

Judith P.  
Hoyer  
Early Care  
and  
Education  
Enhancement  
Grant  
For  
Preschool  
Services

## Grant Application

Judith P. Hoyer  
Early Care and Education  
Enhancement Grant

Maryland State Department  
of Education

Division of Early Childhood  
Development  
200 West Baltimore Street  
Baltimore, MD 21201

Deadline  
Monday, May 18, 2009

This document is available in alternate formats

## APPLICATION DESCRIPTION

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- Name of Grant Program:** Judith P. Hoyer Early Care and Education Enhancement Grant for Preschool Services
- Authorization:** Annotated Code of Maryland, Education Article, Section 5-213
- Dissemination:** February 23, 2009
- Deadline:** Receipt by 4:00 p.m. on Monday, May 18, 2009
- Purpose:** Grant will provide funds:
- For the provision of a prekindergarten program serving four-year-olds attending early childhood settings in non-public programs in collaboration with local school systems. For instance, a local school system may use funds to provide prekindergarten through a qualified vendor in accordance with COMAR 13A.06.02, or, a qualified vendor may use the funds to provide prekindergarten services and enter into a collaborative arrangement with the LEA. \*Three-year-olds may be enrolled as a part of this project in programs serving multi-age groups.
  - The required scope of prekindergarten services includes either a half-day (i.e., 2.5 hours) or a full-day (i.e., 6.5 hours) session, for five days a week in accordance with the official schedule of the school system's school year, with the exception of twelve (12) state and Federal holidays.
  - To establish prekindergarten programs which meet the ten (10) Quality Benchmarks for High Quality Preschool Education adopted by the *Task Force on Universal Preschool Education*. This grant serves as a pilot project regarding the recommendations of the Task Force.  
(See: [http://www.marylandpublicschools.org/MSDE/divisions/child\\_care](http://www.marylandpublicschools.org/MSDE/divisions/child_care) )
- Required Components:** Proposals must contain the following:
- Programmatic plan that responds to specific questions of how services will be provided as required by COMAR 13A.06.02 (Prekindergarten Programs).

- Description and documentation in the Programmatic Plan of the enclosed application to show how the grantee will meet the ten (10) Quality Benchmarks for High-Quality Preschool Education as adopted by the *Task Force on Universal Preschool Education*.
- Documentation of how families whose children are enrolled in the publically funded prekindergarten session receive a tuition discount of twenty percent (20%) for a half-day (i.e., two and a half hour) session, or a forty percent 40% discount for a full-day (i.e., for a six and a half hour session).
- Documentation that the program providing early childhood education services has successfully completed national or state program accreditation.
- Description of how student progress and performance will be monitored and assessed in accordance with the Maryland Model for School Readiness. (see Evaluation and Monitoring page 11).

**Submission Requirements:**

- Signed Proposal Cover Sheet
- Project Abstract- **Not to exceed one page.**
- Project management, Key Personnel & Educational Staff
- Management Timeline
- Description of how the ten (10) Benchmarks for High Quality Preschool Education as adopted by the Task Force on Universal Preschool Education will be met. (See the Task Force report *Preschool for All in Maryland*).
- Evaluation & Monitoring
- MSDE C-125 Budget Forms
- Signed Assurances Page

**Eligible Applicants:**

- Qualified vendors of prekindergarten services as defined by COMAR 13A.06.02
- Local Boards of Education

**Fund Use:**

- Salaries, wages, and benefits for teaching staff
- Equipment, materials and supplies (e.g. classroom furniture, materials of instruction including the six MSDE approved curricular resources (curriculum) to support the Maryland Voluntary State Curriculum, book supplies for family literacy activities.)

- Costs for contracts to administer screening and intervention services for prekindergarten students.
- Costs associated with assessment and monitoring of students in accordance with the Maryland Model for School Readiness.
- Costs associated with the provision of staff and professional development activities to support recertification of qualified teaching staff.
- Cost associated for the evaluation and monitoring of the project (may not exceed 5% of the total fund request)
- Indirect costs (may not exceed 10% of the total fund request)

**Funds may not be used for:**

- Supplanting existing services
- Capital improvement or rent

**Estimated Number of Grants:** Three

**Range of Grant Amounts:** \$75,000 to \$100,000

**Total Funds Available:** \$ 300,000

**Length of Grants:** July 1, 2009 through June 30, 2011 (FY10 and FY11) with an option to continue for two (2) one year extensions.

**Award Notification:** Notification of awards will be sent by mail by June 30, 2009.

**Reporting Requirements:** Grantees must submit:

- Semiannual progress reports;
- Annual financial reports; (September 30, 2010, September 30, 2010)
- Annual evaluation report; (September 30, 2010)
- Final evaluation report; (December 31, 2011)
- Grantees will host at least one site visit per funding cycle.

