GRANT INFORMATION GUIDE

Child Care Career and Professional Development Fund

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Child Care Career and Professional Development Fund (CCCPDF) is a tuition assistance program for child care providers to earn a college degree from a college or university serving child care providers who work in Maryland. Funding is available for child care providers to earn a college degree in the following areas:

- Early Childhood Education;

- Child Development;

- Elementary Education; or

- Special Education

The Maryland State Department of Education (MSDE) Division of Early Childhood Education has been administering the program since 2008. Currently, 23 Institutes of Higher Education (IHEs) participate in the program, supporting nearly 400 child care providers pursuing a college degree. Last year, 75 child care providers completed a college degree through this program.

The Blueprint for Maryland's Future implores MSDE to require all public and private providers to meet high-quality standards to receive public funding. To achieve that, MSDE has established programs including the Child Care Career and Professional Development Fund to assist program staff and Pre-K teachers in achieving State certifications, higher education degrees, and high-quality professional development.

Authorization

Md. Code Ann. Education Article §9.5–905.

Child Care Career and Professional Development Fund, COMAR - 13A.14.09.08

GRANT OVERVIEW

Name of Grant Program

Child Care Career and Professional Development Fund

Purpose

The CCCPDF supports qualified child care providers who are completing coursework in pursuit of a degree in Early Childhood Education, Elementary Education, Child Development and Special Education or other related fields as approved by the State. Funds also support recruitment and expansion of degree attainment of child care providers for the purpose of increasing the quality of care for child care programs. Those awarded funds commit to continued service as child care providers based on the total amount of their scholarship. For example, a child care provider who earns a bachelor's degree must commit to work as a child care provider in a licensed program for 4 years.

Dissemination

This Grant Information Guide (GIG) was released on June 15, 2023.

Deadline

Proposals are due no later than 5:00 p.m. on July 31, 2023.

Grant Period

July 1, 2023 – June 30, 2024

Funding Amount Available

$2,400,000

Estimated Number of Grants

Twenty-four (24)

Submission Instructions

Grant applications must be submitted by 5:00 p.m. July 31, 2023, via email to cccpdf.msde@maryland.gov.

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.

Program Contact

Agneatha Wright
Deputy Branch Chief -Workforce Advancement Branch
Maryland State Department of Education
(410) 767-6923
cccpdf.msde@maryland.gov

Eligibility

This program is designed for accredited colleges and universities with an early childhood program or related field serving Maryland early child care educators who participate in the Maryland Child Care Credential Program in order to fund child care providers toward enrollment in college-level courses to ultimately earn a college degree.

Priority must be given to child care providers who:

- Have not completed a prior degree program.

- Are currently enrolled at a community college to earn an associate degree.

- Are transferring from a community college to a university to earn a bachelor's degree; and/or

- Are scheduled to graduate within the fiscal year.

Notes:

- Private colleges/universities that apply for participation may only be funded at the tuition rate of the nearest public college/university.
- Tuition and fees above or not allowed within the provisions of this grant cannot be billed to or incurred by the participating child care provider.
- No more than 10% of the total funding available may be used to fund a child care provider's graduate degree.

Child care providers funded under this program must meet the following requirements to be eligible (see COMAR 13A.14.09):

- Participate in the Maryland Child Care Credential Program at Level 2 or higher;

- Currently work as a child care provider in a licensed child care center or be a registered family child care provider in Maryland and work at least 10 hours per week.

- Fulfill entrance requirements at the participating college or university.

- Have at least one year of documented experience working with groups of children in an approved setting.

- Maintain employment as a child care provider in a licensed child care facility in Maryland while enrolled in college courses funded through this program.

- Agree to complete the service commitment requirement; and

- Maintain at least a 2.50 cumulative GPA from the point of first entering the program.

Participants who enroll in courses funded through this program must agree to commit to one month of service for every college credit earned. Additionally, a service commitment must be met for the following college degrees:

- Associate degree – 2 years of service

- Bachelor's Degree – 4 years of service

- Master's Degree – 2.5 years of service

Applicants are required to schedule a meeting with a college coordinator before completing an application on Maryland OneStop.

Use of Funds

Funds may be used for:

- A part-time Child Care Career and Professional Development Fund (CCCPDF) Coordinator based at the Institute of Higher Education (IHE) to administer the program and manage services with all college departments (e.g., Finance department, Academic Advising, etc.).

- Tuition, fees, and required textbooks for approved participants.

- Indirect costs (must not exceed 10% of the total fund request).

Funds may not be used for:

- Fees or costs, including tuition previously incurred for college enrollment or attendance purposes.

- Technology or equipment.

Application Requirements

COVER PAGE

Proposals must have the Proposal Cover Sheet provided in the application for participation. The cover page should not contain any graphics or additional information and must be signed by the Head of Agency.

