

## APPLICATION FOR INITIAL FUNDING VERMONT EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT SYSTEM (ECPDS)

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Applicants are **strongly** encouraged to view the full Application for Initial Funding: Vermont Early Childhood Professional Development System (VT ECPDS) posted online at <http://dcf.vermont.gov/cdd/ecpds-transformation>. The full document includes: background; definitions and details; detailed requirements of the application; application instructions; and attachments. Any amendments, questions and answers, and any other materials that are relevant to a successful application will be posted on that website during the application period. It is expected that all applicants have read these materials before completing and submitting the online application.

Applications must use the online format provided and follow application instructions. Please read the full [Application for Initial Funding: VT ECPDS](#) carefully. If Applicants do not conform to any part of this application and online format, CDD may, at its sole option, reject a proposed application as non-responsive to required components and elements or incomplete. CDD reserves the right to waive minor irregularities contained in any proposed application.

Please create only one online application per proposal. To enable more than one writer in a shared application, all writers must use the same link emailed as a result of a request for an application. Each link is unique and will return applicants to the same in-process application until it is complete and submitted.

All proposals must be submitted electronically using this online application form. Applications must be submitted electronically no later than 4:00 PM EST on October 3, 2016. Submissions received after 4:00 PM EST, October 3, 2016 will not be considered for funding.

All files uploaded for the application must be 10 MB or smaller. If you experience difficulties accessing or utilizing this online application, please email Tim Gariboldi ([tim.gariboldi@vermont.gov](mailto:tim.gariboldi@vermont.gov)) between 8 AM and 4 PM Monday - Friday.

Questions about the application requirements or process must be submitted in writing no later than 4:00 PM on August 19th, 2016 through the survey link on this page: <http://dcf.vermont.gov/cdd/ecpds-transformation>.

Answers will be posted as questions come in. All final responses will be posted online by close of business September 2, 2016

Applicants are invited to respond to this application to transform the VT ECPDS. Funding for the work is drawn from current CCDF funding for NLCDC and the Resource Development aspect of Community Child Care Support Agency (CCCSA) work, which align with two of three primary components described in this application, as well as a modest scholarship program for professionals and a number of small grants CDD currently makes to entities providing specialized professional development opportunities. It is expected that most of these current elements/activities will be included in a proposed system design and implementation plans that

fully address the required elements.

The third primary component of VT ECPDS, BFIS, will continue to be directly owned and maintained by CDD and is not part of this process, except that successful applicants must agree to utilize BFIS as the data and information component of the VT ECPDS. CDD will continue to be responsible to award bonuses for professional achievement and program quality benchmarks. CDD will also assume responsibility for all aspects of compliance with child care licensing regulations including pre-registration visits to Registered and Licensed Family Child Care Homes which have previously been included as part of Welcome to Child Care visits by CCCSA staff.

Applicants may choose to apply to administer

- Component A: Northern Lights Career Development Center (NLCDC) only; OR
- Component B: Regional Professional Development Opportunities (RDPO) only; OR
- Both Components A and B – in the interests of a fully coordinated, aligned and efficient system, this is the preferred option but this is not addressed as a scored priority.

Applications must be very clear as to which components they address and how.

Components will be scored separately using the same criteria and scoring rubric.

Applications must be submitted by October 3, 2016 by 4:00 PM Eastern Standard Time to be considered.

Applicants can save this form and information entered by clicking "Next" on the page. **If you do not click "Next" your work will not be saved. Please do not hit "Submit" until the entire proposal is entered into the online application and the application is complete. You will not be able to add any information to a submitted application.**

Only an individual who is authorized to bind the Lead/Coordinating Agency/Applicant to a contract may submit the application by clicking "Submit" once it is complete.

**Please indicate which components this application is proposing to administer: \***

- Component A: Northern Lights Career Development Center (NLCDC) only
- Component B: Regional Professional Development Opportunities (RDPO) only
- Both Components A and B - in the interests of a fully coordinated, aligned and efficient system, this is the preferred option but this is not addressed as a scored priority

## I. Applicant(s) and Participating Agencies Information

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In this part you will identify the legal name and role regarding all agencies and entities that are formally associated with this application. For role definitions see Section 4 of the full [Application for Initial Funding: VT ECPDS](#). A Lead/Coordinating Agency/Applicant MUST be identified in each

application. If there is only one agency applying, they should be identified as the Lead/Coordinating Agency/Applicant. Please complete all required information for the Lead/Coordinating Agency/Applicant and provide appropriate information on all other named agencies and entities. For each identified Co-Applicant, download the Co-Applicant Information form in Attachment VIII of the full [Application for Initial Funding; VT ECPDS](#), complete all required information and upload those forms into this part of the application where asked.

