MARYLAND STATE DEPARTMENT OF
EDUCATION
EQUITY AND EXCELLENCE

GRANT INFORMATION GUIDE

FY 23 Learning in Extended Academic Programs

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline
February 1, 2023
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

Mohammed Choudhury
State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

Dr. Sylvia Lawson Ph.D.
Deputy Superintendent of Organizational Effectiveness

Mary L. Gable
Assistant State Superintendent, Division of Student
Support, Academic Enrichment, and Educational Policy

Larry Hogan
Governor

MARYLAND STATE BOARD OF EDUCATION

Clarence C. Crawford
President, Maryland State Board of Education

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Shawn D. Bartley, Esq.

Gail Bates

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Dr. Joan Mele-McCarthy

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Lori Morrow

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Holly C. Wilcox, Ph.D.

Merin Thomas (Student Member)

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Program Description

The Learning in Extended Academic Programs (LEAP) grant program assists Local Education Agencies (LEAs) and eligible schools in potential partnerships with other eligible schools and/or nonprofit [501(c)(3)] organizations in the State to expand or create extended day and weekend educational programs for children in kindergarten through eighth grade.

NAME OF GRANT PROGRAM

FY 23 Learning in Extended Academic Programs Grant

AUTHORIZATION

The Learning in Extended Academic Program was introduced in House Bill 1415 Commission on Innovation and Excellence in Education during the 2018 legislative session, Maryland Annotated Code §7-2001 to 7-2006. This Bill established a competitive grant program to provide extended academic enrichment programming.

PURPOSE

The purpose of the LEAP program is to provide grants to eligible schools to provide extended academic programming that has a positive measurable impact on or enriches the academic performance and overall well-being of students who are at risk of falling behind academic requirements.

DISSEMINATION AND DEADLINE

The application was released on December 26, 2022. The deadline for application submission is February 1, 2023, by 5:00 p.m.

GRANT PERIOD

Length of Grants: One Year

The period of availability is July 1, 2022, through June 30, 2023.

FUNDING AMOUNT

Total Funds Available: $4,500,000 (FY 23)

Range of Grant Awards: Minimum Award: $250,000. Maximum: $400,000.

SUBMISSION INSTRUCTIONS

The FY23 LEAP Grant Information Guide (GIG) and Application can be downloaded from the MSDE LEAP grants page. All appendices are to be submitted at the time of the application. Appendices do not count towards the Project Narrative page limit. A signed electronic copy in PDF format must be submitted by email to themsde.ostteam@maryland.gov.

STATE RESPONSIBILITIES

MSDE will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals.

PROGRAM CONTACT

Reginald Burke
Director, Youth Development Branch
Maryland State Department of Education
reginald.burke@maryland.gov
410-767-0313 (office)

Eligible Applicants

The LEAP competition in Maryland is open to:

- LEAs who may apply on behalf of one or more eligible schools in the LEA; and
- Elementary and middle public schools in which at least 80% of the students qualify for the free and reduced price meals program (refer to the Learning in Extended Academic Programs website for a complete list of eligible schools – LEAs apply on behalf of the schools).

Use of Funds

EXAMPLES OF ALLOWABLE EXPENSES (NOT AN EXHAUSTIVE LIST)

- Interventions, strategies, and curriculum purchases, which meet Every Student Succeeds Act (ESSA) evidence criterion.
- Salaries and fringe benefits for LEAP Out-of-School Time (OST) staff.
- Professional development and OST time trainings.
- Consultants, subcontractors, and evaluators providing allowable services/activities.
- Classroom materials and supplies for LEAP classes.
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students allowing them to improve their academic achievement.
- Core academic subject educational activities.
- Programs that provide OST activities for limited English proficient students that emphasize language skills and academic achievement.
- Telecommunications and technology education programs.
- Strategies/Activities used to recruit staff and students for the program; and
- Preparation of the proposal: Costs to develop, prepare, and/or write the LEAP proposal should be treated as indirect costs and allocated currently to all activities of the non-federal entity.