ENROLLMENT AND DEGREE INFORMATION

Applicants must provide historical enrollment numbers for 4 years by degree type, as well as projected enrollment for the proposed grant year. Degree completion of funded program participants will also be reported for a 4-year period and the targeted number of participants to complete a college degree in the grant year.

GOALS AND OUTCOMES

Applicants are required to set an overall goal for how many new child care providers will enroll in a degree-seeking program, how many current students will remain active students, and how many students will graduate with a college degree. Determining the program goals is an important part of the next step of evaluating your program. Therefore, applicants must describe recruitment efforts and complete the chart below in their application:

Goal 1: The percentage of child care providers recruited into the program will increase from _____% to _____% by June 2023.
Goal 2: _____ students will remain in the program, out of the _____ currently enrolled CCCPDF students by June 2023.
Goal 3: _____ students out of _____ currently enrolled will complete a college degree by June 2023.

IMPLEMENTATION PLAN

Service Coordination

The CCCPDF Coordinator funded under this program must be actively engaged and consistently and frequently involved in working directly with students to administer the goals of the program. The CCCPDF Coordinator's work and support is crucial to the success of the child care providers who are enrolled in coursework. In the application, IHEs must provide the frequency that the CCCPDF Coordinator will meet with students, describe how the CCCPDF Coordinator will respond to the needs of students, how the CCCPDF Coordinator will increase enrollment, and describe the process used for billing, tuition, fees, and books for approved students.

Additionally, applicants must provide a job description for the CCCPDF Coordinator in the appendix that includes the following responsibilities:

- Coordinates recruitment with child care programs.

- Develops and maintains a system to track and monitor students.

- Attends face-to-face bi-annual meetings.

- Be available for at least one monitoring visit per fiscal year.

- Guides students to complete the Maryland Child Care Credential Program prior to applying for the fund.

- Reviews student applications for completeness and signs a checklist before the application packet is submitted in Maryland Onestop.

- Submits a signed attendance time log for students referred to tutoring or additional support, including an improvement plan for GPA.

- Supports child care providers to transition or transfer to another college or university.

- Assists child care providers to complete the FAFSA and apply to other funding sources prior to applying for the CCCPDF grant.

Recruitment and Retention

Applicants must provide a plan for increasing the number of child care providers who enroll in the CCCPDF program, as well as a plan for providing academic support to those providers who are already enrolled in the program and engaged in coursework.

EVALUATION AND EVIDENCE OF IMPACT

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project's goals and outcomes. Applicants must have a plan for evaluating the success of the program on the measures below:

BUDGET AND BUDGET NARRATIVE

The project's budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. 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. Reviewers should be able to see a clear connection between the project activities and the budget line items.

1. What is the Indirect Cost rate?

2. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing resources before developing the budget.

3. Please use the formula functions in the "Table Tools Layout" to calculate your costs. To get your final amount, in the last cell of the "Total Requested", "Other Sources", and "Total" columns, use the formula: **=SUM(ABOVE).**

4. Submit the budget on the MSDE Grant Budget C-1-25 form (see appendix)

Item/Description	Quantity	Unit Cost	Total Requested	Other Sources	Total

PROJECT TIMELINE

Applicants must include a timeline of proposed activities and dates of implementation.

Proposed Activities (sample)	Date of Implementation
Post flyers for the program at….	July 19, 2023
Advising takes place for new students…	August 1, 2023

Appendices

The following appendices must be included but do not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

- A resume for the CCPDF Coordinator
- A job description for the CCPDF Coordinator
- Resumes for key personnel.
- Budget Narrative
- A signed C-1-25 MSDE budget form
- Articulation agreement between the community college and 4-year college (if applicable)
- 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 will not be reviewed.

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

3. Final approval for awards will be determined by the review committee. All revised proposals and budgets must be resolved by conclusion of the first quarter or risk forfeiture of award.

REVIEW COMMITTEE

The committee will be composed of representatives from the Division of Early Childhood, Higher Education Commission and Career and Technology education. Reviewers will assign numerical scores to each proposal based on the criteria on the following scoring rubric.

