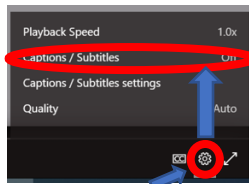
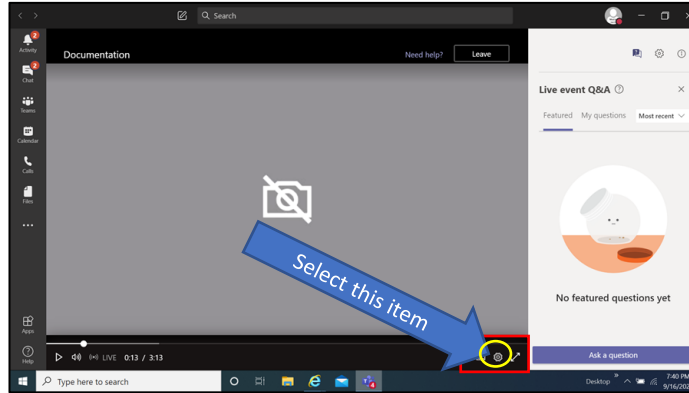
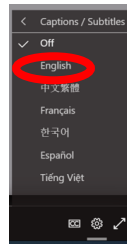


# FY24 EquiCare Subsidy Seats Grant Program Information Session

## How you can view the multi-lingual closed captions



When you select it a menu appears, choose **captions / subtitles**



You then select the language of choice



It will then display the language chosen

### Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.



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# **FY24 EquiCare Subsidy Seats Grant Program Information Session**

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**January 17, 2024**

*Prepared by Montgomery County Office of Grants Management*

# Welcome!

- This meeting will be recorded and posted for future viewing on the Office of Grants Management online application portal
- The slide deck will also be posted in the same location for your reference

Online Application Platform Home Page:

<https://mcmdgrants.smapply.org>

Grant Program Page:

<https://mcmdgrants.smapply.org/prog/EquiCare>

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# Information Session Agenda

- Provide an overview of the program
- Walk through the application platform
- Open up for participant questions (put your questions in the Q&A box)
- Any questions we cannot answer during the Information Session will be addressed and posted on the platform

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# Program Goals

- Provide funding to licensed child care providers located in Montgomery County to cover the cost of quality child care funding for infants and toddler (age 6 weeks to 36 months) child care seats.
- The grant aims to enhance the availability of high-quality infant and toddler child care seats and address the needs of families that do not meet the eligibility criteria for current early childhood public programs.
- This grant is designed to alleviate the financial burden on child care programs, covering the entire tuition costs so qualified families do not bear any expenses towards tuition.
- Programs seeking funds would apply for a designated number of seats, and eligibility would be assessed according to County-established criteria.

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# Target Population

- The target population for this Grant Program are Montgomery County **children age six (6) weeks to 3 years from families at or below the 400% federal poverty line.**
- These families likely do not meet the eligibility criteria for current early childhood public programs and lack sufficient resources to meet their childcare needs.
- Awarded child care programs will evaluate eligibility of families based on income level and living within Montgomery County.
- **These funds are designated to cover all seat expenses, ensuring that parents are not required to pay a co-pay or any additional tuition expenses.**



# Key Program Details

<b>Total Funding Available:</b>	<b>\$1,000,000</b>
<b>Award Minimum:</b>	<b>\$282,720 for centers/letter of compliance programs</b> <b>\$57,504 for family child care/large family child care</b> <i>Organizations with more than one facility must submit a separate application for each facility</i>
<b>Performance Period:</b>	<b>Through June 30, 2025</b> <i>Applicants will submit multi-year funding proposals of three (3) years. Funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.</i>
<b>Where to Apply:</b>	<b><a href="https://mcmdgrants.smapply.org/prog/EquiCare">https://mcmdgrants.smapply.org/prog/EquiCare</a></b>
<b>Application Opening:</b>	<b>Monday, January 15, 2024</b>
<b>Application Deadline:</b>	<b>Monday, February 5, 2024 at 11:59 PM</b>

# Eligibility (1 of 2)

The organization **must be licensed child care provider based in Montgomery County** and must meet specific program criteria, as demonstrated through the following required documentation:

- A License/registration number provided by the Maryland State Department of Education for your child care program under COMAR: Family Child Care (13A.15), Large Family Child Care (13A.18), Center Child Care (13A.16), or Letter of Compliance (13A.17);
- Accreditation by a recognized state or national entity (ex. Maryland State Department of Education, National Association for the Education of Young Children, National Association of Family Child Care);
- Published rating of level 3 or higher in Maryland EXCELS; and
- Organization's staff must meet minimum education requirements (slide 18).