**Program Contacts:** Valerie Kaufmann, Early Learning Branch Chief  
410-767-6549 or [valeriek@msde.state.md.us](mailto:valeriek@msde.state.md.us)

**One stapled original, three (3) copies and a CD of the application should be submitted to:** Valerie Kaufmann, Early Learning Branch Chief  
Maryland State Department of Education  
Division of Early Childhood Development, 10<sup>th</sup> floor  
200 W. Baltimore Street  
Baltimore, MD 21201

**Technical Assistance**

A technical assistance meeting will be held on

**Thursday, March 26, 2008 1:00 pm**

Maryland State Department of Education

8<sup>th</sup> Floor, Conference Room 1

200 W. Baltimore Street

Baltimore, Maryland 21201

For more information regarding this meeting contact:

Early Learning Branch Secretary – Zina Spriggs

410-767-7798

Appropriate accommodations for individuals with disabilities will be provided upon request.

Six days notice prior to the meeting is required. Please contact:

Zina Spriggs – Early Learning Branch Assistant

**Judith P. Hoyer Early Care and Education Enhancement Grant**  
**FY 2010 - FY 2011**  
**(July 1, 2009– June 30, 2011)**

**COVER SHEET**

Name of Grantee:		Fed ID No:
Address:		
City:		ZIP:
Telephone:	FAX:	e-mail:
Contact Person:		
Address of contact person (if it is different from the address above):		
City:		ZIP:
Telephone:	FAX:	e-mail:
Funds Requested FY 10		Funds Requested FY 11
Project Summary		

\_\_\_\_\_  
 Signature of Head of Grantee Agency

\_\_\_\_\_  
 Date

## Project Abstract

- **Limit to One Page**
- **Double-Spaced, one inch margins**

### **Project Management, Key Personnel and Educational Staff**

List the project's key personnel<sup>1</sup>, responsible for the successful implementation of this grant project, and provide an updated resume(s) in the appendix. \*If available at the time of submission please list the names and qualifications of the classroom teacher and assistant.<sup>2</sup>

### **Collaborating Partners**

List any collaborating partners and describe their respective roles in the project. Include in the appendix, a Memorandum of Agreement (MOA), if applicable, signed and dated, describing the responsibilities of any collaborating partners or a letter of commitment from the project manager.

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<sup>1</sup> Key personnel include the director/administrator, person directly responsible for the grant, and/or person who work directly with classroom staff.

<sup>2</sup> If teacher and assistant's resume and certification documentation is not available at the time of grant submission MSDE reserves the right to obtain this information at a later date.

**TIME MANAGEMENT CHART (refit as needed)**

<b>ACTIVITIES</b>	<b>7/1/09 - 8/30/09</b>	<b>9/1/09 - 12/31/09</b>	<b>1/1/10 - 3/31/10</b>	<b>4/1/10 - 6/30/10</b>
<b>ACTIVITIES</b>	<b>7/1/10 - 9/30/10</b>	<b>10/1/10 - 12/31/10</b>	<b>1/1/11 - 3/31/11</b>	<b>4/1/11 - 6/30/11</b>

## Provision of 10 Benchmarks for High-Quality Preschool Education

**1. Identify the comprehensive curriculum that will be implemented to meet the requirement for curriculum standards.**

- State recommended (please specify) \_\_\_\_\_
- MSDE – accepted individually developed curriculum \_\_\_\_\_
- Local school system curriculum that aligns with the MMSR, VSC and *Guidelines for Healthy Child Development and Care of Young Children*.

**2. Specify the certification and specialization level of the lead classroom teacher for this project. (Benchmark 2 & 3.) Note- Lead teacher is not required to be highly qualified as specified in the Elementary and Secondary Education Act but must meet Maryland state certification standards and have specialized training in early childhood education.**

**3. Specify the educational level of the assistant teacher to be hired for this program.**

**4. Describe how professional development for teacher recertification will be provided. (Quality Benchmark 5.)**

**5. Specify the maximum class size and staff-child ratio for this program. (Quality Benchmark 6 & 7.)**

**6. Describe how the screening and referral requirements as stated in Quality Benchmark 8 will be provided. (i.e. vision, hearing, speech and language, health and physical development, and additional support services for participants.)**

**7. Describe how meal requirements will be offered to all participants for programs operating more than 2.5 hours per day.**

**8. On page 11 please describe how the process for program self-evaluation and reporting of student performance data to MSDE will occur.**