CHILD CARE CAREER AND PROFESSIONAL DEVELOPMENT FUND SCORING RUBRIC

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Goals and Outcomes	Goals and outcomes are clearly defined, ambitious, and realistic.	Goals and outcomes have been provided.	Goals and outcomes are missing or incomplete.
Service Coordination	Clearly describes in detail the system that is to be used to track and monitor students. Clearly identifies in detail the frequency with which the coordinator will meet and track approved students to ensure requirements are being met and includes a process for addressing students not meeting requirements. Clearly describes in detail how students' needs are identified and how the CCCPDF Coordinator will respond to those needs. Clearly describes a process for billing tuition, fees, and books that is reasonable and easily understood. Clearly defines in detail how the university/college meets the service coordination and support for students in maintaining the required GPA and in transitioning students to another college.	A system is used to track and monitor students is identified. Identifies the frequency that the coordinator meets with approved students to ensure requirements are being met. Describes how the CCCPDF Coordinator will respond to the needs of the students. A process used for billing tuition, fees and books is included. A process for how the university/college meets the service coordination in transitioning students to another college is provided.	Application is missing or provides very limited information in identifying and describing the five criteria under Service Coordination.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Recruitment and Retention	There is a robust recruitment plan described in detail that includes coordination with child care programs to increase the number of child care providers enrolled in the program. There is a robust support plan described in detail for struggling students that indicates multiple strategies to ensure the greatest opportunity for student success.	There is a recruitment plan. There is a support plan for struggling students.	The recruitment plan is missing. There is no clear support plan for struggling students.
Evaluation and Evidence of Impact	There is a clear plan for how the applicant will determine whether the program was successful or not which incorporates multiple opportunities to respond to unfavorable circumstances. Current metrics and goals are both ambitious and realistic, and a plan is evident for responding to unmet goals. Program measures are clearly defined, ambitious, and realistic.	There is a plan for how the applicant will determine whether the program was successful or not. Current goals and metrics are stated but may lack rigor. Program measures are defined but may lack rigor or be unrealistic.	There is no plan for how the applicant will determine whether the program was successful or not. Current metrics or goals are missing. Program measures are missing or incomplete.
Budget	Budget reflects cost for tuition, fees, textbooks, and Coordinator salary. Budget reflects indirect costs, fringe benefits, and supplies, if applicable.	Budget reflects only allowable costs. Costs are reasonable. Calculations are included.	Budget does not reflect complete costs aligned with program activities. Budget includes expenses that are not allowable. Budget includes

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	Budget does not include travel, marketing, recruitment, and college supplies. All budget items align with program activities and can be considered reasonable and allowable. All calculations are provided for each budget item with no mathematical errors.		unallowable costs. Calculations are not provided in determining the budget. Costs are unreasonable.
Project Timeline	The timeline is complete and thorough indicating all the reporting requirements being met in a timely fashion and demonstrating a plan for rigorous and meaningful assessment of goals and outcomes.	The timeline shows a schedule for meeting reporting requirements and an assessment of goals and outcomes.	The timeline is incomplete or does not adequately indicate a reasonable plan for meeting reporting requirements or assessing goals and outcomes.

AWARD NOTIFICATION

Notification of approval will be sent by email within 15 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

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
October 15, 2023 January 15, 2024 April 15, 2024 June 15, 2024	Submit quarterly programmatic and financial reports to MSDE. Submit invoices with supporting documentation to MSDE.
June 30, 2024	Provide a list of graduates for fall and spring semester, indicating the degree type awarded.
June 30, 2024	Submit notification letter to the student and MSDE outlining the courses taken, credits completed, and the total amount of funds paid for tuition, fees, books.
July 30, 2024	Submit annual cumulative programmatic and financial report to MSDE.
August 15, 2024	Submit final programmatic and financial report, encompassing all funding cycles, within 45 days of the end of the grant period

Notes:

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

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

Grant Timeline

This funding opportunity, including all attachments and updates, are on the Division of Early Childhood Funding Opportunities Website.

Date	Program Milestone
June 15, 2023	The Grant Information Guide and the application are released
June 21 & June 27, 2023	MSDE will hold a virtual customer service support session for interested applicants
June 22, 2023	MSDE will begin a review of applications on a rolling basis. MSDE reviews applications for completeness and minimum requirements. The MSDE Review Committee will convene and evaluate applications.
July 31, 2023	The grant application period closes.
July 28, 2023	MSDE will have notified all applicants of the award status.
July 1, 2023	The grant period begins.
June 30, 2024	The grant period ends.

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)

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 two customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide answers/technical assistance to questions. Interested applicants can use the link below to join a session. See dates and times below:

Wednesday, June 21, 2023
10:30 a.m. - 11:30 a.m.
Click here for a link to join.

Tuesday, June 27, 2023
2:00 p.m. - 3:00 p.m.
Click here for a link to join.

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact the following staff with questions related to this grant:

Agneatha Wright
Deputy Branch Chief -Workforce Advancement Branch
Maryland State Department of Education
(410) 767-6923
cccpdf.msde@maryland.gov

A list of frequently asked questions (FAQ) and answers will be posted to the Division of Early Childhood Funding Opportunities Website following the customer service support sessions.

Attachment

Child Care Career and Professional Development Fund FY24 Application for Funding