

**APPLICATION FOR PARTICIPATION**

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

Deadline
August 17, 2023
No later than 5:00 p.m. EDT

Therapeutic Child Care Grant Program

**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

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Merin Thomas (Student Member)

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# Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The completed application should be saved as a pdf and submitted by 5:00pm August 17, 2023, via email to donald.corbin@maryland.gov .

# Proposal Cover Page

Program Name:

Federal ID Number:

UEI Number:

Contact Name:

Title:

Address:

Email:

Phone:

Total Requested:

Project Description (not to exceed 100 words):

Head of Agency/Grantee Printed Name Date

Head of Agency/Grantee Signature Date

# Project Narrative

## Program Summary

Summarize the project for the reader. Briefly identify your target population, state your purpose and how your services align with the [National Standards for Systems of Care for Children and Youth with Special Health Care Needs](https://nashp.org/national-standards-for-cyshcn-measures-compendium/). Refer to the Grant Information Guide for more detailed information and guidance.

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State the percentage of the program’s enrollment of medically fragile children from low-income families, which can be defined as families qualifying for child care subsidies through the [MSDE Child Care Scholarship Program](https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program) What is the outreach plan to ensure that low-income families know about the services offered at your program?

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## EXTENT OF NEED

Describe 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. Refer to the Grant Information Guide for more detailed information and guidance.

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## 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.

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## Goals, outcomes, and milestones

Communicate the goals, measurable outcomes, and milestones of the program. Refer to the Grant Information Guide for guidance.

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| **Goal 1:** |
| **Outcome:** |
| **Milestone:** |

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| **Goal 2:** |
| **Outcome:** |
| **Milestone:** |

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| **Goal 3:** |
| **Outcome:** |
| **Milestone:** |

## Program Quality and Service Delivery Plan

For each section below, be sure to include all relevant discussion items as required and listed in the Grant Information Guide.

### Individualized Family Service Plans (IFSPs) or Individualized Education Programs (IEPs) Support

Describe how the program provides assessment and intervention by registered nurses and specialized care personnel (e.g., mental health specialists, direct health service providers, etc.) as per the child’s individualized or group intervention or therapy plans.

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### Supporting Medical Needs

Describe how your program 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.

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Describe how the program collaborates with a hospital or other medical facility to meet the emergency needs of children. Include the name of the hospital or medical facility.

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Describe how the program communicates on a regular basis with and disseminates information to families, as well as mental health and medical professionals concerning the progress of children.

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### Recruitment, Retention, and Referral

Provide a detailed plan for recruitment and retention for enrolled children. Include current partnerships with programs and referral agencies that your facility has developed. Existing and new providers need to include a section for Additional Children, if applicable.

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Describe the transition planning for medically fragile children to other early childhood programs.

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Describe referral and intervention services available through community resources for medically fragile children and their families.

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### Consultation, Training, and Professional Development

Provide a detailed description of how the program provides consultation, training opportunities, 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.

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## Management Plan and Key Personnel

### Key Personnel Worksheet

Complete the Key Personnel and Funder’s Requirement worksheets as part of the proposal. Providers will complete the Key Personnel, Steering Committee Members, and Funder’s Requirement worksheets. Refer to the Grant Information Guide for additional information and guidance.

| **Person Responsible** | **Title, Organization** | **Responsibilities** | **Time devotedstart to end date** |
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### Steering Committee Members

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| --- | --- |
| **Name** | **Title, Partner Organization** |
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\*Add more rows if necessary

### Funders Evaluation Schedule

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| **Person Responsible** | **Title, Organization** | **Report** | **Due date** |
|  |  | Quarterly Report #1 due | 10/31/23 |
|  |  | Financial Report-Cost per Child & Funding Sources | 11/1/23 |
|  |  | Quarterly Report #2 due | 1/31/24 |
|  |  | Quarterly Report #3 due | 4/30/24 |
|  |  | Quarterly Report #4 due | 6/30/24 |
|  |  | Final Progress Report  | 7/31/24 |
|  |  | Final Financial Report  | 7/31/24 |
|  |  | Annual Evaluation Due | 7/31/24 |

\*Add more rows if necessary

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 devotedstart to end date** |
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### Project Timeline

Complete the chart below with the key activities in the project’s timeline. Refer to the Grant Information Guide for additional information and guidance.