# Eligibility (2 of 2)

- The organization must be currently registered and in good standing with the Maryland State Department of Assessments and Taxation ([SDAT](#));
- The organization must be registered as a vendor with Montgomery County (organizations that are not already vendors must register before submitting the application) <https://mcipcc.net>; and
- All activities and expenditures under this grant program **must be provided in Montgomery County.**

# Funding Guidelines (1 of 2)

Family Child Care and Large Family Child Care programs must apply to provide a minimum of two (2) child care seats and Child Care Centers and Letter of Compliance programs must apply to provide a minimum of ten (10) child care seats.

- The grant funds cover the expenses of the child care seat and a 15% administrative fee related to program implementation.  
**The estimated quarterly payment is \$7,038 per child, including the administrative costs.**
- Additionally, the grant allocates **\$1200** to support up to **12 hours of professional development per year** for the program's staff.

# Funding Guidelines (2 of 2)

- Applicants propose a multi-year funding proposals of three (3) years. Funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.
- Priority in awarding funding will be given to proposals from licensed child care programs located with a physical address in **20877, 20886, 20902, 20866, 20906.**

A budget template is provided at the following link:

<https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/EquiCare-Grant-Budget-Template.xlsx>

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# Submission Guidelines

- Submissions must come through the County's SM Apply online application portal at <https://mcmdgrants.smapply.org>
- All applications must be fully submitted online by **Monday, February 5, 2024, at 11:59 PM**
- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

# Application Tasks

- **Applicant Information (Reusable) Task:** Organization contact info and supporting documents (data fields and uploads)
- **Applicant Background (Reusable) Task:** Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)
- **Project Strategy Task:** Project data & narrative (3 page limit, PDF upload)
- **Project Budget Task:** Project cost details (MS Excel upload, **template provided**)
- **Project Staffing Plan Task:** Outline of staff roles (2 page limit, PDF upload, **template provided**)
- **Project Work Plan/Timeline:** Implementation schedule (1 page limit, PDF upload)
- **Performance Plan:** Outline of metrics and outcomes to be (1 page limit, PDF upload)

*Full Task requirements and guidance on the*  
[\*\*FY24 EquiCare Subsidy Seats Grant Page\*\*](#)

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# Project Strategy Narrative (1 of 2)

- What are your organization's current capabilities to implement the proposed project? *Please note your capacity and vacancies/projected vacancies for infants and toddlers, to provide child care service, as well as past experience (years in operation). Feel free to reference other Tasks in this application (i.e. Staffing Plan) for more detail instead of repeating it in this narrative.*
- Outline the program service delivery, specifically addressing:
  - Current enrollment and vacancies;
  - Recruitment outreach strategies for vacancies;
  - How the program will maintain Maryland EXCELS standards;
  - How the program will retain staffing; and
  - Assurances that children are grouped in inclusive settings, not segregated into subsidized groups vs. nonsubsidized groups.

# Project Strategy Narrative (2 of 2)

- Inform what specific zip code your organization currently serves? Please describe your relationship to the population/geographic community in these zip codes.
- Why is your organization uniquely suited to have a positive impact on Montgomery County children and families through your organization's program?
- What is the minimum and maximum number of child care seats that your organization could support with funding from this grant program?
- What is your organization's capability to implement this project in a culturally, linguistically, and/or technically proficient way for children and families?
- Overall, how will the requested funding have a positive impact on the target population?



# Project Budget

Family Child Care and Large Family Child Care programs must apply to provide a minimum of two (2) child care seats and Child Care Centers and Letter of Compliance programs must apply to provide a minimum of ten (10) child care seats.

- The grant funds cover the expenses of the child care seat and a 15% administrative fee related to program implementation. **The estimated quarterly payment is \$7,038 per child, including the administrative costs.**
- Additionally, the grant allocates **\$1200** to support up to **12 hours of professional development per year** for the program's staff.
- Applicants should propose a multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.