**Legal Name of Lead/Coordinating Agency/Applicant (Required)**

**Physical Address (Required)**

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select Country

**Mailing Address (if different)**

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select Country

**Person Authorized to bind this organization to a contract (Required)**

First Name

Last Name

**Title**

**Phone Number (Required)**

 - 

Area Code

Phone Number

SAMPLE OF ONLINE APPLICATION

**E-mail (Required)**

ex: myname@example.com

**Type of Organization (Required)**

**Lead/Coordination Agency Federal Employee Tax Identification Number (FEIN) - Required**

**Vermont Vendor ID (if currently assigned and known)**

**DUNS Number (Required)**

**Is the Lead Agency or any co-applicant delinquent on any federal debts? (Required)**

Yes  No

**Is the Lead Agency or any co-applicant delinquent on any state taxes? (Required)**

Yes  No

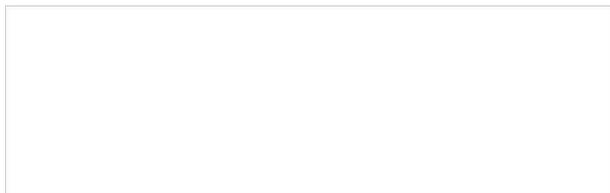
**If the Lead Agency or any co-applicant is delinquent on any federal debts or state taxes please explain:**

**Please upload the names, addresses, telephone numbers of principle officers for the Lead Agency. (Required)**

No file selected.

**Who are the project/program leaders from this agency for VT ECPDS? Provide name, email, and telephone contact information here.**

SAMPLE OF ONLINE APPLICATION



**Describe this application (choose one) For definitions of roles referred to in the following questions, see Section 4 of the full Application for Initial Funding: VT ECPDS. Application Type (Required): \***

- One Lead/Coordinating Agency /Applicant applying for Component A (NL CDC) only
- One Lead/Coordinating Agency /Applicant applying for Component B only (RPDO) - may include identified, unfunded Partners
- One Lead/Coordinating Agency/ Applicant applying for Components A & B - may include identified, unfunded Partners
- A Lead/Coordinating Agency/Applicant applying for Component B only or for Components A & B acting as the Fiscal Agent for the full proposal - may distribute funds through sub-recipient grants to Participating Agencies and/or include identified, unfunded Partners
- A Lead/Coordinating Agency/Applicant applying for Component B only or for Components A & B AND includes Co-Applicants that each will receive funding directly from CDD. In this option, the Lead/Coordinating Agency/Applicant or a Co-Applicant may also act as a Fiscal Agent for part of the proposal distributing funds through sub-recipient grants to Participating Agencies and/or including identified, unfunded Partners. This will require a complex but clear and detailed budget and budget narrative in Part 5.

**Use this table to list all other organizations collaborating in this application. Include Co-Applicants, Participating Agencies and Partners. Only one Fiscal Agent may be identified in any one application – this may be either the Lead/Coordinating Agency/Applicant or a Co-Applicant.**

	Legal Name of Agency	Lead contact name for VT ECPDS	Contact email	Contact phone	Co-Applicant (yes/no)	Participating Agency (yes/no)	Partner (yes/no)	Fiscal Agent (yes/no)
Organization 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization 6	<input type="text"/>							
Organization 7	<input type="text"/>							
Organization 8	<input type="text"/>							
Organization 9	<input type="text"/>							
Organization 10	<input type="text"/>							
Organization 11	<input type="text"/>							
Organization 12	<input type="text"/>							
Organization 13	<input type="text"/>							
Organization 14	<input type="text"/>							
Organization 15	<input type="text"/>							
Organization 16	<input type="text"/>							

