FY2014 Educator and Provider Support Grant
(Fund Code 322)

Bidders' Conference

April 2, 2013, 1:00-3:30 PM

EEC Central Regional Office, Worcester, MA

MASSACHUSETTS
Department of
Early Education and Care

Today's Agenda

- **Welcome**
- **Overview of the FY14 Educator and Provider Support Grant application**
  - Questions and Answers
  - Grant Posting/Grant Timeline/Submission Deadline
  - Grant Application Components
  - Purpose
  - Eligibility/Funding
  - Grant Priorities and Requirements
- **Nuts and Bolts of the Application Submission Process**
  - Section A: Online Application
  - Section B : Application Forms and Documents
    - Budgetary Guidance & Allowable Use of Funds
    - Programmatic Guidance /Narrative Questions (Sections 1 & 2)
    - Grant Specific Documents
- **Re-cap of Submission Process**

Questions and Answers (FAQ)

To ensure consistency in responses

- At the end of the Bidder's Conference presentation, an EEC staff member will record questions.
- Those questions will be reviewed and answered in the FAQs.
- All other questions must be emailed by April 4, 2013 by 4:00 PM to EECSubmission@massmail.state.ma.us
  - **Subject line: *FY14*** *EPS – Fund Code 322*
- The FAQ document will be posted on or around April 11, 2013.
  - The FAQ document then becomes an official part of the RFR.

Posting of Grant Related Information

- **Grant Posting Available:**
  - On Comm-PASS at www.comm-pass.com
  - On EEC's website at http://www.mass.gov/eec under *Funding Opportunities- -Open Competitive Grants*

Grantees are responsible for checking EEC's website and Comm-PASS for any updates to the Grant Application Information.

Grant Application Timeline

Grant Application Release/Posting:	March 25, 2013
Submission of Intent to Bid (email):	April 1, 2013
Bidder's Conference:	April 2, 2013
Submission of Written Inquiries:	April 4, 2013
Response to Written Inquiries:	April 11, 2013*
Submission Deadline:	**May 6, 2013, 4 PM**
EEC must receive **ALL** grant application documents	May 6, 2013, 4 PM
Preliminary Notification to grantees:	June 3, 2013*
Bidder's Notified of Awards:	June 19, 2013*
Grant Start Date:	July 1, 2013*

***These dates are estimated dates and may be subject to change.**

Grant Submission Deadlines

The EEC Central Office must have by

May 6, 2013 at 4:00 PM

Mail submission:

- One (1) original hard copy
- Three (3) hard copies

Electronic submission:

- ALL grant application documents *(except Administrative documents and Section A documents)*

Grant Application: Follow the Checklist

- Checklist for Grant Application *(updated 4-1-13)*
- Signed cover page (authorized signatory)
- Online Application
  - *Program Contacts**
  - *Communities served**
  - *Languages spoken**
- **FY2014 Budget Workbook** *(updated 4-1-13)*
- **Proposed FY2015 Budget Workbook** *(updated 4-1-13)*
- FY2014 Narrative Questions (Sections 1 & 2)
- FY2014 Projected Deliverables
- Copy of Indirect Cost Approval Letter (if claiming Indirect Cost)
- FY2014 Partnership Membership Forms
- FY2014 Professional Development Course Catalogue
- Organization Charts and Documents (related to Narrative Question 5)
- MA Standard Administrative Forms

Grant Appendices

(For reference only)

- Appendix A: Budget Workbook Instructions
- Appendix A-1: Online Application Instructions
- Appendix B: Evaluation and Rating Criteria
- Appendix C: Grant Payment Terms, Grant Expenditures, Termination, Recoupment of Funds and Relevant Law
- Appendix D: List of Towns and Cities in each EEC Region
- Appendix E: Number of Licensed Programs by Town and Region
- Appendix F: Allocation of Funding by EEC Region
- Appendix G: QRIS Standards and Core Competencies
- Appendix H: Qualifications for Consultants, Trainers, and Mentors

FY2014 EPS Grant: Purpose

Through this **competitive** grant application, EEC may award grants to one or more vendor(s) who will provide professional development opportunities and services for working adults in early education and out of school time field to increase their knowledge and skills, which can then be applied to practice.

Funding will be used to address three core areas:

- **educator and provider pathways,**
- **coaching and mentoring in support of matriculation;**
- **competency development.**

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Are YOU eligible to apply?

- The FY2014 Educator and Provider Support Grant is a **competitive grant** open to all vendors that are able to demonstrate through the submission of a successful grant application that they are able to meet the priorities and required services as outlined.
- EEC expects to award funds to a vendor(s) providing the best value to the Commonwealth with the goal of identifying a vendor or vendors capable of providing educator and provider support services across all EEC regions, cities, towns, and communities.
- Vendors may apply to cover the entire Commonwealth, a specific region or regions, and/or geographic area(s) that cover specific cities, towns and communities thereof.

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Funding and Distribution of Grants

- EEC estimates that subject to appropriation; up to **$3,167,999** may be available for grant funding. This proposed allocation assumes level funding for the FY2014 grant year.
- FY2014 Grant funding formula is by region.
- Bidders should refer to *Appendix F* to determine the funding available for the region they propose as their service delivery area(s). Proposed funding requests must not exceed the combined total amount of the funds for each region.

Funding is subject to State and Federal budget allotment and appropriation

Funding (continued)

- **The EPS Grant will have an initial duration of two years, starting on or about July 1, 2013 and ending on or about June 30, 2015.**
- As a condition of approving FY2015 renewal grants, EEC will require that all Grantees have complied with the Required Services and Reporting Requirements before approving renewal.
- EEC may require grantees to meet additional requirements related to the EPS grant in FY2015 and beyond so that the grant terms continue to reflect EEC's priorities and the needs of the communities.
- Grantees will have one option to renew their grant for another additional year in FY2016.
- **Grantees will be required to submit two separate budgets for FY2014 and Proposed FY2015.**
- During the term of the contract, EEC reserves the right to increase or decrease funding allocations.

Mandatory Requirements

In order for an application to be considered complete, bidder's must address the mandatory components outlined on page(s) 5 - 9 as related to:

- Grantees will be required to incorporate the approved tagline for the *Brain Building in* Progress communications initiative on appropriate marketing and communications materials and resources that are funded in whole or part through this grant.
- Build a comprehensive professional development system through an effective educator and provider support network.

- **Each of these mandatory components <u>must be addressed according to their assigned question number</u> when responding to the FY2014 Narrative Questions**

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Priorities and Required Services

- Professional development is intended to **transform practice** and is not designed to simply provide information.
- Professional development is a **shared responsibility** between educators and the providers that employ them.
- Professional development must **meet the needs** and address the diversity of the early education and care and out of school time workforce.

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Priorities and Required Services

- Opportunities for professional development should be designed to **meet the needs** of the adult learners and include theory, research and practice.

- The professional development system will be aligned and **provide a comprehensive system** for educators and providers in Massachusetts.

- EPS grantees shall **develop and provide** professional development opportunities and services, as well as provide **access to training** developed or offered by the state to educators and programs in their region.

Practice Model

- EEC has identified **eight key elements** of professional development that are the foundation for this work and must be embedded in the professional development system.

1. Professional development efforts must be:

a) evidence-based
b) aligned with QRIS standards,
c) support the practical utilization, assessment and implementation of the Early Learning Standards from birth to 3rd grade,
d) link to EEC's 8 Core Competency Areas and demonstrable practice, and
e) link, when appropriate, to EEC Licensing Regulations.

2. Early education and out of school time educators must be supported in developing competencies to support child growth and development.

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Practice Model

3. Professional development activities must leverage resources across public and private agencies, for three primary reasons:

a) to prevent duplication of effort,

b) to maximize resources both fiscal and in-kind, and

c) to utilize the individuals and institutions with the documented skills, knowledge and abilities, as well as rates of success in meeting the practice needs of educators and program.

4. Professional development must be targeted and intentional to meet the needs of specific age groups and unique populations as well as address specific competencies. All courses must be defined and submitted with the grant application.