A budget template is provided at the following link:

<https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/EquiCare-Grant-Budget-Template.xlsx>

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# Project Budget Template



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## FY24 EquiCare Grant Project Budget/Presupuesto

Organization Name/Nombre de la organización:	
Project Title/Título del proyecto:	
Address/Dirección postal de la organización:	

	Total Number of Seats Requested/ Número total de plazas solicitadas	Childcare Seat & Administrative Costs/ los gastos de la plaza de cuidado infantil y tarifa administrativa	Professional Development/ desarrollo profesional	EquiCare Grant Funding Request/ Solicitud de financiación de subvención EquiCare
	<i>Enter below the total number of seats requested through this grant proposal per year</i>			
Year/Año 1 (FY24)	0	\$ -	\$ 1,200.00	\$ 1,200.00
Year/Año 2 (FY25)	0	\$ -	\$ 1,200.00	\$ 1,200.00
Year/Año 3 (FY26)	0	\$ -	\$ 1,200.00	\$ 1,200.00

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# Project Staffing Plan

The Staffing Plan should detail at a minimum for the staff member overseeing the grant program, the staff member screening families for program eligibility, and other staff member (s) to be supported by the project

A staffing template is provided at the following link:

<https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/Equi-Care-Grant-Staffing-Plan-Template.pdf>

The organization's staff must meet these minimum education requirements, which differ based on these two childcare provider types:

- Child Care Center and Letter of Compliance
- Family Child Care and Large Family Child Care

# Staff Education Requirements

## **Child Care Center and Letter of Compliance:**

- Assistant Teacher in EquiCare Grant classroom:
  - Infant/Toddler Child Development Associate (CDA); OR
  - 45-Hour Infant Toddler Course with 2 years' experience
- Teacher in EquiCare Grant classroom:
  - Associates Degree in Early Childhood; OR
  - Child Development Associate (CDA) Infant/Toddler Child Development Associate (CDA) with 2 years' experience.

## **Family Child Care and Large Family Child Care:**

- Approved Provider:
  - Associates Degree in Early Childhood; OR
  - Child Development Associate (CDA) Infant/Toddler Child Development Associate (CDA) with 2 years' experience.
- Additional Adult (if applicable):
  - 45-Hour Infant Toddler Course with 2 years' experience

# Project Staffing Plan Template



## EquiCare Grant Staffing Plan for Individuals Serving EquiCare

Name of Staff Person 1	
Classroom Name <i>(if applicable)</i>	
Title	Center Staff → <input type="checkbox"/> Assistant <input type="checkbox"/> Teacher Family Child Care → <input type="checkbox"/> Main Provider <input type="checkbox"/> 2 <sup>nd</sup> Adult
Major Responsibilities	
Certificates, Credentials, Degree	<input type="checkbox"/> 45-Hour Infant Toddler Class <input type="checkbox"/> CDA <input type="checkbox"/> AA Degree in ECE <input type="checkbox"/> BA Degree in ECE <input type="checkbox"/> MD Credential, level: n/a
Yearly Salary	\$
Number of Work Hours per Week	
Language Skills	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Amharic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Urdu <input type="checkbox"/> Other:



# Grant Reporting Requirements

## Quarterly Reporting Requirements

- Family: number of families approved, family household income meets income eligibility, proof of Montgomery County residency, attestation family does not meet criteria for Working Parents Assistance or Child Care Scholarship
- Child: number of children enrolled with this grant
- Program: quality standard compliance, quarterly narrative report
- Staff: names of staff in EquiCare rooms, staff credentials, professional development records

## Annual Reporting Requirements

- Family: number of families approved
- Child: number of children approved
- Program: annual narrative report
- Staff: number of staff in EquiCare rooms, professional development hours completed

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# Ethics Questions

- **Does your organization employ current employees or contractors of the Montgomery County Government?** This applies for employees that are paid by your organization but are also paid by Montgomery County Government.
- **Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government?** This applies to volunteer board of director positions.
- **If you answered yes to either question, please describe the employee(s) role and function as it applies to your organization.** Answering “yes” to either question does not exclude your organization from being eligible to apply.
- Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program.

*If you are unsure if a position applies please contact the Office of Grants Management.*

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# Other **REQUIRED** Preparations

- **Register and create a profile on the online application platform** for each team member who will be working on your application.
- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click [here](#) to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.
- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or organization if you are not in Good Standing. Your application for a grant could be disqualified if you are not in Good Standing.
- **Register with the Montgomery County Central Vendor Registration System (CVRS)** by clicking [here](#). If you or your organization receives an award from the County then you will need to be registered with CVRS to receive payments.