**Will the Lead/Coordinating Agency be the fiscal agent for this grant?**

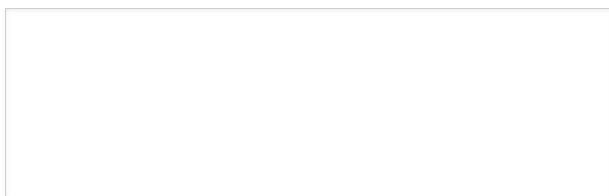
- Yes
- No

**If not, identify which Co-Applicant, if any, is proposing to act as a Fiscal Agent.**

SAMPLE OF ONLINE APPLICATION

Summarize the capacity and experience of the Lead/Coordinating Agency/Applicant, Co-Applicants and Participating Agencies. Include evidence of:

- Knowledge and recent relevant experience related to the VT ECPDS;
- Lead/Coordinating Agency and Fiscal Agent experience in managing a project and grant of this size and scope;
- Experience working with government grants;
- Experience collaborating with the State and other partners
- For an identified Fiscal Agent, document experience and financial capacity to award and monitor sub-recipient grants to Participating Agencies



**Upload any supporting documentation to the summary of capacity and experience.**

No file selected.

## II. System Design

In developing and describing the transformed System Design, every application must describe how all of the components of the system as planned and described, will be connected and coordinated. If the Application addresses only one component (NLCDC or RPDO), it still must address how that component fits into a transformed ECPDS and integrates with all other components. The following Selection Criteria must be incorporated and addressed in the development and design of the system described: Integration; Coordination; Evidence Informed Best Practice (with references); Efficiency; Access and Affordability; Consistency and Parity across regions; Quality Assurances; and Accountability. A full description of Selection Criteria is included in [Application for Initial Funding; VT ECPDS](#), Section 5. Attention should be paid to how the system operates at a statewide level and regionally.

**a. Clearly describe the proposed, transformed VT ECPDS. Include all components and how these are connected and coordinated. Include all named agencies and entities associated with and named in this application as well as other key entities, stakeholders and clients in the professional development landscape in Vermont. Describe the relationships and**

**connections envisioned in the transformed system. (Required)****b. Upload a visual depiction of the proposed VT ECPDS (optional)** No file selected.**c. Upload a detailed Staffing Plan. This must include all staff from Applicants and Participating Agencies with responsibilities in the VT ECPDS. Describe staff qualifications, duties and responsibilities and supervisory structures. The Staffing Plan must track to and match the personnel expenses in the proposed budget in Part 5 of this application. (Required)** No file selected.**d. Upload Job Descriptions for ECPDS staff and resumes for staff committed to this application. (Required)** No file selected.**e. Provide a summary of the relationships between the Lead/Coordinating Agency, Co-Applicants (if any) and Participating Agencies (if any) and the relative responsibilities of participating entities.****f. Upload a Memorandum of Understanding (MOU) that describes specific roles, responsibilities and resources (funding) for the Lead/Coordinating Agency, each Co-Applicant and each Participating Agency. The MOU must be signed for each Lead/Coordinating Agency, Co-Applicant, and Participating Agency by a person authorized to bind that organization to a contract. An additional MOV may be added for Partner Agencies or for IHE.**

**g. Describe a proposed governance structure/framework that explains how the participating entities delivering services in the VT ECPDS will share responsibility to work together to support the professional workforce. How will communication be established and maintained internally to the system and externally? How will the system be advised internally and externally by professionals in the field and other stakeholders? How will decisions be made? How will differences be resolved? (Required)**

For Component A (NLCDC), please describe how the proposed system as described will incorporate each the following elements (for a description of each element see [Application for Initial Funding; VT ECPDS](#), Section 2.

- a. System Messaging and Marketing
- b. Core Knowledge and Competencies
- c. Career Ladder
- d. Certification and Professional Credentialing
- e. Verification of Qualifications and Professional Development
- f. Training Approval for Online Courses
- g. Instructor Approval and Registry
- h. M.A.T.C.H. Professional Approval and Registry
- i. Professional Development Sponsor Registration and Management
- j. Support for Teacher Licensure
- k. Professional Development Information in the BFIS Course Calendar

**Upload a summary and description of how each of the required elements in Component A: NLCDC is incorporated into the proposed VT ECPDS design:**

Upload a File

For Component B: Regional Professional Development Opportunities (RDPO), please describe how the proposed system as described will incorporate each the following elements (for a description of each element see [Application for Initial Funding; VT ECPDS](#), Section 2.