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| **Management Activities** | **Timeline** |
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| **Implementation Activity** | **Timeline** |
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| **Evaluation Activity** | **Timeline** |
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\*Add more rows if necessary

## EVALUATION and dissemination

Refer to the Grant Information Guide for more detailed information and guidance.

### Evaluation

Both existing and new providers are required to submit monthly progress and annual evaluation reports that are consistent with the project’s goal and outcome(s) on the following measures:

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| --- | --- | --- |
| **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 |  |  |

Existing providers who receive funding for “Additional Children” need to 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 |  |  |

All providers are required to submit quarterly progress reports on enrolled children’s progress towards entering school ready to succeed. 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,” a separate chart must be completed to document the Quarterly Report evaluation measures for the additional children served.

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| --- | --- | --- |
| **Quarterly Report - Evaluation MeasureAdditional 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. |  |  |

Providers are required to submit one financial report on or before December 1, 2023. This report will include information on the costs of providing services to children with special needs and on funding sources. This information will be forwarded to the Senate Budget and Taxation Committee and the House Ways and Means Committee. Refer to the Grant Information Guide for more detailed information and guidance. All applicants must evaluate the following required measures:

|  |  |  |
| --- | --- | --- |
| **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. Refer to the Grant Information Guide for more detailed information and guidance.

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| **Marketing and Dissemination Activities** | **Goal** |
| Partnership established for recruitment of eligible children. |  |
| Social Media platforms used 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) |  |

## BUDGET AND BUDGET NARRATIVE

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-1-25](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be completed, signed and submitted as an appendix. Refer to the Grant Information Guide for additional information and guidance on this section.

Note: Programs must secure a minimum of 25% in matching funds.

### Salaries & Wages (list each position separately)

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Salaries and Wages: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

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### Contracted Services

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Contracted Services: |  |  |  |
| \*Add more rows if necessary |  |  |  |

Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost-effective.

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### Supplies and Materials

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Supplies and Materials: |  |  |  |
| \*Add more rows if necessary |  |  |  |

Using the space below, explain how the costs for supplies and materials above are necessary, reasonable, and cost-effective.

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### Fringe Benefits

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Fringe Benefits: |  |  |  |
| \*Add more rows if necessary |  |  |  |

Using the space below, explain how the costs for fringe benefits above are necessary, reasonable, and cost-effective.

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### Other Charges

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Other Charges: |  |  |  |
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Using the space below, explain how the costs for other charges above are necessary, reasonable, and cost-effective.

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### Equipment

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Equipment: |  |  |  |
| \*Add more rows if necessary |  |  |  |

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

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### Transfers (indirect costs)

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Transfers: |  |  |  |
| \*Add more rows if necessary |  |  |  |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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### Additional Services- Salaries & Wages (list each position separately)

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Services – Salaries & Wages: |  |  |  |
| \*Add more rows if necessary |  |  |  |

Using the space below, explain how the costs for additional services – salaries and wages above are necessary, reasonable, and cost-effective.

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### Additional Services – Contracted Services

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Services – Contracted Services:  |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional services – contracted services above are necessary, reasonable, and cost-effective.

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### Additional Services – Supplies & Materials

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Services – Supplies & Materials: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional services – supplies and materials above are necessary, reasonable, and cost-effective.

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### Additional Services – Fringe Benefits

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Services – Fringe Benefits: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional services – fringe benefits above are necessary, reasonable, and cost-effective.

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### Additional Services – Other Charges

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Services – Other Charges: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional services – other charges above are necessary, reasonable, and cost-effective.

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### Additional Services – Equipment

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Services – Equipment: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional services – equipment above are necessary, reasonable, and cost-effective.

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### Additional Services – Transfers (indirect costs)

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Services – Transfers (indirect costs): |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional services – transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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### Additional Children - Salaries & Wages (list each position separately)

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Children – Salaries & Wages: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional children – salaries and wages above are necessary, reasonable, and cost-effective.

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### Additional Children – Contracted Services

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Children – Contracted Services: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional children – contracted services above are necessary, reasonable, and cost-effective.

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### Additional Children – Supplies & Materials

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Children – Supplies & Materials: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional children – supplies and materials above are necessary, reasonable, and cost-effective.

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### Additional Children – Fringe Benefits

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Children – Fringe Benefits: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional children – fringe benefits above are necessary, reasonable, and cost-effective.