Practice Model

5. **The selected grantee(s) will be responsible for marketing and outreach to all educators and providers across the Commonwealth in EEC's mixed delivery system.**

6. **Prior to participating in individual training opportunities, each educator and provider will have an *Individual Professional Development Plan (IPDP)* to define multiple efforts needed to support development of specific competencies. These plans should include no less than 3 learning opportunities.**

7. **The FY2014 EPS grant focuses on two target populations:**
   a) educators and
   b) providers

8. **Align coaching and mentoring with other services the educator or provider is receiving to maximize resources and avoid duplication.**

EPS Grant Required Services

The assigned question number must correspond with the responses to the Narrative Questions.

- Reach: Informing Families and Communities

  Inform educators and providers of opportunities available through the EPS grant. **(Question #1)**

- Individual Professional Development Plans

  Educators and providers participating in coaching and mentoring services must have an IPDP. **(Question #2 and #4)**

- Core Area: Educator and Provider Pathways

  Develop and implement professional development pathways for educators and providers in EEC's mixed delivery system

  (Question #1 to #4)

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EPS Grant Required Services

- Core Area: Coaching and Mentoring

  A comprehensive system to ensure that individuals complete opportunities which promote competency in coaching and mentoring. **(Question #3)**

- Core Area: Competency Development

  Competency is achieved through professional development that connects theory to practice, utilizes reflection, and adapts to individual educator and program needs. **(Question #2 and #4)**

FY2014 Reporting Requirements

EEC reserves the right to require grantees to report as specified. EEC will be requesting that all FY2014 EPS grantees utilize the NACCRRAware Training Tracker, to report training and technical assistance. Individual educator and provider level data as well as aggregated programmatic data will be used to measure the outcomes of this grant. Partnerships receiving this grant will be required to report monthly to EEC in a standardized format.

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Nuts & Bolts of Submission: Section A:

- This is the **ONLINE** portion of the application.
- To access and submit this portion:
  - *Link:* http://www.eec.state.ma.us/GrantEPS
  - *After filling out all parts, print out this section for mail submission*
- Information to have ready to complete Section A:
  - Program Contacts
  - Communities Served
  - Languages Spoken
- Section A information must be submitted in 2 ways:
  - 1. Online *(through the link above)* ***and***
  - 2. Mail

Section A: Online Application:

Educator and Provider Support Grant

Information on the Request for Response

Through this competitive Educator and Provider Support Grant Application, EEC may award grants to one or more vendor(s) who will provide professional development opportunities and services which support adults to gain knowledge and skills which they can apply to practice through completion of multiple opportunities. These professional development opportunities must be aligned with the MA Quality Rating and Improvement System. The target audience of this intervention is programs and the workforce that provide the early education and out of school time three core areas: **educator and provider pathways, coaching and mentoring in support of matriculation or competency development, and competency development.**

All bidders submitting proposals must complete the following:

- On-line registration, which includes region selection, town selection and languages spoken.
- All other requested forms as outlined in the RFR and updated on the EEC Website and COMM-PASS must be submitted by mail and electronically by the close of **May 6, 2013 by 4:00 PM** to :

Department of Early Education and Care
Educator and Provider Support, Agency Name, Program Name
Attention: Michele Smith, Grants Administration
51 Sleeper Street, 4th Floor
Boston, MA 02210

- Complete Online Application

Bidders need not complete the entire on-line registration at one time. They may complete a portion of the on-line registration and finish entering their information at a later date/time until the close of this RFR at **4:00 PM on May 6, 2013**. Bidders will also be able to print information entered into this system for their own records.

Throughout the bidding process, bidders are responsible for visiting the state procurement website (COMM-

Please click the blue link to Complete Online Application.

Section A: Online Application:
User Name and Password Set Up & Login

Login

*Please enter your Username/Password to help us identify you. There should be **one** applicant per organization.*

Username:

Password:

Submit

If you do not have Username/Password or have not registered yet, please register by clicking here.

Upon determining your password, please make sure this is noted/tracked for future use. Also note who is the designee with the password in your organization.

- **Create an agency username and password first, by clicking the link. "Please register by clicking here."**
- **Fill in your username and password and click the 'submit'.**

Section A: User Name and Password Set Up & Agency Information

Applicant Information

Please provide the following organizational and contact information for the organization that would be operating the system.

Agency Information

Note: *The fields marked with * are required.*

Enter a Username and Password combination below that will enable you to retrieve the RFR information related to your bid.

Username *

Password *

Confirm Password *

Agency Name *

Address Line 1 *

Address Line 2

City *

State *

Zip *

Phone * (Ex: 617-111-2222)

Fax

Agency Email *

DO NOT FORGET your username and password

- **This is the first page of the Section A application.**
- **Fill in ALL 'Application Information'.**
- **At the bottom of this page, click 'Next Page' when ready.**

Section A: Languages Spoken:

Select Languages Spoken

Please select the languages spoken in the communities served by your grant.

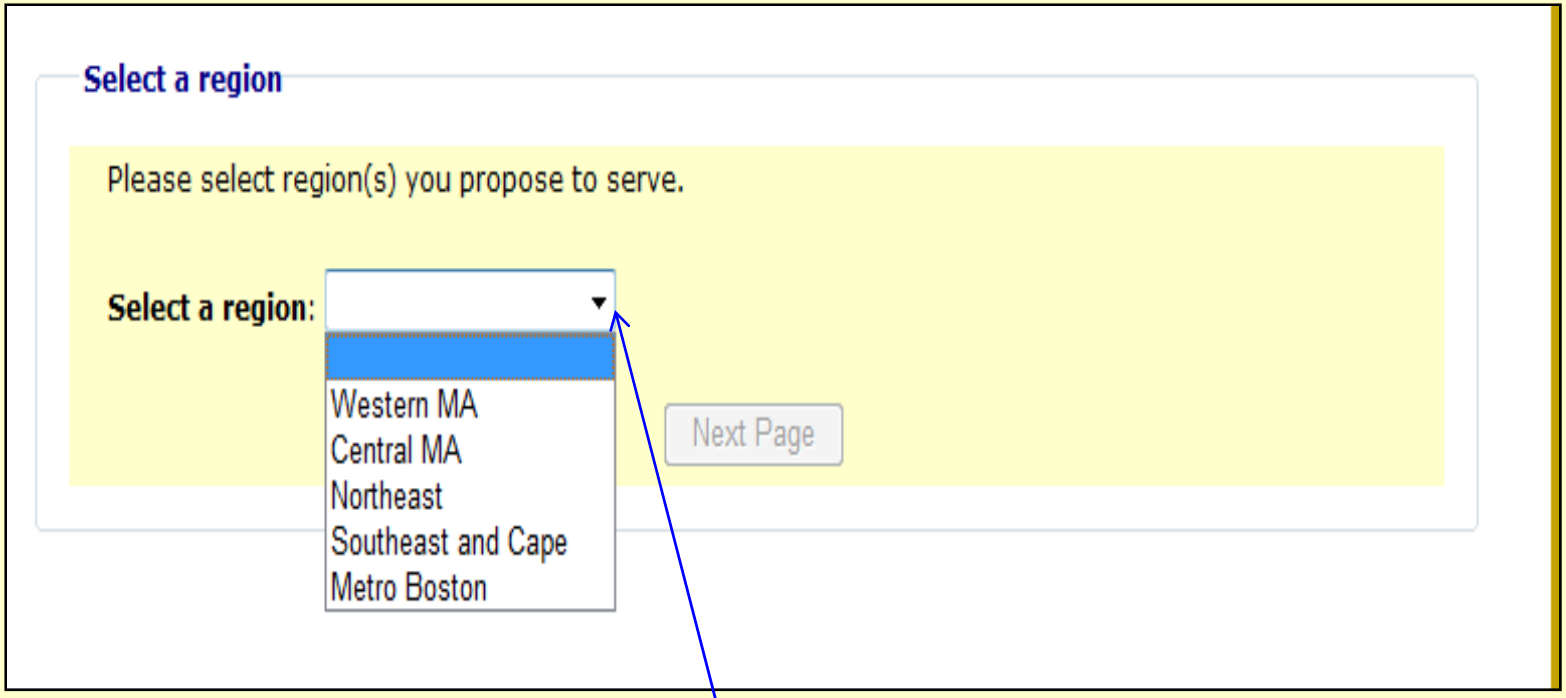
- [ ] Select All
- [x] English
- [x] Spanish
- [x] Portuguese
- [x] Amharic
- [x] Armenian
- [x] Cantonese
- [x] Croatian
- [x] French
- [x] Greek
- [x] Haitian Creole
- [x] Italian
- [x] Khmer (Cambodian)
- [x] Laotian
- [x] Polish
- [x] Russian
- [x] Serbian-Cyrillic
- [x] Slovenian
- [x] Tagalog
- [x] Vietnamese
- [x] American Sign Language (ASL)
- [x] Other