EXAMPLES OF UNALLOWABLE EXPENSES (NOT AN EXHAUSTIVE LIST)

- Pre-award costs: Pre-award costs may not be charged against the grant.
- Funds can be used only for activities conducted and costs incurred after the start date of the grant.
- Entertainment, refreshments, and snacks (ex: End-of-year celebrations or food associated with parties or socials are non-allowable expenditures).
- A field trip without the approved academic support will be considered entertainment.
- Game systems and game cartridges.
- Unapproved out-of-state or overnight field trips, including retreats and lock-ins.
- Incentives (e.g., plaques, trophies, stickers, t-shirts, raffles).
- Advertisements, promotional or marketing items.
- Decorative items.
- Purchase of facilities or vehicles (e.g., Buses, Vans, or Cars).
- Land acquisition.
- Capital improvements, permanent renovations.
- Supplanting federal, state, local funds, or other non-federal funds (e.g., using grant dollars to fund summer school classes previously offered and paid for by currently existing district or other funds).
- Direct charges for items or services that the indirect cost rate covers; and
- Dues to organizations, federations, or societies for personal benefit.

Program Requirements

The LEAP applicant must propose to operate an extended academic program offered before the school day, after the school day, or on the weekend for a school with a high concentration of students in kindergarten through eighth grade living in poverty and at risk of falling behind academic requirements.

The MSDE shall select applications that demonstrate the ability to successfully implement programs that extend or expand academic enrichment programming and meet the established criteria:

- Extend academic enrichment programming before and after the school day by a minimum of eight hours each full week that school is in session; and/or

- Expand academic enrichment programming on weekends for a minimum of four hours per weekend.

Application for Funding

REQUIRED COMPONENTS

A.   Application Cover Page (1 page)

The cover page includes all contact information and grant partnership information including the total amount of the grant and the organization's Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number.

B.   Project Narrative (10-page limit)

The FY23 LEAP grant program will support LEAs in providing extended academic programming to eligible schools to enhance and enrich the academic performance and overall well-being of students who are at risk of falling behind academic requirements. The application for funding must include information about the services to be supported by the funding, as well as the outcomes expected.

Extent of Need

Describe the conditions or needs to be addressed through the FY2023 LEAP grant program. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the grant funds will address the problem and show how those efforts are effective.

Performance Measures and Indicators

The applicant must articulate clear goals and benchmark outcomes that will drive achievement of the grant program goals. Goals should be specific and tie directly to the following eight MSDE State Education Agency (SEA) performance goals to evaluate the effectiveness of the LEAP grant programs.

1. Assist every student to realize his or her potential.
2. Develop and support a strong accountability system to increase academic success for *all* students.
3. Promote a safe, healthy, and orderly environment for learning and teaching.
4. Ensure educator and administrative effectiveness.
5. Promote students' physical, mental, social, and emotional well-being.
6. Expand high-quality educational opportunities for students and parents.
7. Work with districts to strengthen infrastructure.
8. Increase communication and partnerships with stakeholders statewide.

The applicant must identify a minimum of three of the identified SEA performance goals. The goals should also align to the applications Extent of Need section. The applicant should identify a target percentage and identify objectives or anticipated outcomes to be accomplished. Required data elements for all programs include measures of:

- increased number of students attaining proficiency on nationally normed or school-based
- assessments as applicable to the grade level served;
- improved attendance during the school day; and
- improved class grades or behavioral outcomes.

Plan of Operation, Key Personnel, and Timeline

Describe in detail the proposed strategies and activities that will be used to meet the student's academic needs. Describe how the targeted students will be selected. Describe the frequency and duration of the program and how the program will reinforce and complement the student's regular academic day. Describe how the program will accommodate students with disabilities. Describe how the program will provide healthy snacks to participating students. Include a transportation plan that describes how students will travel to and from the program.

Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. How will grant funds support these strategies and how many students will be served? In the application, please list, in chronological order, all major key personnel actions necessary to implement the project during the funding cycle. Indicate the key personnel responsible for accomplishing each action and the estimated timeline for completion.

Evidence of Impact

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Academic enrichment programs or activities supported with LEAP funds must be based on evidence-based research to increase the likelihood that the program or outcome will be successful. Demonstrate how continued investment in the grant program is justified buy initial outcome data from the program.

Evaluation and Dissemination Plan

Grantees are required to submit an annual evaluation report at the end of the grant program. The evaluation plan must include evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objective(s). Applicants should describe the following in its application to be considered for funding:

- What types of data will be collected
- When various types of data will be collected.
- What designs and methods will be used.
- How will the data be analyzed.
- When reports of results will be available; and
- How information will be used by the program to monitor progress and provide accountability information to stakeholders.