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### Additional Children – Other Charges

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Children – Other Charges: |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional children – other charges above are necessary, reasonable, and cost-effective.

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### Additional Children – Equipment

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Children – Equipment |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional children – equipment above are necessary, reasonable, and cost-effective.

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### Additional Children – Transfers (indirect costs)

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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| Total for Additional Children – Transfers (indirect costs): |  |  |  |

\*Add more rows if necessary

Using the space below, explain how the costs for additional children – transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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| Total amount requested: Total matching funds:  |

# Appendices

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

Appendix A: A job description and one-page resume for all Key Personnel

Appendix B: Letter of Commitment or MOU (if applicable) from community partnerships (i.e., hospitals, Infant and Toddler programs, etc.)

Appendix C: Evidence of status of a non-profit 501(c)(3) organization

Appendix D: Evidence that the facility is licensed to provide care for children in Maryland.

Appendix E: Any appropriate documentation demonstrating how budget item costs were determined.

Appendix F: [A signed (C-1-25 MSDE budget form)](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)

Appendix G: [A signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

**Therapeutic Child Care Scoring Rubric**

| **Areas** | **Level 3Exceeds Criteria** | **Level 2Meets Criteria** | **Level 1Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Program Summary** | Meets criteria, and aligns with several [National Standards for Systems of Care for Children and Youth with Special Health Care Needs](https://nashp.org/national-standards-for-cyshcn-measures-compendium/).Identifies the percentage of enrollment and has an explicit plan to continue to collect and monitor this information in the future.There is a robust outreach plan that identifies multiple ways to ensure low-income families are aware of the services. | Identifies the target population, purpose and how services align with the [National Standards for Systems of Care for Children and Youth with Special Health Care Needs](https://nashp.org/national-standards-for-cyshcn-measures-compendium/).States the percentage of the program’s enrollment of medically fragile children from low-income families.There is an outreach plan to ensure low-income families are aware of the services. | Does not clearly identify the target population, purpose or how services are aligned with the [National Standards for Systems of Care for Children and Youth with Special Health Care Needs](https://nashp.org/national-standards-for-cyshcn-measures-compendium/).Does not state the percentage of the program’s enrollment of medically fragile children from low-income families.The outreach plan is limited and may not reach low-income families. |

| **Areas** | **Level 3Exceeds Criteria** | **Level 2Meets Criteria** | **Level 1Does Not Meet Criteria** |
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| **Extent of Need** | Meets criteria, and describes multiple factors related to the main problem/need associated with providing therapeutic child care. Uses a combination of national, state, and local data to accurately support the need for therapeutic child care services for young children with special needs.Fully documents current or past efforts to address the need for therapeutic child care and where those efforts either failed or were inadequate. | Describes the population to be served and states the main problem and cites research to support the need for therapeutic child care services for young children with special needs.Cites national, state, or local data sources, which support the main problem and identifies contributing factors aligned to the main problem/need.Mentions current or past efforts to address the problem but does not adequately discuss their outcomes. | Does not articulate a clearly defined problem to support the need for therapeutic child care. Credible data sources are not provided or do not support the problem/need.Stated contributing factors to the need for therapeutic child care for young children with special needs are misaligned to the problem.No discussion of current or past efforts to address the need for therapeutic child care for young children with special needs. |
| **Evidence of Impact** | Provides a clear description of how all parts of the proposal are linked to evidence-based strategies.Describes the organization’s experience utilizing effective, research-based practices and clearly connects prior work to the current proposal. | Provides a description of how some, but not all, parts of the proposal are linked to evidence-based strategies.Describes the organization’s experience utilizing effective, research-based practices, but does not always clearly connect prior work to the current proposal. | Does not connect any part of the proposal to evidence-based strategies.Does not describe experience utilizing effective, research-based practices in prior programs and projects. |

| **Areas** | **Level 3Exceeds Criteria** | **Level 2Meets Criteria** | **Level 1Does Not Meet Criteria** |
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| **Goals, Outcomes, and Milestones** | Describes a comprehensive plan that clearly articulates three specific and measurable goals, outcomes, and milestones aligned with baseline data, identified needs and relevant laws and regulations.Demonstrates a thorough understanding of the challenges faced by children with special needs and how the proposed plan will improve therapeutic services. | Establishes at least two clear goals, outcomes, and milestones that are measurable, connect to identified needs, and are cognizant of applicable laws with noticeable emphasis on improving therapeutic services for special needs children and their families. | Does not establish clear and measurable goals, outcomes, and milestones, with connections to identified needs and applicable laws.  |

