Kind	Total
<b>1. Personnel</b>			
<b>Total Personnel</b>			
<b>2. Fringe Benefits</b>			
<b>Total Fringe Benefits</b>			
<b>3. Travel</b>			
<b>Total Travel</b>			
<b>4. Equipment</b>			
<b>Total Equipment</b>			
<b>5. Supplies</b>			
<b>Total Supplies</b>			
<b>6. Contractual</b>			
<b>Total Contractual</b>			
<b>7. Other</b>			
<b>Total Other</b>			
<b>9. Total Direct Costs</b>			
10. Indirect Costs			
<b>11. Total Costs</b>			

C-1-25 – FY 2018

ORIGINAL GRANT BUDGET		AMENDMENTED BUDGET #		REQUEST DATE	
GRANT NAME		GRANT RECIPIENT NAME			
MSDE GRANT #		RECIPIENT GRANT #			
REVENUE SOURCE		SCHOOL NAME			
FUND SOURCE CODE		GRANT PERIOD			

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

Finance Official Approval				
	Name	Signature	Date	Telephone #
Supt./Agency Head Approval				
	Name	Signature	Date	Telephone #
MSDE Grant Manager Approval				
	Name	Signature	Date	Telephone #

## **How to Write Objectives and Strategies for the Implementation Plan**

For a competitive grant application to be successful, objectives and strategies should be written succinctly and clearly. Envision results for the end of grant period (i.e., June 30, 2018). Emphasis should be on meeting goals by that time. Provide detail of improvement in the total numbers of providers and child care facilities served over the previous years' figures. Objectives are typically framed as the *Big Idea* while strategies are the ways and means to get there.

### **The objectives should be:**

- Directly related to the purpose of the grant
- Time specific
- Measurable
- Clearly stated (i.e, only one objective at a time)

Example:

By December 30, 2018, the ABC Company will improve the social skills among all children by \_\_\_ percent.

### **The strategies should be:**

- Directly related to the objective/s stated in the implementation plan
- Describe how the objectives will be met
- Detailed and specific.

Example:

By September 30, 2018, the ABC Company will perform observations to evaluate the interaction of the caregiver with the children in care based on referrals by parents and caregivers.

### **The activity should be:**

- Relate directly to strategies
- Link to the management plan
- Be detailed and specific.

Example:

By September 30, 2018, the ABC Company will observe all children who have been referred for observation.

**Division of Early Childhood Development**

**Grant Application Checklist  
FY 2018**

Before this grant is submitted, check to ensure all requirements have been met:

- Completed Grant Application (**Appendix A**), dated and signed by the head of agency (i.e., administrator).
- Completed Budget Forms Budget Narrative and C-1-25 for FY15 (**Appendix A**), dated and signed by the head of agency (i.e., administrator).
- Signed and dated assurances (**Appendix A**).
- Information in the Grant Application as listed in Section “Required Components” of this RFP.
- Documentation of the applicant’s non-profit status, if the applicant is not a public entity.
- Submission of a completed Grant Application by 12:00 p.m. on December 14, 2017 to MSDE, Division of Early Childhood Development, 10th Floor.

**If any of these requirements are not met, the grant application will NOT be considered for funding.**

**ATTACHMENT B**

**OFFICE OF CHILD CARE LICENSING REGIONS**

**REGION I – ANNE ARUNDEL COUNTY**  
100 Community Place  
Room 2500  
Crownsville, MD 21032

**REGION VIII – CAROLINE, DORCHESTER,  
KENT, QUEEN ANNE’S,  
TALBOT COUNTIES**  
301 Bay Street, Suite 305  
Easton, MD 21601

**REGION II – BALTIMORE CITY**  
2701 N. Charles Street  
Suite 203  
Baltimore, MD 21218

**REGION IX – SOMERSET, WICOMICO,  
WORCESTER COUNTIES**  
201 Baptist Street, Suite 32  
Salisbury, MD 21801-4965

**REGION III – BALTIMORE COUNTY**  
409 Washington Avenue  
Suite 118  
Towson, MD 21204-4907

**REGION X – CALVERT, CHARLES,  
ST. MARY’S COUNTIES**  
41670 Court House Drive  
P.O. Box 1709  
Leonardtown, MD 20650

**REGION IV – PRINCE GEORGE’S COUNTY**  
425 Brightseat Road, 2<sup>nd</sup> Floor  
Landover, MD 20785-4715

**REGION XI – CECIL & HARFORD COUNTIES**  
413 West Bel Air Avenue, Suite 106  
Aberdeen, MD 21001-2424

**REGION V – MONTGOMERY COUNTY**  
51 Monroe Place, Suite 204  
Rockville, MD 20850-2419

**REGION XII – FREDERICK COUNTY**  
5303 Spectrum Drive, Suite G  
Frederick, MD 21703

**REGION VI – HOWARD COUNTY**  
3300 North Ridge Road, Suite 190  
Ellicott City, MD 21043

**REGION XIII – CARROLL COUNTY**  
1004 Littlestown Pike  
Westminster, MD 21157

**REGION VII – ALLEGANY, GARRETT &  
WASHINGTON COUNTIES**  
6 West Washington Street  
P.O. Box 2945  
Hagerstown, MD 21740-2945



## RECIPIENT 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 (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conforms for the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. 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.
7. 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.
8. 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. Unless a division implements a stricter policy, 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 extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology based instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7-910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit 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. 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.

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Superintendent of Schools/Head of Grantee Agency

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Date