Partners (if applicable)

A partner is any organization other than the grantee that will actively contribute to the project. This includes the school(s) being served, government agencies, non-profit organizations, and businesses. Partners include subcontractors, organizations that are under contract with the subgrantee to provide grant-funded activities or services. If awarded, all subgrantees must upload signed subcontractor contracts for review and approval before funds will be released for reimbursement; any funds paid to subcontractors without an approved contract in place are subject to nonpayment.

A signed and dated letter of commitment is required at the time the application is submitted from each partner who will be involved in the proposed program. Letters should not be addressed to MSDE. All letters should be included in the proposal and not sent directly to MSDE. Any letters sent

directly to MSDE cannot be appended to the proposal. Each letter of commitment must contain the following:

- A statement acknowledging and supporting the performance measures and indicators of the project.
- The participant's expected gains from the project.
- The expertise, resources, and financial contributions the participant is making toward the project. Financial contributions (in-kind and cash) should be quantified.
- A clear statement detailing the roles, responsibilities, and capabilities of the partners.
- A clear statement indicating the terms of the agreement to include the grant period.
- Partners that serve as vendors providing direct services to students must provide a proposed Memorandum of Understanding (MOU) outlining the services and breakdown of expenses to include hourly rates for all providers.

The MSDE acknowledges that MOUs may not be finalized at the time of the application; however, a proposed agreement is required that outlines the details of the partnership within 30 days of the start of the program.

C. Budget and Budget Narrative

The grant budget consists of two components:
- The Budget Worksheet and Narrative; and
- The approved MSDE Grant Budget Forms (C-1-25).

The Grant Budget Form (C-1-25) can be accessed through the MSDE grants website, and a proposed budget must be submitted with the application. The application includes a Budget Worksheet and Narrative for applicants to provide the program's itemized expenditures and justification.

The budget objects are: (1) Salaries & Wages; (2) Contracted Services; (3) Supplies & Materials; (4) Other Charges; (5) Equipment; and (6) Transfers. The line items identified in the Budget Narrative and Budget Worksheet must align. The budget object totals in the Budget Worksheet must align with the totals identified on the MSDE Grant Form C-1-25.

Identify reasonable and allowable expenses aligned with the United States Department of Education (USED) Uniform Grant Guidance, 2 C.F.R. Part 200, (2 CFR § 200). The Electronic Code of Federal Regulations (E-CFR) is accessible at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Utilize The Maryland Financial Reporting Manual as an additional resource when categorizing allowable expenses. Utilize the Bureau of Labor and Statistics National Occupational Employment and Wage Estimates database to identify reasonable and allowable wages.

The itemized budget must:
a. Detail the expenditures in an itemized budget.
b. Itemize general expenses into specific line items. For example, "Meeting Expenses" can be itemized to include, "room rental" and "photocopying."
c. Clearly show the requested funds and in-kind contributions and source for each line item.

Adhere to the following guidelines when proposing expenses in the specified budget objects.

a. Salaries and Wages: Expenditures incurred for personnel on the payroll.

i. Specify and detail how the expense was calculated for each line item. The calculation column must include: hourly rate of pay provide based on the reasonable and allowable

        rates of pay aligned with the U.S. Bureau of Labor and Statistics (BLS), number of hours billed to the project, percentage of time billed to the project;

    ii.   Program staff identified under Salaries/Wages and Contractual Services must remain in that budget object for the remainder of the grant year.

    iii.   The budget must include a position or contracted services expense for a finance agent/bookkeeper; and

    iv.   Program staff identified under Salaries/Wages must include paycheck withholding as supporting documentation when submitting reimbursement invoices.

b.   Contracted Services: Expenditures for services performed by persons who are not on the payroll.

    i.   Specify and detail how the expense was calculated for each line item. The calculation column must include hourly rate of pay based on the reasonable and allowable rates of pay aligned with the U.S. Bureau of Labor and Statistics, administrative fees, and number of hours billed to the project. Please provide the following in the calculation column, embed the hyperlink to the BLS reference.

    ii.   Vendors that provide direct services to students must submit a proposed Memorandum of Understanding (MOU) outlining the deliverables and breakdown of expenses to include hourly rates and administrative costs for all providers. The MSDE acknowledges that MOUs may not be finalized at the time of the application; however, a proposed agreement is required that outlines the details of partnership.

c.   Supplies and Materials: Refer to CFR 200.94 and MD Financial Reporting Manual, Appendix D for a definition. The total object cannot exceed eight percent of the Total Requested.