farsi

Save and Go to Next Page

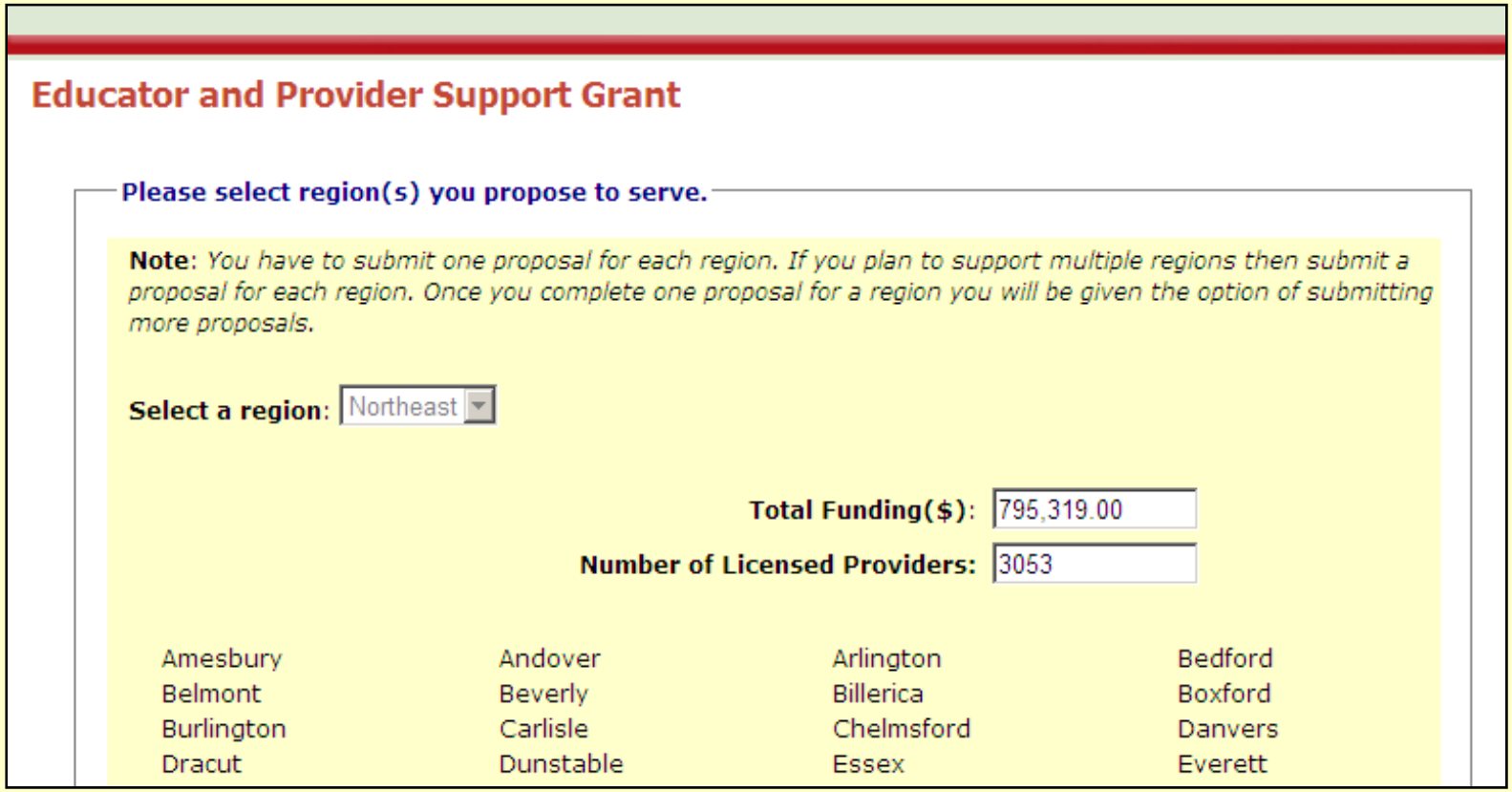
- **You will be prompted to: 'Select Languages Spoken'**
- **Click 'Save and Go to Next Page' when you have completed this section.**

Section A: Select a Region



- **Click on the drop-down menu to select a region.**
- **Click 'Next Page'**

Section A: Regions You Propose to Serve



- **Once you select a region you propose to serve, you will see the Total Funding for that region as well as the Number of Licensed Providers in that region.**
- A proposal is the selection of one region with the selected towns within that region.
- Total Funding for towns selected can be found in Appendix F: *Allocation of Funding by Region.*

Section A: Saved Proposals

Saved Proposals

The list below displays the proposals saved for each region. To view or edit click on View/Edit

		Region
View/Edit	Delete	Western MA
View/Edit	Delete	Central MA
View/Edit	Delete	Southeast and Cape

Add New Proposal | Print All Data

- **View and select a region in the 'View/Edit' drop-down menu**
- **You can create a proposal to serve a different region by clicking 'Add New Proposal'**

- **Note: EEC also reserves the right to designate only one of the bidders to provide services in such area, if two or more bidders propose to provide services in the same city/town/geographic area.**

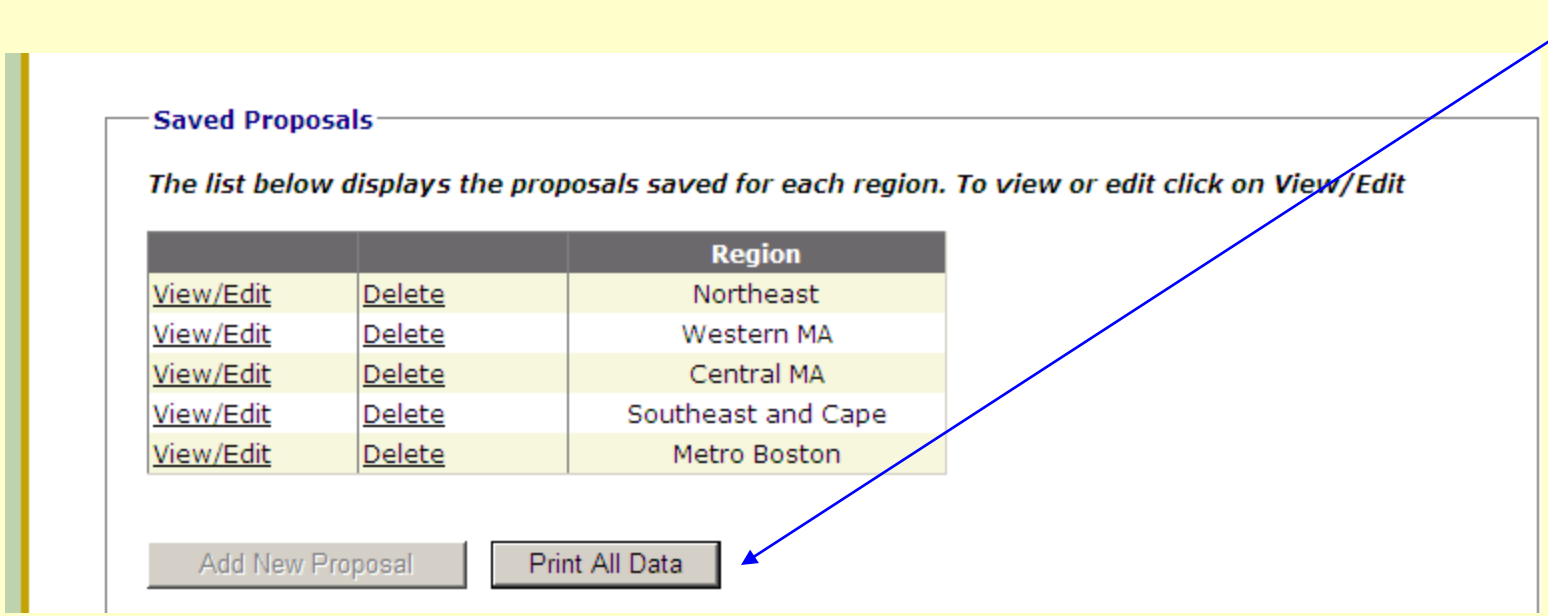
Eligible Funding Levels

Bidders should refer to Appendix F to determine the funding available for the region (s) they propose as their service delivery area(s).