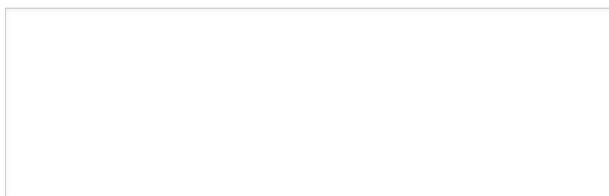
- a. Statewide and Regional Training Calendar
- b. Development and Implementation of Required Core Trainings
- c. Overseeing regionally coordinated M.A.T.C.H. activities
- d. Promoting and maintaining strong connections with Institutions of Higher Education (IHE)
- e. Career Advisement
- f. Region Specific Outreach and Information aligned with NLCDC messaging
- g. Financial Supports
- h. Recruitment into the field of new professionals and programs

- i. Welcoming new professionals and programs with information about opportunities for professional growth and quality improvement
- j. Quality improvement and professional development support for all programs and professionals
- k. Support for entry into and advancement in VT STARS

**Upload a summary and description of how each of the required elements in Component B: RDPO is incorporated into the proposed VT ECPDS design:**

Upload a File

**Provide a clear description or map that identifies regions for local delivery of RDPO. There is no minimum or maximum number of regions prescribed by this application. Include a rationale for the regions defined in this application.**



Browse...

No file selected.

### III. Implementation Plan

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SAMPLE OF ONLINE APPLICATION

Develop and describe a clear and detailed Implementation Plan for the VT ECPDS Components that this application proposes to administer. The Implementation Plan must align with and realize the System Design described in Part II. The Following Selection Criteria must be incorporated and addressed in the Implementation Plan: Integration; Coordination; Evidence Informed Best Practice (with references); Efficiency; Access and Affordability; Consistency and Parity across regions; Quality Assurances; and Accountability. A full description of Selection Criteria is included in the full [Application for Initial Funding; VT ECPDS](#), Section 5. Attention should be paid to how the system will be carried out at a statewide level and regionally.

Describe clear and specific strategies and activities to implement all required elements of each component this application proposes to administer. (Component A or B, or both). Provide specific timelines for each of the first three years of the grant period (beginning January 1, 2017). The timeline must indicate that the system will be staffed and ready to offer PD opportunities by March 1, 2017. Identify who is responsible for each strategy or activity, when it will be accomplished, if it addresses a specific region or is statewide, and how successful implementation will be recognized or measured. Include specific strategies and activities to provide a positive transition from the current system to the proposed system for all participants in the system.

**Upload full implementation plan (required):**

No file selected.

## IV. Accountability

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**a. Describe how the proposed VT ECPDS will measure progress toward the results described in the full Application for Initial Funding; VT ECPDS, Section 1. What measurable indicators will be used to track progress? How will data be collected and maintained? How will the responsible entities included in this application contribute to progress? How will data be used to inform the on-going development of the VT ECPDS? How will results be communicated? (Required)**

**b. Identify performance measures for each Component that this application proposes to administer. How will the entities involved in the proposed VT ECPDS demonstrate successful implementation of the proposed system and activities? Include performance measures that address quantity, quality and impact. (Required)**

**c. Provide a detailed plan of how the Lead/Coordinating Agency will monitor the quality of services delivered in terms of fidelity to best practice and customer satisfaction. Describe a quality management and enhancement plan and a process for operating this across entities and system components. (Required)**

**d. Explain how a 3rd party evaluation of the VT ECPDS across components will be conducted during the initial 30 months of the grant period (January 2017 – July 2019). Provide a detailed evaluation plan. (Required)**

**e. If an evaluator has been identified, Upload a letter of agreement or contract between the evaluator and the Lead/Coordinating Agency**

No file selected.

## V. Budget

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Budget for the application must be submitted using the template provided here:

<http://dcf.vermont.gov/cdd/ecpds-transformation>

Note: Federal Sub-Recipient Grants require include a 10% cap on overhead/administrative costs unless an agency can provide documentation of a different federally approved negotiated rate. The 10% cap on overhead/administrative cost must be applied to the budget for any Applicant in this application.

**Upload Budget (Required):****Upload documentation of federally approved negotiated overhead/administrative cost rate. (Optional)** No file selected.