    i.   Specify and detail how the expense was calculated for each line item. The calculation column must include quantity and cost per item.

d.   Equipment: Refer to CFR 200.313 and MD Financial Reporting Manual, Appendix D for a definition. The total object cannot exceed three percent of the Total Requested.

e.   Other Charges: May include expenses such as travel, conferences, fringe, etc. (not an inclusive list). The total object cannot exceed 36 percent of the Total Requested.

    i.   Professional Development:

        a. Include funds to cover travel and lodging expenses for at least two key personnel to attend one national and two regional training activities during each year of the project (actual attendance will be contingent on MSDE approval).

        b. Include funds for the project director to attend three state grantee networking meetings: and

        c. Include funds for the project director to attend one two-day state grantee retreat.

f.   Transfers: The total object cannot exceed 13 percent of the Total Requested.

g.   Indirect Cost Rate:

    i.   Indirect costs must align with the MSDE LEA approved rate.

Both requested and in-kind funds must be reasonable with current market prices. Grant funds cannot be used to purchase food, facilities, vehicles, or support new construction.

Notes: Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends and must be submitted using the C-125-B form found in the Grant Budget Forms Workbook on the MSDE webpage. Final invoices must be submitted no later than 60 days after the grant period

The Review Process

The review of the grant application includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding.

Project Narrative (90 Points)			
Plan Criteria	**Level 3** **Exceeds Criteria**	**Level 2** **Meets Criteria**	**Level 1** **Does Not Meet Criteria**
Extent of Need (30 Points)	The extent of need includes both quantitative and qualitative data specific to the target population and the school(s) the program will serve. Data sources are described, and collection methods are logical and rational. 30-26	The extent of need for the project adequately defines the problem (e.g., list # of school(s) that has 80% of students who qualify for the federal free or reduced-price meal program and lists % of students in this category who are at risk of failing) the LEAP program will address. 25-12	The extent of need for the project section fails to define the problem or obstacle the LEAP program will address. 12-0
Goals and Measurable Outcomes (20 Points)	The application articulates multiple exemplary measurable goals, and outcomes. Outcome statements align with the problem need and tell how the project's target population would improve. **An example**: 100% of students identified for this program will have increased their GPA by 25% at the end of Quarter 1, have better study skills, & feel more confident asking and answering questions in class 20-16	The application lists goals and outcomes and includes measures of progress towards meeting the goal. Outcome statements align to the problem/need. **An example**: 85% of students identified for this program will have increased their GPA by 25% at the end of Quarter 1. 15-17	The application includes an incomplete identification of goals and outcomes. Statements are vague and not measurable. 7-10
Plan of Operation, Key Personnel, and Project Timeline (20 Points)	There is a detailed plan of operation that addresses items identified in the statement of need. Key Personnel are listed and a breakdown of FTE of their salary is assigned to the grant e.g., Anne Smith 50% FTE $25,000, and a project timeline that lists which staff members will complete each task and when. 20-16	There is a detailed plan of operation that addresses items identified in the statement of need. Key Personnel are listed, and a project timeline established. 15-17	The plan of operation provided does not address the items identified in the statement of need, key personnel are listed but no project timeline is provided. 7-0
Evidence of Impact (10 Points	The application significantly describes how all proposed strategies are evidence and research-based and explains how the evidence will lead to desired outcomes. They provide a link to research data and provide data on how students in their program have progressed in prior years. They can share ongoing progress with students who previously participated in the LEAP program. 10-8	The application adequately describes how proposed strategies are evidence and research based. They provide a link to research data and provide data on how students in their program have progressed in prior years. 7-5	The application does not describe the evidence of impact. 4-0

Evaluation (10 Points)	The application includes an evaluation plan that includes evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives. They also list who is assigned to this task and timeline to complete.	The application includes an evaluation plan that includes evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives.	The application does not include an evaluation plan, or it doesn't include all the areas addressed in the GIG.
	10-6	7-5	2-0