Proposed funding requests must not exceed the combined total amount of the funds for each region as listed in <u>Appendix F: Allocation of Funding by EEC Region.</u>

Section A: Online Application

When you are finished, it is very important to 'Print All Data'



Section A: Online Application

Agency Name: BCD Services **Registration # :** 3000

Contact Ph: 617-988-6600

Agency Information

Address 51 Sleeper Street, 4th Floor, Boston, MA 02210

Phone 617-988-6600 **Fax** 617-988-2451 **Email** a@bcd.com

Grant Coordinator

Name John Brown

Address 1 Seaport Blvd, , Boston, MA 02210

Phone 617-999-9999 **Fax** 617-999-0000 **Email** johnbrown@bcd.com

Superintendent/Executive Director

Name Mary Jones

Address 2 Tobin Street, , Boston, MA 02210

Phone 111-111-2222 **Fax** 111-111-2222 **Email** maryjones@a.com

Summer Contact

- **The first page of the Section A report should look like this when printing.**

- **You will need to include this information in the Section B packet that you mail to the EEC to formally apply for this grant funding.**

Section B: Application Forms and Documents

Section B documents to submit <u>by mail and email</u>:

- Checklist
- Signed Cover Page
- **FY2014 Budget Workbook**
- **Proposed FY2015 Budget Workbook**
- FY14 Narrative Questions (Sections 1 & 2)
- FY2014 Projected Deliverables Form
- Copy of Indirect Cost Approval Letter (if you are claiming Indirect Cost)
- FY2014 Partnership Membership Form
- FY2014 Professional Development Course Catalogue

Section B: (continued)

Commonwealth of Massachusetts Standard Administrative Forms:

- A signed Commonwealth Terms & Conditions form
- W-9 with DUNS #
- Contractor Authorized Signatory Listing
- Authorization for Electronic Funds Payment (EFT) Form
- Supplier Diversity Program Plan Form (If the Grant is competitive and involves distributing more than $150,000 in funds.)
- Federal Funding and Accountability and Transparency Act (FFATA) Reporting Requirements

If not already on file with the EEC, you will need to fill out and mail to the EEC:

You do not need to ***email*** these materials the Administrative Forms, **please only sign and mail these in with your grant application.**

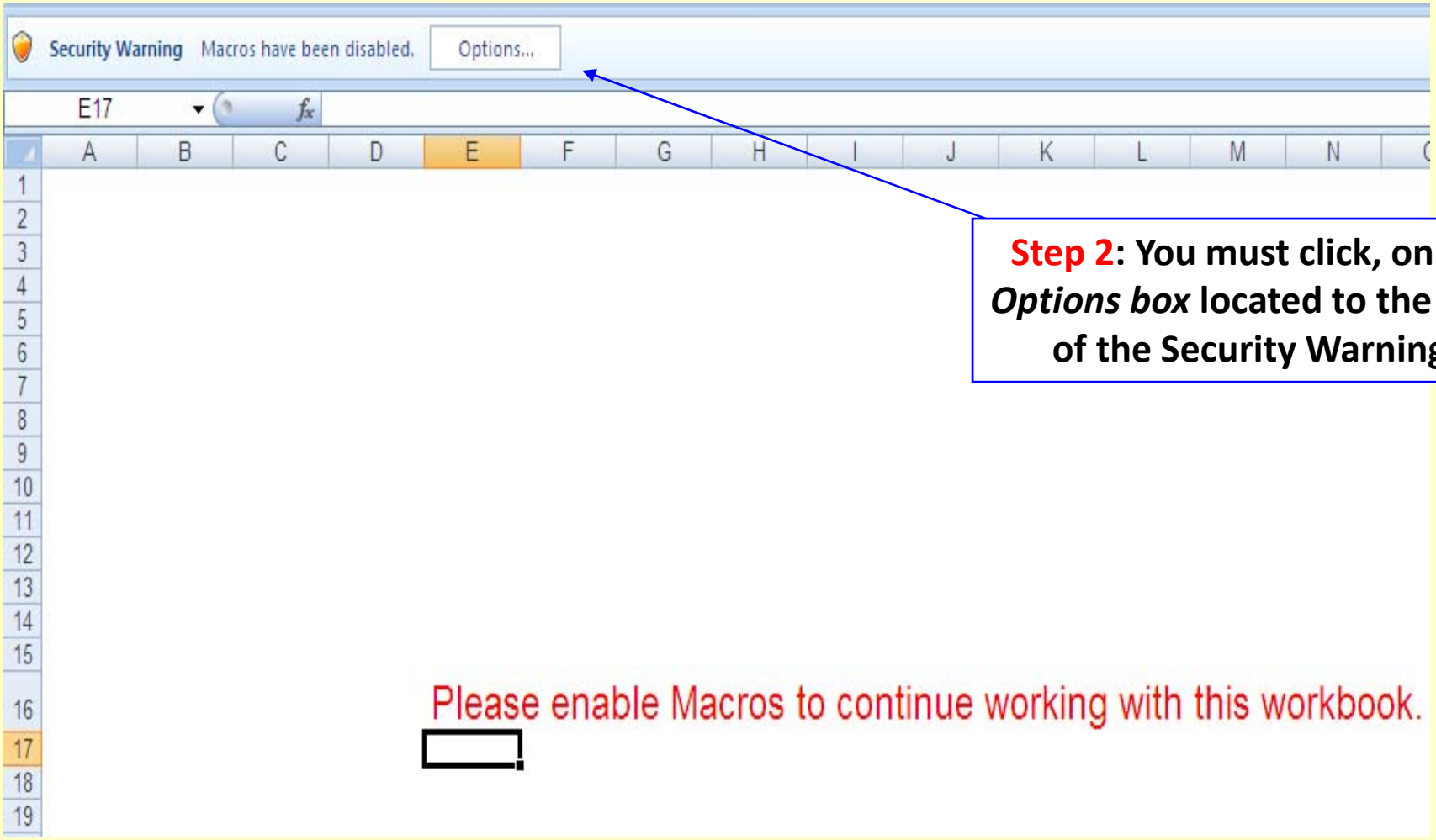
Budget Workbook Components

There are **13 tabs** that make up the entire **Budget Workbook**

- **Instructions (read only)***
- **Allowable Costs (read only)***
- **Unallowable Costs (read only)***
- **#1 Budget Summary (read only)***
- #2 Personnel
- #3 Consultant
- #4 Office and Programmatic Supplies
- #5 Travel
- #6 Equipment
- #7 Other Costs
- #7a EPS Courses
- #8 Budget Narrative
- #9 Subcontractors
- #10 Subcontractor Narrative