## Programmatic Plan

**1. Will the program provide a half-day (2 ½ hour) session or a full-day (6 ½ hour) session?**

\_\_\_\_\_ Half-day, 2 ½ hour session      \_\_\_\_\_ Full-day, 6 1/6 hour session

**2. What is the rate of tuition that parents of four-year-olds enrolled in the program will be charged on a weekly basis? Include tuition rate schedule with application. (Families whose children attend a 2 ½ hour session must receive a 20% discount on center tuition rates; those attending a 6 ½ hour program must receive a 40% discount on tuition rates.)**

**3. Will the classroom teacher be employed part-time or full-time?**

**4. How will children be recruited for the program and how will the recruitment efforts be coordinated between the vendor and local school system?**

**5. How will you ensure that children from economically disadvantaged backgrounds are provided access to the program?**

**6. What will be the salary levels for the classroom (lead) teacher?**

Salary \_\_\_\_\_

Will benefits be provided? If yes, please describe \_\_\_\_\_

\_\_\_\_\_

**7. Please describe the nature of the collaboration between the qualified vendor and the local school system?**

## Evaluation and Monitoring

How will the progress of prekindergarten students be monitored?

Describe how the prekindergarten students will be evaluated as part of the Maryland Model for School Readiness (MMSR) kindergarten assessment of the following year.

What type of data and instruments will be used to monitor the quality of the prekindergarten program? (e.g., use of quality indicators or rating systems)

**Budget Narrative (FY09) Complete for July 1, 2008 – June 30, 2009**

**Directions:** Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Transfer the subtotals of these categories onto line 214 of the enclosed MSDE Budget Form. Then list the total requested budget amount on the line *TOTAL EXPENDITURES BY OBJECT*. Sign and date the MSDE Budget Form.

<b>Line Item</b>	<b>Requested Amount</b>	<b>In-Kind Contribution</b>
<b>1. - Salaries and Wages</b>		
<b>Subtotal</b>		
<b>2. Contracted Services</b>		
<b>Subtotal</b>		
<b>3. Supplies and Materials</b>		
<b>Subtotal</b>		
<b>4. Other Charges (e.g., fringe costs)</b>		
<b>Subtotal</b>		
<b>5. Equipment (e.g., classroom furniture)</b>		
<b>Subtotal</b>		
<b>Grand Total</b>		

MSDE GRANT BUDGET FORM C-125

GRANT NAME		GRANT RECIPIENT NAME	
MSDE GRANT #		RECIPIENT GRANT #	
REVENUE SOURCE		SCHOOL NAME	
FUND SOURCE CODE		GRANT PERIOD	

CATEGORY/PROGRAM	BUDGET OBJECT						
	01- SALARIES & WAGES	02 - GRANT SERVICES	03- SUPPLIES & MATERIALS	04 - OTHER CHARGES	05 - EQUIPMENT	08 - TRANSFERS	BUDGET BY CAT./PROG.
<b>01 Administration</b>							
Prog 21 General Support							
Prog 22 Business Support							
Prog 23 Centralized Support							
<b>02 Mid-Level Administration</b>							
Prog 15 Office of the Principal							
Prog 16 Inst. Admin. & Supv.							
<b>03-205 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>06 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>07 Student Personnel Serv.</b>							
<b>08 Student Health Services</b>							
<b>09 Student Transportation</b>							
<b>10 Plant Operation</b>							
Prog 30 Warehousing & Distr.							
Prog 31 Operating Services							
<b>11 Plant Maintenance</b>							
<b>12 Fixed Charges</b>							
<b>14 Community Services</b>							
<b>15 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 #

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, COMAR 13A.06.2 prekindergarten programs, the Code of Federal Regulations (CFR) 34 (Part C, IDEA), Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act.
2. 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 failures 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.
3. Grantee shall establish and maintain fiscal control and fund accounting procedures, as set forth in 34 CFR Parts 76 & 80 and in applicable statute and regulation.
4. 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.
5. Entities receiving federal funds of \$500,000 or more must have an annual financial and compliance audit in accordance with OMB Circular A-133.
6. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of three years, or longer if required by federal regulation, after termination of the grant agreement. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
7. 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.
8. 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 extensions, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall repay any funds that have been finally determined through the federal or State audit resolution 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.
11. If the grantee fails to fulfill its obligations under the grant agreement properly and on time, or otherwise violates any provision of the grant, including failure to maintain proper documentation and records as required by pertinent federal and State statute and regulations, MSDE may suspend or terminate the grant by written notice to the grantee. The notice shall specify those acts or omissions relied upon as cause for suspension or termination. Grantee shall repay MSDE any funds that have been determined through audit to have been misspent, unspent, misapplied, or otherwise not properly accounted for. 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.

Superintendent of Schools/Head of Grantee Agency	Date