| **Areas** | **Level 3Exceeds Criteria** | **Level 2Meets Criteria** | **Level 1Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Program Quality and Service Delivery Plan:*IFSP and IEP Support*** | Maintains frequent communication with school systems, Infants and Toddlers Programs, and other relevant local agencies to ensure seamless coordination of services for children with IFSPs or IEPs.Describes collaboration with local agencies to develop and implement a comprehensive plan for providing additional services such as nursing, speech therapy, and physical therapy, both in-house and out-of-house, based on the needs of each child.Provides comprehensive and individualized family support and service coordination, which includes establishing and monitoring goals and connecting families with appropriate resources.Clearly documents the use of assessment and prescription of additional services, as well as the qualifications and training required for staff members responsible for providing those services.Regularly evaluates the effectiveness of services provided and adjusts the plan as needed to ensure positive outcomes for each child. | Consults with school systems, Infants and Toddlers Programs and other local agencies for children with IFSPs or IEPs.Collaborates with local agencies to offer additional services such as nursing, speech therapy, and physical therapy, both in-house and out-of-house.Provides family support and service coordination. Describes the use of assessment and prescription of additional services and necessary staff. | Does not appear to consult with school systems, Infants and Toddlers Programs and other local agencies for children with IFSPs or IEPs.Does not appear to provide family support and service coordination. Does not appear to collaborate with local agencies to offer additional services such as nursing, speech therapy, and physical therapy, both in-house and out-of-house, orDoes not describe use of Kindergarten Readiness Assessment or other forms of assessment or the prescription of additional services and necessary staff. |
| **Program Quality and Service Delivery Plan:*Supporting Medical Needs*** | Maintains a highly skilled and trained staff and is equipped with appropriate medical and developmental resources to effectively support children with medical and developmental challenges including medication administration and monitoring.Establishes formal partnerships with local hospitals or other medical facilities to ensure prompt and effective response to emergency medical needs of children.Maintains open communication and collaboration with families, mental health professionals, and medical providers to effectively monitor and track children's progress and ensure the provision of appropriate and responsive care. | Properly equipped with credentials, staffing and materials to support children with medical and developmental challenges, including medication administration and monitoring.Collaborates with medical facilities for emergency needs.Communicates with families and professionals about children's progress. | Does not appear properly equipped with credentials, staffing and materials to support children with medical and developmental challenges, including medication administration and monitoring.Does not appear to collaborate with medical facilities for emergency needs.Does not appear to communicate with families and professionals about children's progress. |
| **Program Quality and Service Delivery Plan:*Recruitment, Retention, and Referral*** | Develops and implements a comprehensive recruitment and retention plan that includes strategic partnerships with relevant programs and referral agencies.Incorporates transition planning into individualized goals and learning plans to ensure seamless and successful transitions to other early childhood programs.Establishes formal partnerships with community resources and referral agencies to ensure prompt and effective access to services for medically fragile children and their families, including support for navigating complex medical and developmental systems and accessing specialized care and resources. | A general recruitment and retention plan for enrolled children, including partnerships with programs and referral agencies has been provided.Transition planning for children to other early childhood programs is present, but not incorporated into individualized goals and learning plans.Referral and intervention services are available through community resources for medically fragile children and their families. | Recruitment and retention plans are not provided.Transition planning for children to other early childhood programs is not present or incorporated into individualized goals and learning plans.Referral and intervention services are not available through community resources for medically fragile children and their families. |
| **Program Quality and Service Delivery Plan:*Consultation, Training, and Professional Development*** | Specifies content and frequency for consultation, training, and professional development for caregivers, providers, and directors, including coaching and technical assistance from statewide infant-toddler specialists.Includes outline of how consultation, training, and professional development opportunities will be made accessible, and how coaching and technical assistance will be tailored to unique needs. | Provides consultation, training, and professional development for caregivers, providers, and directors, including coaching and technical assistance from statewide infant-toddler specialists. | Does not provide consultation, training, or professional development for caregivers, providers, and directors, or include coaching and technical assistance from statewide infant-toddler specialists. |