***The first 4 tabs are for reference only.**
Tab #2-10 are to be filled out by the grantee.

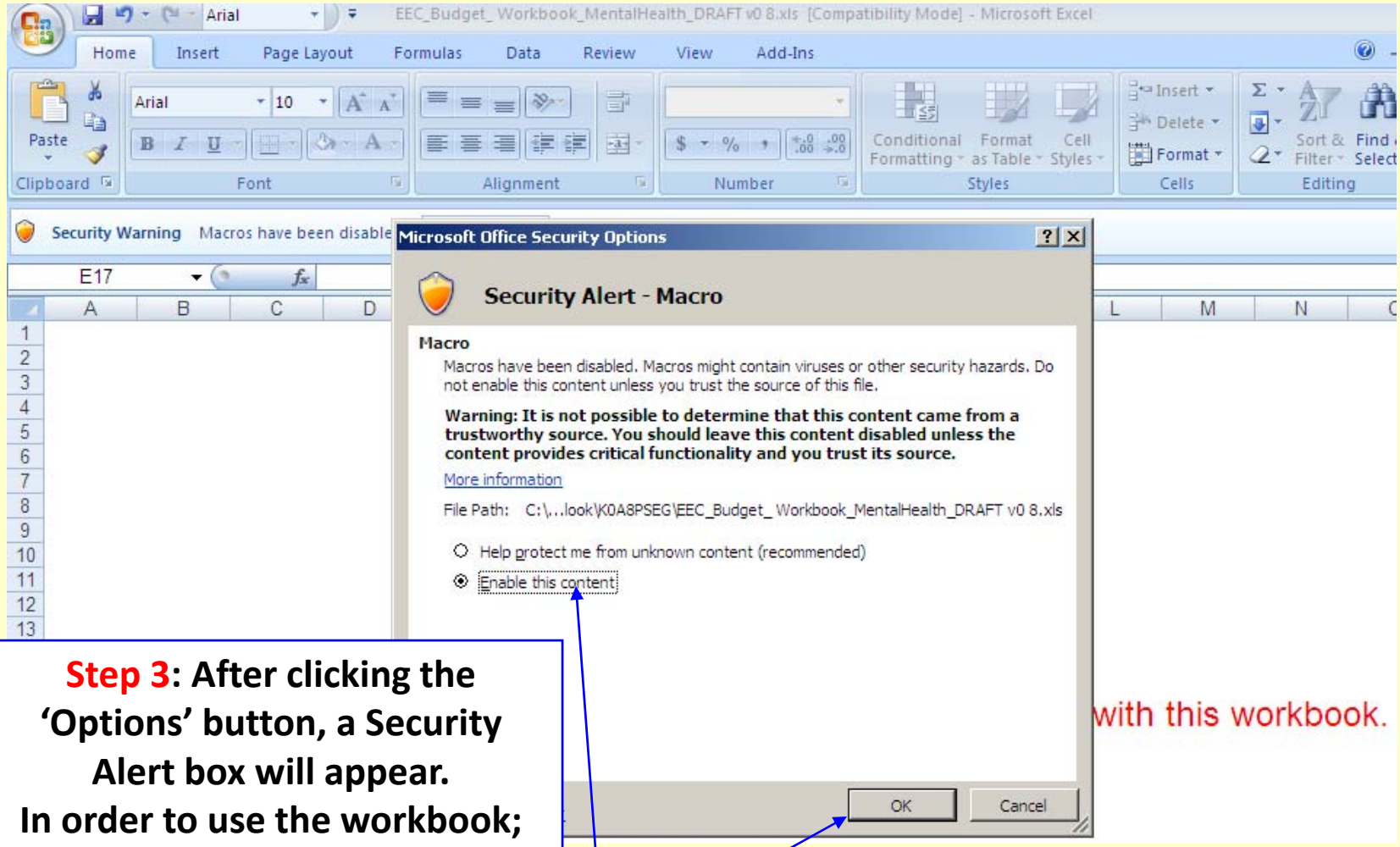
Accessing the Budget Workbook:



Step 2: You must click, on the *Options box* located to the right of the Security Warning.

Step 1: <u>OPENING THE FILE</u>: Click on the link: *FY2014_Mental Health_ Budget.xls*.

Accessing the Budget Workbook



Step 3: After clicking the 'Options' button, a Security Alert box will appear. In order to use the workbook; you must click: *'Enable this content'* and click 'OK'.

Saving the Budget Workbook

- **SAVING AND NAMING THE WORKBOOK FILE**:
  - Once the file is open, select 'File' and then select 'Save As' (Indicate where you want to save the file).
  - The file is named: *FY2014_EPS_Budget_Agency_Name.xls*.
  - Edit the current file name by replacing the words *'Agency Name'* with your *Agency Name*.
  - *(Example):* FY2014_EPS_Budget_KLM_Partners.xls

Be sure to keep the exact filename as designated by the Department of Early Education and Care.

Budget Instructions:

For more detailed instructions, see Appendix A.

BUDGET REQUEST - INSTRUCTIONS

Budget Instructions Overview: **A full description of the budget instructions along with screen shots of each corresponding tab is provided on Appendix A.** Make sure macros are enabled before proceeding to complete the budget.

Prior to completing the EEC budget workbook, please review the Department of Early Education's Policies and Procedures for the specified grant on the website www.mass.gov/eec, as well as the COMM-pass, the state procurement website.

Tabs within Budget Workbook: There are 13 tabs that make up the entire budget workbook. The first three tabs are for reference only. You should see all of these tabs at the bottom of your budget workbook. Read the instructions, the allowable and un-allowable tabs, and review your Budget Summary prior to submission, as these will help you to complete the budget workbook accurately. When filling in the workbook, you are only required to fill in tabs #2-10, as the tabs are titled: 2) Personnel; 3) Consultant; 4) Office & Programmatic Supplies; 5) Travel; 6) Equipment; 7) Other Costs; 7A) EPS Courses 8) Budget Narrative; 9) Subcontractors; 10) Subcontractor Narrative

FY14 Narrative Questions:
Make sure you have a copy of the FY14 Narrative Questions when completing the Personnel and Consultant sections of Budget Workbook. You will need to include the Narrative Question #'s, located on the EEC website and Comm-PASS under the FY14 Mental Health Consultation Grant.

SOURCES OF MATCH: For FY 2014, EEC is not requiring match/in-kind contribution. In an effort to move toward future match/in-kind requirement, EEC has deliberately displayed fields allocated for match. Match/In-Kind fields are currently blocked as you will not have to fulfill this requirement for FY 2014.

EXPLANATION FOR COMPLETING BUDGET REQUEST AND NARRATIVE

Tab 1) BUDGET SUMMARY

This tab shows the total of all requested funds. You do not fill in any information in this tab.

Tab 2) PERSONNEL

1. At the top of the page: Type in Agency Name, Program Name and Date. (This information will populate onto the rest of the tabs)
2. Provide: Name of each employee, their job titles, the Full Time Equivalent (FTE), their total annual salary, and the percentage of fringe being paid for each employee.
3. Once you enter the Total Annual Salary, the Request column and Direct and Admin columns will automatically populate based on the information you provide.
4. Narrative Question #: Please clarify which Narrative Question # from the FY14 Narrative Questions document match the Personnel position that is being funded by this grant.
5. If choosing "Other", a gray alert box will appear with further instructions for your Tab 8) Budget Narrative.

INSTRUCTIONS | FUND USE PARAMETERS | 1. BUDGET SUMMARY (Read Only) | 2. PERSONNEL | 3. CONSULTANT | 4. OFFICE&PROGRAMMATIC SUPPLIES

Fund Use Parameters:

Allowable (Direct & Admin) and Unallowable

EEC Fund Use Description (Allowable Direct and Administrative Costs and Unallowable Costs)

Please refer to description of fund use in the specific Educator and Provider Support Grant Application and the Budget Directions for additional information.