## VI. Priorities

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Section 6 of the full [Application for Initial Funding: VT ECPDS](#) describes nine priorities for a strong proposal and successful application. The Review Team will award points for each of these priorities that are evident in some or all parts of each proposal/application. Check each priority that is in this addressed proposal/application.

**Priorities**

SAMPLE OF ONLINE APPLICATION

- 1. The application is complete and appropriately address the results, requirements and criteria described above.
- 2. The proposed system design, allocation of resources and activities described in the application are responsive to the documented characteristics and needs of the regional workforce. (See attachment II and IV in the full Application for Initial Funding: VT ECPDS for information on the VT workforce.)
- 3. The application demonstrates and verifies coordination and collaboration with a full range of partners in the VT ECPDS.
- 4. The proposed system design and implementation plan in the application indicate an alignment with Vermont's statewide systems and other quality investments including, but not limited to: regional career and technical education centers; the Vermont Child Care Apprenticeship Program; VELS and VT STARS.
- 5. The proposed NLCDC and RDPO in the application are strongly connected to Institutes of Higher Education (IHE) serving professionals in the Vermont workforce. Additional priority points are awarded to applications where an IHE is an Applicant or Participating Agency.
- 6. The proposed system design and implementation plan in the application promote professionals earning certificates, credentials, and degrees through access to CEUs and/or credit bearing course work.
- 7. The proposed system design, implementation plan and budget in the application demonstrate that the applicant(s) are able to leverage additional resources to support activities and professionals in VT ECPDS.
- 8. The proposed system design and implementation plan in the application reflects clear alignment with and commitment to the desired results identified in the introduction and demonstrates the capacity to contribute to their achievement.
- 9. The proposed system design in the application incorporates a clear governance structure that includes and verifies advisement by the Building Bright Futures (BBF) Statewide Advisory Committee and BBF Regional Councils Network and the BBF Professional Preparation and Development Sub-Committee

## VII. Applicant Acknowledgement and Signature

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Representing all identified Applicants, Co-Applicants and Participating Agencies collaborating in this application, the Lead/Coordinating Agency/Applicant acknowledges the following:

1. BFIS is the information and data management system that comprises the third major component of the VT ECPDS administered by CDD. CDD and DCF are solely responsible for all elements in BFIS and for BFIS development, maintenance and management. Administrative data in BFIS is wholly owned by the State of Vermont represented by CDD and as such subject to the requirements, protections and processes of the Freedom of Information Act. BFIS data may not be accessed or shared by sub-grantees, except for the explicit purposes identified as necessary to manage the components of VT ECPDS in grant agreements. All Lead/Coordinating Agencies, Co-Applicants, Participating Agencies, and Partners are responsible to ensure that information is entered into BFIS in order to maintain a complete and valid administrative data set on workforce characteristics, qualifications and professional development opportunities. This responsibility and commitment to consistent and reliable data entry is assured by all parties in this application.
2. CDD reserves the right to reject applications that do not conform to the format provided, are

- incomplete, or are not responsive to required components and elements as described in the full Application for Initial Funding: VT ECPDS.
- All of the funds for this opportunity come from Vermont's CCDF Block Grant - the agreement negotiated with the successful bidder will be considered a Sub-recipient Grant under Vermont Agency of Administration Bulletin 5.
  - The anticipated grant period for this initial award is January 2017 – December 2019 (3 years). There is the potential to extend initial awards at available funding for three additional years after December 31, 2019 provided that funding is available and system and vendors are meeting identified performance expectations.
  - For applicants applying to administer both Components A and B, the relative distribution of funding for each component must conform to the funding limits described in Section 7 of the full Application for Initial Funding: VT ECPDS. It is acknowledged that in an application for both Components, some funding may address both simultaneously.
  - Applications that include budgets that request CCDF funds that exceed limits described above will be rejected.
  - All successful Applicants are expected to comply with ATTACHMENT C: STANDARD STATE PROVISIONS for Contracts and Grants which will be included in the final grant agreement – these provisions are non-negotiable. See Attachment VI of the full Application for Initial Funding: VT ECPDS.
  - Any successful Applicant will be subject to a Vermont mandated Risk Based Assessment prior to negotiating a final grant agreement. See Attachment VII of the full Application for Initial Funding: VT ECPDS.
  - The individual signing and submitting this application is authorized to bind this organization to a contract and is agreeing that this application as submitted is complete.

Signature



Clear

Submit