Budget (10 Points)			
Plan Criteria	**Level 3** **Exceeds Criteria**	**Level 2** **Meets Criteria**	**Level 1** **Does Not Meet Criteria**
Budget Narrative and Worksheet (10 Points)	The application includes a budget and budget narrative that lists and describes budget categories e.g., salaries $10,000 lists personnel name and job description and amount assigned. Line-item amounts show how the cost of each item was calculated. All line-item costs, including indirect cost, are calculated correctly. Items on the budget narrative are allowable, allocable, and reasonable. The budget, budget narrative and C-1-25 agree. The agency provides additional details than required.	The application includes a budget and budget narrative that lists and describes budget categories e.g., salaries $10,000 lists personnel name and job description and amount assigned. Line-item amounts show how the cost of each item was calculated. All line-item costs, including indirect cost, are calculated correctly. Items on the budget narrative are allowable, allocable, and reasonable. The budget, budget narrative and C-1-25 agree.	The application lacks a budget and budget narrative or lacks detail and is not itemized. Budget contains errors.
	10-6	5-3	2-0

Award Notification

The MSDE will initiate notification of grant awards no later than January 31, 2023.

Reporting Requirements

Grantees must comply with the following reporting requirements:

1. Submit required documentation in a timely manner during the project year as requested and/or required by MSDE, such as:
   a. Monitoring components (Start-Up, End of Year Reports, and Critical Elements Monitoring)
   b. Corrective action(s)
   c. Monthly Reimbursement Expenditure Report submission
   d. Detailed local narrative evaluation report reflecting the growth and progress of the program.
2. Participate fully in statewide evaluation activities; and
3. Comply with all applicable state statutory and regulatory requirements.

The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations
Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595
410-767-0123 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

Customer Service Support Session

The MSDE OST Team will hold three virtual customer service support session to provide grant guidance and technical assistance. During the first, customer session, the MSDE OST Team will provide support and answer questions regarding completing the application. Registration for the sessions with the dates and a video call link will be provided in a separate communication

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the MSDE LEAP website.

Date	Program Milestones
February 24, 2023	Start Up Report
Ongoing	Fiscal and Program Monitoring
July 30, 2023	End of Year Report
August 30, 2023	Final Financial Report
September 30, 2023	Final Evaluation Report

Submission

Proposals for funding must include a completed application with all required components and attachments. Applications must be submitted in pdf format by email to themsde.ostteam@maryland.gov and due by 5:00 p.m. on February 1, 2023.

MARYLAND STATE DEPARTMENT OF
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APPLICATION

FY23 Learning in Extended Academic Programs

MARYLAND STATE DEPARTMENT OF EDUCATION

Mohammed Choudhury
State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

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Deputy Superintendent of Organizational Effectiveness

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Submission Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.

Required application components for the FY 23 Learning in Extended Academic Programs (LEAP) include completion of the:

1. Grant Application Form (Microsoft Word document, saved to pdf); and
2. Required Attachments (a signed C-1-25, Budget Worksheet and Narrative).

Email to the application and required attachments to the attention of Mr. Reginald Burke, Youth Development Branch Director at themsde.ostteam@maryland.gov.

The FY 23 Learning in Extended Academic Programs grant application is due by 5:00 p.m. on January 16, 2023,

FY 23 LEAP Grant Cover Page

Local Education Agency: Click or tap here to enter text.

Fiscal Year: Click or tap here to enter text.

Amount of request for grant period (July 1, 2022 – June 30, 2023): $ Click or tap here to enter text.

Federal Employer ID Number: Click or tap here to enter text.

UEI number: Click or tap here to enter text..   Expiration date: Click or tap here to enter text.

Grant Manager Name: Click or tap here to enter text.	**Title:** Click or tap here to enter text.
Email: Click or tap here to enter text.	**Phone:** Click or tap here to enter text.
Financial Contact Name: Click or tap here to enter text.	**Title:** Click or tap here to enter text.
Email: Click or tap here to enter text.	**Phone:** Click or tap here to enter text.

List of Proposed Eligible Schools:

Name of School	Free and Reduced Meals Percentage for School Year 2021-2022
Click or tap here to enter text.	Click or tap here to enter text. %
Click or tap here to enter text.	Click or tap here to enter text. %
Click or tap here to enter text.	Click or tap here to enter text. %
Click or tap here to enter text.	Click or tap here to enter text. %
Click or tap here to enter text.	Click or tap here to enter text. %

Add more rows if necessary

Click or tap here to enter text.
Superintendent: Printed name

Click or tap here to enter text.
Date

_____
Superintendent: Signature

Click or tap here to enter text.
Date

Project Narrative (10-page limit)

- **Extent of Need**

Describe the conditions or needs to be addressed through the FY23 LEAP grant program. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the grant funds will address the problem and show how those efforts are effective.

Click or tap here to enter text.