Line Item	Allowable Direct Costs	Allowable Administrative Expenses:	Unallowable
Personnel	Personnel that carry the services required for this grant and hold one of the following positions are considered **direct service personnel costs**: Career Advisor, Career Counselor, Coach/Mentor, College Faculty, Instructor, Project Coordinator, Stipends for Direct Services and/or Other direct service positions.	Personnel that carry the services required for this grant and hold one of the following positions are reported under **Administrative Personnel Costs:** Secretary/Bookkeeper, Supervisor/Director, Stipends for employees to carry out administrative responsibilities, and/or Other Administrative positions.	• Aides/Paraprofessionals
FTE for this Grant (Full Time Equivalence)	Staff time must be reported in Full Time Equivalences. (FTE) under **FTE for this Grant**. For example a staff person that works a total of 40 hours per week and carrying out grant specific work for 40 hours per week should be reported as a request for funds for "1.0 FTE" under ***FTE for this Grant*** **.**	Staff time must be reported in Full Time Equivalences. (FTEs). For example a staff person that works a total of 40 hours per week, but carrying out grant specific work for 20 hours per week should be reported as a request for funds for "0.5 FTE" under ***FTE for this Grant.***	
Total Annual Salaries	For the purposes of the budget the **Total Annual Salary** is defined as the entire salary that an employee will receive for one fiscal year. If a staff position will be partially funded with these grant funds and partially funded by other sources then **both** the proposed funded and unfunded portions should be combined and reported under ***Total Annual Salary.***	For the purposes of the budget the **Total Annual Salary** is defined as the entire salary that an employee will receive for one fiscal year. If a staff position will be partially funded with these grant funds and partially funded by other sources then **both** the proposed funded and unfunded portions should be combined and reported under ***Total Annual Salary.***	
Fringe Benefits	The percentage of cost of fringe benefits being paid for each employee proposed to hold one of the *Personnel/Direct Cost* positions. Fringe benefits include Federal Tax, State Tax, FICA, Mass Unemployment, Health Insurance, Worker's Compensation, Medicare, SUTA, Other Retirement Systems, Other Fringe costs, as applicable.	The percentage of cost of fringe benefits being paid for each employee proposed to hold one of the listed above *Personnel/Admin* positions. Fringe benefits include Federal Tax, State Tax, FICA, Mass Unemployment, Health Insurance, Worker's Compensation, Medicare, SUTA, Other Retirement Systems, Other Fringe costs, as applicable.	
Consultant Services	Consultants hired contractually to carry out activities or specific provisions of the grant at a specific rate per hour/day. Details regarding the # of Hours/Days/Weeks/Flat per Year, Hours/Days/Weeks/Flat per Year, Rate of Pay, and Hour/Day/Week/Flat should be outlined when		

Using the Budget Workbook

Agency Name: Date:

Program Name:

BUDGET SUMMARY

Expense Item	1A. Total Request	1B. Direct Costs	1C. Admin	1D. Match/In-Kind
Personnel	$ -	$ -	$ -	$ -
Contractual	$ -			$ -
Office/Programmatic Supplies	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Other Costs	$ -	$ -	$ -	$ -
Subcontractors	$ -			
Total :	$ -	$ -	$ -	$ -

INSTRUCTIONS | ALLOWABLE COSTS | UNALLOWABLE COSTS | 1. BUDGET SUMMARY (Read Only) | 2. PERSONNEL | 3. CONSULTANT | 4. OFFICE

Use these arrows to navigate and access all of the tabs.

These are the different tabs for the grant application. Tabs #2-10 must be filled in by you. The first 4 tabs are for your reference only.

Allowable Fund Use

- Personnel & Fringe Benefits
- Consultants
- Office & Programmatic supplies
- Travel expenses
- Other Costs
  - Advertising
  - Maintenance/Repairs
  - Membership/Subscriptions
  - Printing/Reproduction
  - Rental of Space
  - Telephone/Utilities
  - Training
- Subcontractors
- Fiscal Administration and oversight costs

Additional Fund Use Guidelines:

- At least 33% of the grant funding must be used to provide CEU and college coursework that result in Competency Development.
- Lead agency (grantee) must provide some of the required services directly.
- Educators seeking college courses toward a degree in early education or a related field must be directed to the Early Childhood Educators (ECE) Scholarship Program as the payor of first resort. Individual seats in courses must be approved by EEC on a case by case basis and only after the educator individual has explored all other resources. Grant funds used for the purchase of individual seats in a college course may not exceed $500 per seat/student or $7,500 per cohort course for 15 or more students at a two-year institution of higher education. Grant funds used for the purchase of individual seats in a college course may not exceed $1,000 per seat/student or $15,000 per cohort course for 15 or more students at a four-year institution of higher education.
- College courses should be supported through the cohort model whenever feasible to leverage resources and maximize funding.
- Professional development opportunities that award CEUs must be at least 5 hours in length and result in a minimum of 0.5 CEUs.
- Providers seeking reimbursement for fees related to accreditation or CDA must use funds from the Child Care Quality Fund (CCQF) as payor of first resort if said provider is eligible to receive CCQF funds.

Unallowable Fund Use (continued)

- Aide/paraprofessional staff salaries
- Computers
- Conferences and conference fees
- Equipment Costs/Rental/Repair
- Lobbying expenses
- Out-of-State Travel
- Professional development paid by other means, including college courses paid by the ECE Scholarship
- Professional development courses that do not result in at least 0.5 CEUs or college credit
- Purchase of Food
- Transportation of Students

TAB #2: Personnel

At the top of the page: Type in **Agency Name**, **Program Name** and **Date.**

Agency Name:

Program Name:

Date:

PERSONNEL

	Employee Name	Title	FTE for this Grant	Total Annual Salary	Fringe Percentage	Fringe Contribution	Request	Direct	Admin	Match/In-Kind	A (Pl th
1		Choose from Drop Down Menu				$ -	$ -				
2		Choose from Drop Down Menu				$ -	$ -				
3		Choose from Drop Down Menu				$ -	$ -				
4		Choose from Drop Down Menu				$ -	$ -				
5		Choose from Drop Down Menu				$ -	$ -				
6		Choose from Drop Down Menu				$ -	$ -				
7		Choose from Drop Down Menu				$ -	$ -				
8		Choose from Drop Down Menu				$ -	$ -				
9		Choose from Drop Down Menu				$ -	$ -				
#		Choose from Drop Down Menu				$ -	$ -				
11		Choose from Drop Down Menu				$ -	$ -				
#		Choose from Drop Down Menu				$ -	$ -				
#		Choose from Drop Down Menu				$ -	$ -				
		Choose from Drop Down									

INSTRUCTIONS | ALLOWABLE COSTS | UNALLOWABLE COSTS | 1. BUDGET SUMMARY (Read Only) | 2. PERSONNEL | 3. CONSULTANT | 4. OFFICE&PROGRAMMAT

TAB #2: Personnel

Direct Cost vs. Administrative Cost?

DIRECT Costs for Personnel

- Academic Advisor
- Career Advisor
- Career Counselor
- Coach/Mentor
- College Faculty
- Instructor
- Other (Direct)
- Project Coordinator
- Stipends (Direct)

ADMIN Costs for Personnel

- Other (Admin)
- Secretary/Bookkeeper
- Stipends (Admin)
- Supervisor/Director
- Fringe Costs are also ADMIN):

TAB #2: Personnel Continued…

In this tab, fill in:

- **name of each proposed employee,**
- **their job title,**
- **the Full Time Equivalence (FTE),**
- **the total annual salary**
- **the percentage of fringe being paid.**

- **Full Time Equivalence (FTE):** Staff time must be reported in Full Time Equivalences (FTE) under this grant. Example
- **Total Annual Salaries:** For the purposes of the budget the Total Annual Salary is defined as the entire salary that an employee will receive for one fiscal year. - note – whether funded by position or not

TAB #2: Fringe Benefits

(Located on the **Personnel** Tab and the **Subcontractor** Tab)

- The Fringe Contribution is calculated based on the FTE, the Total Annual Salary, and Fringe Percentage.
- The Fringe Contribution amount is added to the Total Request amount.
- Provide a breakdown and explanation in the Budget Narrative for Fringe.
  - *If fringe exceeds 35%, provide a breakdown of categories and percentages.*
  - *If fringe is less or equal to 35%, provide breakdown of categories and percentages, if possible.*
  - *EEC will review the breakdown and contact you.*
- If the amount is coming from another source, please provide the name of the source(s) in Budget Narrative.
- **If you exceed the 35% allocation for Fringe, you will see an Alert on the Personnel Tab and you will need to provide a breakdown of fringe in the Budget Narrative.**
- Example of Alert:
  - **FRINGE OVER 35% - PLEASE PROVIDE A 'FRINGE BREAKDOWN' IN THE BUDGET NARRATIVE FOR ALL PERSONNEL.**

TAB #3: Consultant

CONSULTANT SERVICES

	Name	Title	# of Hours/Days/Weeks/Flat per Year	Hours/Days/Weeks/Flat per Year	Rate of Pay	Hour/Day/Week/Flat	Request	Match	Narrative Questions (Please specify the Question #s)
1		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
2		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
3		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
4		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
5		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
6		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
7		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
8		Choose from Drop Down Menu		Choose from Drop Down Menu			$ -		
	Total Consultant Costs :						$ -	$ -	

Fill in Name of the consultant and choose the title from the list of choices in the drop-down menu.