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# Review Process

- The Department of Health and Human Services Early Childhood Services team will recruit an independent Review Committee made up of qualified neutral individuals in Montgomery County Government, selected for their experiences in the grant program's subject area, grants administration, and/or project management.
- The panel members will review and score applicant proposals based on the criteria and priorities established in the NOFO.
- Final decisions will be made based on the scores, reconciliation of funding across categories, and other factors such as the applicant's past performance on previous County awards.



# Scoring – 100 Possible Points

## **A. Project Goals and Grant Program Priorities (1-3 Rating; weighted at 25/100 points)**

In line with the priorities for the FY24 EquiCare Subsidy Seats Grant Program, the proposal:

- Program located in priority zip code: 20877, 20886, 20902, 20866, 20906
- Demonstrates a strong understanding of their target population's/community's needs and an effective program strategy to effectively meets these needs;
- Provides technically, culturally, and/or linguistically proficient services to the target population/community; and
- Demonstrates a broad base of impact through their proposal to their target population/community; and
- Exhibits cultural proficiency, inclusivity of LGBTQIA+ community members, and the use of a racial equity lens in providing services within this proposal.

# Scoring – 100 Possible Points

## **B. Organizational Capability and Relevant Experience (1-3 Rating; weighted at 50/100 points)**

- Applicant demonstrates the expertise to deliver the proposed outcomes to the target population (ex. licensed, published in Maryland EXCELS level 3 or higher, and accredited);
- Applicant demonstrates the subject-matter expertise to deliver the proposed outcomes to the target population/community (ex. Staff meet or exceed requirements); and
- Applicant demonstrates a strong history of serving Montgomery County children and families and can effectively perform outreach to promote, engage, and/or connect the target population with the proposed project.

# Scoring – 100 Possible Points

## **C. Soundness of the Overall Proposal (1-3 Rating; weighted at 25/100 points)**

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline; and
- Proposal' contingency plans for a lower than requested funding amount is realistic and still results in desired outcomes albeit at a lower level.

# Award Notification

- Award notification letters are expected to be released roughly 6-8 weeks after the application deadline via email.
- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.
- Documentation standards are very high as we are subject to audits and must follow official procedures. If you are unable to provide documentation of how the funds were used, your organization may be required to return the grant funds to the County.

# General Recommendations

- **Read the guidelines and instructions in the NOFO and follow them.**
- Develop, coordinate, and finalize your application offline and then upload all materials into the application.
- Uploads in PDF format are preferred (except the Program Budget, MS Excel please) but other formats are also welcome.
- **The application platform has difficulty reading Mac formatted documents** (i.e., Pages, Numbers, and Key Note) so these should be submitted as PDFs or converted to MS Office formats.
- Start now on getting your legal house in order, if needed.

# Review Committee Feedback: the Seven Cs

1. **Concise** - Be concise, when possible. Review Committee Members (RCM) have difficulty absorbing information from long narratives.
2. **Concrete** – Be specific and direct in **how** your proposed project will achieve its stated goals. RCMs often see gaps in how a project will work.
3. **Clarity** – RCMs prefer that you include the question you are answering or add sub-headings for clarity. Application task uploads should also include the title of the application task, organization name and project title as headers.
4. **Connection** - All elements of your application should show a clear connection with the grant priorities and scoring criteria, as outlined in the NOFO.
5. **Consistent** - All elements of your application should be consistent with each other. RCMs often note a lack of consistency between budget and narratives.
6. **Cite** - Feel free to reference other application sections/Tasks (i.e., budget) in your narratives. Specifically cite the application Task name so the RCM can go directly there. Hyperlinks to external sources (i.e., news article, research paper, your website, etc.) can be helpful too. Overall, no need to repeat information that is in other places in your application or external source.
7. **Complete** – Before clicking Submit, go back and make sure you finished all Tasks, filled out all fields, and **uploaded the right attachment in the right place.**

# Further Questions?



## *Montgomery County Office of* **Grants Management**

**Ali Hoy**

**Outgoing Grants Program Manager**

**Office of Grants Management**

**240-773-3384**

**[grants@montgomerycountymd.gov](mailto:grants@montgomerycountymd.gov)**

**OGM Website**

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