- **Performance Measures and Indicators**

The applicant must identify a minimum of three of the State Education Agency performance goals (refer to the Grant Information Guide, page 5). The goals should address the main problem identified in the needs assessment. The applicant should identify a target percentage and identify objectives or anticipated outcomes to be accomplished.

Goal #1: Click or tap here to enter text.
Target Percentage:Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.
Measurable Outcome: Click or tap here to enter text.

Add more rows if necessary

Goal #2: Click or tap here to enter text.
Target Percentage: Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.
Measurable Outcome: Click or tap here to enter text.

Add more rows if necessary

Goal #3: Click or tap here to enter text.
Target Percentage: Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.

Measurable Outcome: Click or tap here to enter text.

Add more rows if necessary

Goal #4: Click or tap here to enter text.
Target Percentage: Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.
Measurable Outcome: Click or tap here to enter text.

Add more rows if necessary

Goal #5: Click or tap here to enter text.
Target Percentage: Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.
Measurable Outcome: Click or tap here to enter text.

- **Plan of Operation, Key Personnel and Timeline**

Describe the strategies and activities, key personnel actions and timeline being implemented to reach the grant outcomes.

Click or tap here to enter text.

Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

Name	Title	Roles & Responsibilities
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Add more rows if necessary

- **Evidence of Impact**

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact.

Click here to enter text.

- **Evaluation and Dissemination Plan**

Grantees are required to submit annual evaluation report at the end of the grant program. The evaluation plan must include evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives.

Click here to enter text.

- **Partners Plan (If applicable)**

Grantees are required to identify project's partners, their respective roles in the project, the benefits each expects to receive, and the specific contributions each partner will make to the project in the form of financial support, equipment, personnel, or other resources. Also include which objectives their services will help to achieve. If awarded, the LEA must upload signed subcontractor contracts/Memorandum of Understanding (MOU) for review and approval before funds will be released for reimbursement; any funds paid to subcontractors without an approved contract in place are subject to nonpayment.

Partner	Roles and Responsibilities	Benefit to the Project
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

*Add more rows if necessary

Grant Budget

Please provide a description of the requested funds by completing the Budget Worksheet and Narrative. Add more rows if needed. An MSDE Grant Budget Form C-125 form must also be completed, signed and submitted as an appendix.

Assurances

Notice of Grant Awards (NOGAs) to LEAs will include a Recipient Assurance page, which must be signed by the LEA Superintendent, agreeing to comply with the terms and conditions of the grant award. The Assurance page must be returned to MSDE within two weeks of receipt of the NOGA.

General Education Provisions Act (GEPA), Section 427

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the GEPA (gender, race, national origin, color, disability, and age).

Click here to enter text.

Attachments

- A signed MSDE Grant Budget Form C-1-25

Agenda

Primary Resource: Learning in Extended Academic Programs (LEAP) Grant Information Guide (GIG) and Application

- Welcome and Introductions

- Introduction to LEAP Grant Information Guide

- LEAP Application and Submission Process

- Timeline

- Q&A
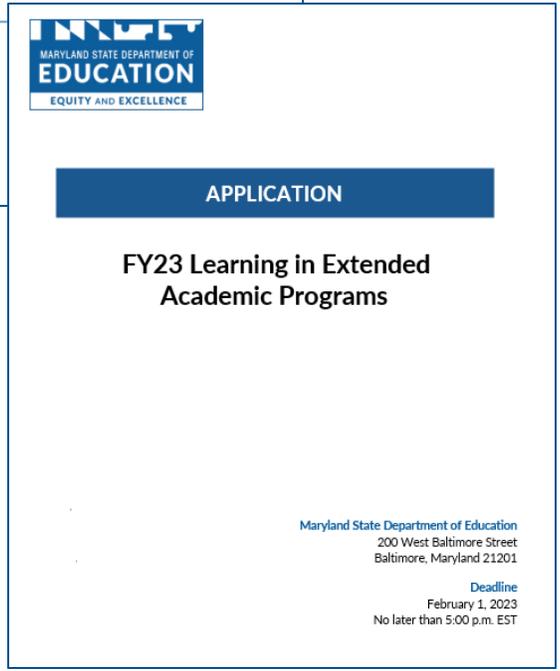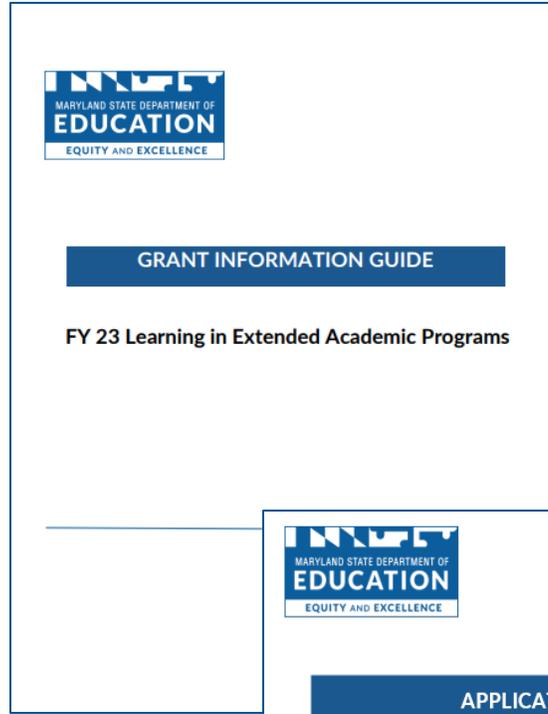
Welcome and Introductions