Fill in the # per Hours/Days/Weeks/Flat per year and **Rate of Pay.**

Narrative Questions: Please list which Narrative Question # from questions in the FY14 Narrative Questions document match the Consultant position that is being funded by this grant.

TAB #4: Office and Programmatic Supplies

OFFICE & PROGRAMMATIC SUPPLIES

	Expense Item (List Supplies here)	Request	Direct	Admin	Match
1					
2			$ -	$ -	
3			$ -	$ -	
4			$ -	$ -	
5			$ -	$ -	
6			$ -	$ -	
7			$ -	$ -	
8			$ -	$ -	
9			$ -	$ -	
10			$ -	$ -	
11			$ -	$ -	
12			$ -	$ -	
	Total Office/Programmatic Supplies Costs:	$ -	$ -	$ -	$ -

ISULTANT | 4. OFFICE&PROGRAMMATIC SUPPLIES | NARRATIVE | 9. SUBCONTRACTORS

Please list Expense Items

For each expense item listed, fill in the cost under Direct and/or Admin cost.

A grantee can charge Office and Programmatic Supplies to **Admin if those supplies are related to the administrative function of the grant.*

TAB #5: Travel

List: Name and Position of staff who is traveling AND Estimated Miles per Month and the Number of months

TRAVEL

	Travel Expense		Request (Will appear in Red if Direct + Admin does not equal Request)	Direct	Admin
1	Travel: List Name & Position				
	Estimated Miles per Month				
	x Number of Months				
	=Total Miles				
	Mileage Rate*				
	Total Travel Cost	$ -	$ -		
	*Please indicate agency's reimbursement rate for mileage				
2	Travel: List Name & Position				
	Estimated Miles per Month				
	x Number of Months				
	=Total Miles				
	Mileage Rate*				
	Total Travel Cost	$ -	$ -		
	*Please indicate agency's reimbursement rate for mileage				
3	Travel: List Name & Position				
	Estimated Miles per Month				
	x Number of Months				
	=Total Miles				
	Mileage Rate*				
	Total Travel Cost	$ -	$ -		
	*Please indicate agency's reimbursement rate for mileage				
4	Travel: List Name & Position				
	Estimated Miles per Month				

Fill in the 'Mileage Rate*' (*must be your agency's reimbursement rate, if applicable).

Write the Total Travel Cost in the Direct cost and/or Admin cost column.

TAB # 7: Other Costs

OTHER COSTS

	Expense Item	Request* (Includes the Indirect Cost entered below.)	Direct	Admin (Includes the Indirect Cost entered below.)	Match/ In-Kind
1	Advertising	$ -			
2	Rental of Space	-			
3	Choose from Drop Down Menu	$ -			
4	Choose from Drop Down Menu	$ -			
5	Choose from Drop Down Menu	$ -			
6	Choose from Drop Down Menu	$ -			
7	Choose from Drop Down Menu	$ -			
8	Choose from Drop Down Menu	$ -			
9	Choose from Drop Down Menu	$ -			
10	Choose from Drop Down Menu	$ -			
11	Choose from Drop Down Menu	$ -			
12	Choose from Drop Down Menu	$ -			
13	Choose from Drop Down Menu	$ -			
14	Choose from Drop Down Menu	$ -			
15	Choose from Drop Down Menu	$ -			
16	Choose from Drop Down Menu	$ -			
17	Choose from Drop Down Menu	$ -			
18	Choose from Drop Down Menu	$ -			
	Total Estimated Other Costs:	$ -	$ -	$ -	$ -

From a drop-down menu: select each Expense Item.

Once the Expense item is selected, either the Direct or Admin column will appear in yellow according to which expenses are direct or admin costs.

TAB # 7: Indirect Cost

- Please enter in the Total Request for the Indirect Cost, if applicable.
- Please enter your agency's approved rate, if applicable and include an Indirect Cost Approval letter with your application.
- The indirect cost rate allocation is part of the expenses allocated to administrative funds. You can use an indirect cost rate **ONLY IF** your agency submits documentation stating the approved rate. Under no circumstances can the use of the indirect cost rate exceed the amount of funds (8% of the total grant) allocated to administrative purposes.

TAB # 7: Indirect Cost (continued)

- **If you exceed the EEC 8% ADMIN limit, you will see this Alert on the Budget Summary and you will need to CHANGE the budget so that you are not over the 8% Admin limit.**
- Example of Alert: **YOU HAVE EXCEEDED THE EEC 8% ADMIN LIMIT. YOUR BUDGET IS REJECTED. DO NOT SUBMIT.**
- **Letter must be submitted with application – section b**
  - Applicants must write their actual approved Indirect Cost Rate in the box
  - In the absence of having an approval letter, applicants must put all "Indirect Costs" into the allowable lines for Admin costs

TAB #7a: EPS Courses

Fill in the **Course Name**

EPS Courses - This chart must be completed for ALL courses from both the Lead Agency and Subcontractors.

	Course Name	Anticipated # of students	Total Cost of Course per Student	Student Contribution	EPS Contribution per Student	Total EPS Cost
1					$ -	$ -
2					$ -	$ -
3					$ -	$ -
4					$ -	$ -
5					$ -	$ -
6					$ -	$ -
7					$ -	$ -
8					$ -	$ -
9					$ -	$ -
10					$ -	$ -
	Total Estimated Costs:		$ -	$ -	$ -	$ -

Add Course

For each **Course**, provide the **Anticipated # of Students**, **Total Cost of Course per S**tudent, and **Student Contribution**.

The **EPS Contribution per Student and the Total EPS Cost** will populate once the other information is listed.

TAB # 8: Budget Narrative

BUDGET NARRATIVE

Please provide, in detail, an explanation of the costs associated with each of the following pages in your requested budget.

1. Budget Summary *No narrative needed*

2. Personnel: Complete the following information regarding personnel. Information provided here should correspond to requested funding on the Personnel tab.

	Employee Name	Title	FTE for this Grant	Enter text at the start of each cell ↓	Describe the staff role being performed, and the proposed grant a being supported under this funding. Please define the specific position title if choosing "Other". Please make sure that you explai between the grant activities and the narrative question number tha on the Personnel tab.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

SONNEL | 3. CONSULTANT | 4. OFFICE&PROGRAMMATIC SUPPLIES | 5. TRAVEL | 6. EQUIPMENT | 7. OT

Fill in information about: 2. Personnel, 2a. Fringe, 3. Consultant, 4. Office and Programmatic Supplies, 5. Travel, 6. Equipment, 7. Other Costs., 7a. EPS Courses.

In order to copy and paste within the workbook, you **must double click** on the source cell, copy the text and then double click on the destination cell and paste. In order to paste text copied from an external source, double click on the destination cell and paste.

TAB # 9: Subcontractors

Program Name:

SUBCONTRACTORS

Subcontractors (Enter Agency/Provider Names)	Total Per Year (Includes Fringe)	Personnel		Consultant	Office/ Programmatic Supplies		Travel		Equipment		
		Direct	Admin		Direct	Admin	Direct	Admin	Direct	Admin	
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Subcontractor Totals:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$

4. OFFICE&PROGRAMMATIC SUPPLIES | 5. TRAVEL | 6. EQUIPMENT | 7. OTHER COSTS | 8. BUDGET NARRATIVE | 9. SUBCONTRACTORS | 10. SUBC

List each subcontractor: Include Agency and Provider Name

Please note that each column is divided into **Direct** and **Admin** costs (except the Consultant column.) Please make sure that you use the same guidelines as the Lead Agency for claiming Direct and Admin costs.