| **Management Plan and Key Personnel** | Identifies all partners and establishes roles, responsibilities, and contributions of each.All partners' responsibilities and contributions are reiterated in signed assurances.Establishes a steering committee with representation from all major stakeholder groups, lists members' expertise, and sets meeting dates.Includes a clear organizational structure that identifies the steering committees’ responsibilities for active oversight and clear procedures for steering committee action.Provides job qualifications, resumes and allocates time dedicated to the project for all key personnel, including a project director with an appropriate amount of time dedicated to the project.Separate Key Personnel worksheets for additional services and additional children completed as part of the proposal when applicable.Presents a detailed management plan worksheet with all major management actions, responsibilities, and dates with provisions for review and adjustment, as needed. | Identifies some partners and establishes roles, responsibilities, and their contributions.Some partners' responsibilities and contributions are documented in signed assurances.Establishes a steering committee, discusses duties, and sets meeting dates.Includes a clear organizational structure with a steering committee providing active oversight.Provides job qualifications, resumes and allocates time dedicated to the project for key personnel.Presents a detailed management plan worksheet with all major management actions, responsibilities, and dates. | Does not identify partners or establish their roles, responsibilities, or contributions.Partners' responsibilities and contributions are not documented in signed assurances.Does not establish a steering committee, discuss duties, or set meeting dates.Does not list steering committee members or state the expertise of each. |
| **Project Timeline** | The timeline clearly integrates key elements from the implementation, management, and evaluation plans.Includes a well-defined calendar of steering committee meetings, deadlines for activity completion (including monthly and annual reporting), and a set of reasonable and ambitious milestones, based on local baseline data and informed by best practices and research.Monitors progress regularly and adjusts the plan as needed to ensure successful implementation | The timeline contains key elements from the implementation, management, and evaluation plans.Includes a coherent calendar of steering committee meetings, deadlines and reasonable milestones with baseline data | Timeline contains no key elements from the implementation, management, and evaluation plans.Does not include a coherent calendar of deadlines and reasonable milestones with baseline data. |
| **Evaluation and Dissemination** | Develops a comprehensive and focused set of evaluation questions that align with project goals and objectives.Conducts both ongoing and final evaluations that effectively measure progress towards achieving objectives and relevant outcomes.Clearly assigns responsibility to a qualified party for evaluation activities and systematically documents assessment, recommendation, and progress of children receiving additional services.Regularly evaluates success towards achieving outcomes and provides a detailed and objective evaluation of project success or failure.Establishes a robust baseline of data and employs appropriate quantitative and qualitative data collection methods from multiple sources.Identifies qualified evaluators and engages key stakeholders in the dissemination of evaluation results.Requires regular reporting and budgeting for evaluation and dissemination activities to ensure successful implementation and continuous improvement of the project. | Clearly states evaluation questions.Includes final evaluation with appropriate methods for measuring progress and outcomes.Assigns responsibility for evaluation activities and documents assessment, recommendation, and progress of children receiving additional services.Evaluates success towards outcomes and provides a detailed evaluation of project success or failure.Establishes a baseline of data and collects quantitative and qualitative data and methods.Identifies evaluators and stakeholders and disseminates results appropriately.Requires regular reports and budgeting for evaluation and dissemination. | Missing or unclear provisions for any of the following:Evaluation questions.Appropriate methods for measuring progress and outcomes.Assignment of responsibilities.Detailed evaluation to determine project’s success or failure.Baseline data.Method to disseminate results to evaluators and stakeholders. |
| **Budget and Budget Narrative** | Provides a detailed budget narrative justifying all expenses and explaining cost-effectiveness, with line items organized by appropriate categories and calculations provided. Includes separate narratives for additional services and children with similar detail, if applicable.Covers all and only expenses stated in the project and budget narratives, with no vague line items or mathematical errors. Includes requested funds and in-kind contributions, following the prescribed format, and calculates indirect costs at a reasonable rate. | Provides a budget narrative with line items organized by appropriate categories and calculations provided.Includes separate narratives for additional services and children if applicable.Covers all expenses stated in the project and budget narratives, with no vague line items or mathematical errors. | Does not include budget of requested funds and in-kind contributions, following the prescribed format.Calculations and explanation of reasonable costs are missing or inaccurate. Costs, including indirect costs, calculations are not reasonable and/or comparable to current market values. |