Who's Here Today?

Presenters
Mr. Reginald Burke
Ms. Emily Katongole
Ms. Roxanne Allen

Audience
Potential Applicants:
Local Education Agency (LEA)
Representatives

Stay in the Know!

LEAP Website
LEAP Program Information

MSDE Grants Office

MSDE Grants Administration and Compliance

(click on "Grants Program Application Window")

Have a Question?

During the Session
Utilize the Chat Window

After the Session
themsde.ostteam@maryland.gov

Introduction to LEAP GIG and Application

Goals

🎯 Identify the purpose and baseline expectations of LEAP

🎯 Outline important dates associated with the LEAP Application

🎯 Explain the GIG and Application

Introduction to LEAP GIG and Application

Purpose

Provide grants to eligible schools;

Implement extended academic programming that has a positive measurable impact; and/or

Enriches the academic performance and overall well-being of students who are risk of falling behind academic requirements.

Click to access the list of eligible schools.

Completing the Grant Renewal Application

Review ———————————————————→ Submission

Learn → Collaborate → Apply → Implement

Learn

- Explore the GIG and Application including the linked resources
- Review the Requirements for Submission
- Consider individuals within the jurisdiction to work alongside for the submission process

Collaborate

- Identify a point of contact and working group responsible for submission
- Engage relevant stakeholders and partners throughout the application and planning process
- Utilize MSDE for support

Apply

- Review the grant application submission requirements
- Complete the Application in an editable format
  - Convert to PDF
- Sign and submit the pdf application to MSDE via the identified email address.
  - Include the required appendices.

Implement

- Receipt of the Notification of Grant Award
- Review and complete the FY23 Budget Document corrections from MSDE
- Apply and implement the MSDE Validation feedback
- Implement planned grant activities
- Engage in monthly check-ins with MSDE and other subgrantees for continued collaboration
- Submit required grant monitoring components and reports

Eligibility

The LEAP competition in Maryland is open to:

- LEAs who may apply on behalf of one or more eligible schools in the LEA; and

- Elementary and middle public schools in which at least 80% of the students qualify for the free and reduced-price meals program

FY 23 LISTING OF ELIGIBLE LEAP SCHOOLS

ALLEGANY	South Penn Elementary
	John Humbird Elementary
	Westernport Elementary
ANNE ARUNDEL	Belle Grove Elementary
	Park Elementary
	Mary Moss @ J. Albert Adams Academy
	Phoenix Academy
	Eastport Elementary
	Georgetown East Elementary
	Mills Parole Elementary
	Tyler Heights Elementary
BALTIMORE CITY	Steuart Hill Academic Academy
	Cecil Elementary
	City Springs Elementary/Middle
	James McHenry Elementary/Middle
	Eutaw-Marshburn Elementary
	Tench Tilghman Elementary/Middle
	Stadium School
	Johnston Square Elementary
	Hilton Elementary
	George Washington Elementary
	Wolfe Street Academy
	Commodore John Rogers Elementary/Middle
	Sandtown-Winchester Achievement Academy
	Matthew A. Henson Elementary

Application and Funding Overview

Dissemination and Deadline	Grant Period	Funding

• The application was released on December 26, 2022.
 	
• The deadline for application submission is February 1, 2023, by 5:00 p.m.
	• **Length of Grant:** One Year
	• The period of availability is July 1, 2022, through June 30, 2023.
	