TAB # 9: Subcontractors: Fringe and Indirect Cost

Note: Each line is for a separate subcontractor.

** Total Per Year will turn Red if the Fringe for that Subcontractor exceeds 35% of the Total Per Year.*

Subcontractor EPS Courses, Fringe & Indirect Costs

	Subcontractors (Enter Agency/Provider Names)	Total EPS Cost for Courses	Fringe		Total Request (Indirect Cost)	Approved Indirect Cost Rate (%)
			Direct	Admin		
1		$ -	$ -	$ -	$ -	
2		$ -	$ -	$ -	$ -	
3		$ -	$ -	$ -	$ -	
4		$ -	$ -	$ -	$ -	
5		$ -	$ -	$ -	$ -	
6		$ -	$ -	$ -	$ -	
7		$ -	$ -	$ -	$ -	
8		$ -	$ -	$ -	$ -	
9		$ -	$ -	$ -	$ -	
10		$ -	$ -	$ -	$ -	
11		$ -	$ -	$ -	$ -	
12		$ -	$ -	$ -	$ -	
13		$ -	$ -	$ -	$ -	
14		$ -	$ -	$ -	$ -	
15		$ -	$ -	$ -	$ -	
16		$ -	$			
			$			
			$			
			$			
			$			
			$			

Enter the **Total Fringe** amounts for Personnel in the Direct or Admin cost columns depending on whether the staff position is a Direct or Admin expense. Each line must contain the total fringe amount per Subcontractor.

Fill out the **Total Indirect Cost** amount and Indirect Cost Rate, if eligible. Each line must contain the total indirect cost amount per Subcontractor.

TAB # 10: Subcontractor Narrative

SUBCONTRACTOR NARRATIVE

Please provide, in detail, an explanation of the costs associated with each of the Subcontractors in your requested budget. Information provided here should correspond to requested funding on the Subcontractor tab.

2. **Personnel**: Complete the following information regarding personnel per Subcontractor.

	Subcontractor Name (Agency/Provider)	List all Employee Names being requested per Subcontractor	List all position titles being requested per Subcontractor. List whether each position is a Direct Cost or an Admin Cost.	List FTE being requested per Subcontractor	List # of Staff- being requested per Subcontractor	Enter text at the start of each cell ↓	Describe the staff role being performed, and the proposed grant activities being supported under this funding per Subcontractor. Please make sure that you explain the link between the grant activities and the goal achievement number that is listed on the Subcontractors tab.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

TRAVEL | 6. EQUIPMENT | 7. OTHER COSTS | 8. BUDGET NARRATIVE | 9. SUBCONTRACTORS

Fill in information about: 2. Personnel, 2a. Fringe, 3. Consultant, 4. Office and Programmatic Supplies, 5. Travel, 6. Equipment, 7. Other Costs.

In order to copy and paste within the workbook, you must double click on the source cell, copy the text and then double click on the destination cell and paste. In order to paste text copied from an external source, double click on the destination cell and paste.

FY 2014 Narrative Questions

To ensure that your application is complete:

- **Responses** to the FY14 Narrative Questions **must address** the **Mandatory** section and the **Priorities and Required Services** outlined on pages 9-16 in the Grant Application.
- The narrative questions for the FY2014 EPS grant are divided in two categories:
  - **Section 1** relates to narrative questions that will be scored (Questions 1 - 4)
  - **Section 2** relates to the narrative questions that will not be scored. (Questions 5 – 9)
- REMINDER: All questions must be answered in the space provided and in the order they are asked.
- Please review the instructions for each section carefully.

FY2014 Narrative Questions (Section 1)

Narrative Questions 1 - 4

Directions: Your answer should be typed in Arial font, font size 12, and single-spaced.

Please limit your responses to 2.0 pages per question, including the sub-components of each question.

- Read the Narrative Questions carefully, as some questions cover different aspects of the topic being addressed and some have several sub-questions.
- Please target your responses **to meet the specific goals, priorities, and requirements of the grant.**
- Ensure your responses to the Narrative Questions address each of the Required Services as delineated in the RFR on pages 9-16.

FY2014 Narrative Questions

Example: Below is a section of the Required Services, on p. 9-10 of the RFR that includes a reference to "**(Question #1)**". When responding to **Narrative Question #1,** your response should address the related required services.

The assigned question number must connect to the responses for the FY14 Narrative Questions.

Applicants must provide the following services with the grant funds they are awarded:

I. Objective: Reach: Informing Families and Communities (Question #1)

A. Inform educators and providers of opportunities available through the EPS grant and other means by e-mail, phone, U.S. mail, and by distribution of written information through meetings in the community, partnership meetings, college and career fairs, license renewal meetings, and parent and provider meetings in the community.

Address in Narrative Question #1

FY 2014 Narrative Questions (Section 1)

The assigned question number must connect to the responses for the FY14 Narrative Questions.

Applicants must provide the following services with the grant funds they are awarded:

I. **Objective: Reach: Informing Families and Communities (Question #1)**

A. Inform educators and providers of opportunities available through the EPS grant and other means by e-mail, phone, U.S. mail, and by distribution of written information through meetings in the community, partnership meetings, college and career fairs, license renewal meetings, and parent and provider meetings in the community.

B. Publicize and facilitate access to professional development opportunities that extend beyond the grant such as those available through public television, children's museums, local libraries, other EEC grantees, other state agencies, and other resources within the community.

C. Collaborate with Coordinated Family and Community Engagement (CFCE) grantees to increase the number of educators who are trained in strength-based family engagement practices such as "Strengthening Families" and are aware of comprehensive services as stated in QRIS.

II. **Objective: Goals for Supporting Providers (Question #4)**

A. Early education and out of school time providers shall be working toward one or more

Required Services on page 9-10 of Grant Application.

Narrative Questions (Section 2)

Questions 5 - 9

Directions:

- Please use this form to provide a brief description of no more than **4-5 sentences** for each question. **Your answer should be typed in Arial font, font size 12, and single-spaced.** Please do not exceed the maximum number of sentences.
- Carefully review the required services and ensure your responses to the Narrative Questions address each of the Required Services delineated in the RFR.

Re-cap of Submission Process: Follow the Checklist

- Checklist for Grant Application *(updated 4-1-13)*
- Signed cover page (authorized signatory)
- Online Application
  - *Program Contacts**
  - *Communities served**
  - *Languages spoken**
- **FY2014 Budget Workbook** *(updated 4-1-13)*
- **Proposed FY2015 Budget Workbook** *(updated 4-1-13)*
- FY2014 Narrative Questions (Sections 1 & 2)
- FY2014 Projected Deliverables
- Copy of Indirect Cost Approval Letter (if claiming Indirect Cost)
- FY2014 Partnership Membership Forms
- FY2014 Professional Development Course Catalogue
- Organization Charts and Documents (related to Narrative Question 5)
- MA Standard Administrative Forms

Re-cap of Submission Process

Section A Submission:

1. **Online:** (through the link): Includes Program Contacts, Communities Served, Languages Spoken.
2. **By Mail:** Include Section A information and Section B **hard copies** (1 original, 3 copies) mailed to EEC by Month, Date, 2013.

Section B Submission:

1. **By Mail: one (1) original, signed copy, three (3) copies of ALL documents** *(including Section A print out and Administrative Forms, if applicable)*
2. **By Email: Email ALL individual documents as one email* to: EECSubmission@massmail.state.ma.us.**
3. **(**do not *email Administrative forms and Section A***)**

(*Save your email with the name of this grant and your agency)

The ENTIRE submission process must be completed by:

May 6, 2013 at 4:00 PM

(email, online, mail must be submitted and in the EEC office)