	• Before or After School Program
	  • Minimum of 8 hours/weekly
	
	• Weekend Program
	  • Minimum of 4 hours/weekend
		• **Total Funds Available:**
		• $4.5 million total award
		
		• $4,365,000 award allocation to Local Education Agency

Allowable Use of Funds*

- Interventions, strategies, and curriculum purchases, which meet Every Student Succeeds Act (ESSA) evidence criterion.
- Salaries and fringe benefits for LEAP Out-of-School Time (OST) staff.
- Professional development and OST time trainings.
- Consultants, subcontractors, and evaluators providing allowable services/activities.
- Classroom materials and supplies for LEAP classes.
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students allowing them to improve their academic achievement.

*Not an Exhaustive List, Refer to GIG, Page 4.

Allowable Use of Funds*

- Core academic subject educational activities.
- Programs that provide OST activities for limited English proficient students that emphasize language skills and academic achievement.
- Telecommunications and technology education programs.
- Strategies/Activities used to recruit staff and students for the program; and
- Preparation of the proposal: Costs to develop, prepare, and/or write the LEAP proposal should be treated as indirect costs and allocated currently to all activities of the non-federal entity.

*Not an Exhaustive List, Refer to GIG, Page 4.

Unallowable Use of Funds*

- Funds can be used only for activities conducted and costs incurred after the start date of the grant.
- Entertainment, refreshments, and snacks (ex: End-of-year celebrations or food associated with parties or socials are non-allowable expenditures).
- A field trip without the approved academic support will be considered entertainment.
- Game systems and game cartridges.
- Unapproved out-of-state or overnight field trips, including retreats and lock-ins.
- Incentives (e.g., plaques, trophies, stickers, t-shirts, raffles).

*Not an Exhaustive List, Refer to GIG, Page 5.

Unallowable Use of Funds*

- Advertisements, promotional or marketing items.
- Decorative items.
- Purchase of facilities or vehicles (e.g., Buses, Vans, or Cars).
- Land acquisition.
- Capital improvements, permanent renovations.
- Supplanting federal, state, local funds, or other non-federal funds (e.g., using grant dollars to fund summer school classes previously offered and paid for by currently existing district or other funds).
- Direct charges for items or services that the indirect cost rate covers; and
- Dues to organizations, federations, or societies for personal benefit.

*Not an Exhaustive List, Refer to GIG, Page 5.

Application for Funding

A. Application Cover Page
B. Project Narrative
- Extent of Need
- Performance Measures and Indicators
- Plan of Operation, Key Personnel, and Timeline
- Evidence of Impact
- Evaluation and Dissemination Plan
- Partners (if applicable)
C. Budget and Budget Narrative

Application for Funding

Project Narrative

Extent of Need

- Clearly defined problem supported by a needs assessment

Performance Measures and Indicators

- Identify three of the eight State Education Agency (SEA) mandated goals;
- Report target percentage, strategies and activities, and measurable outcomes.

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Project Narrative (10-page limit)

- **Extent of Need**

Describe the conditions or needs to be addressed through the FY23 LEAP grant program. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the grant funds will address the problem and show how those efforts are effective.

Click or tap here to enter text.

- **Performance Measures and Indicators**

The applicant must identify a minimum of three of the State Education Agency performance goals (refer to the Grant Information Guide, page 5). The goals should address the main problem identified in the needs assessment. The applicant should identify a target percentage and identify objectives or anticipated outcomes to be accomplished.

Goal #1: Click or tap here to enter text.
Target Percentage:Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.
Measurable Outcome: Click or tap here to enter text.

*Add more rows if necessary

Goal #2: Click or tap here to enter text.
Target Percentage: Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.
Measurable Outcome: Click or tap here to enter text.

*Add more rows if necessary

Goal #3: Click or tap here to enter text.
Target Percentage: Click or tap here to enter text.
Strategies and Activities: Click or tap here to enter text.

Maryland State Department of Education | 4

Application for Funding

Project Narrative

Plan of Operation, Key Personnel and Timeline

- Describe strategies, activities and timeline being implemented; and
- Identify key personnel responsible for grant operations.
  - Names, Titles, Roles and Responsibilities relative to the implementation.

- **Plan of Operation, Key Personnel and Timeline**

Describe the strategies and activities, key personnel actions and timeline being implemented to reach the grant outcomes.

Click or tap here to enter text.

Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

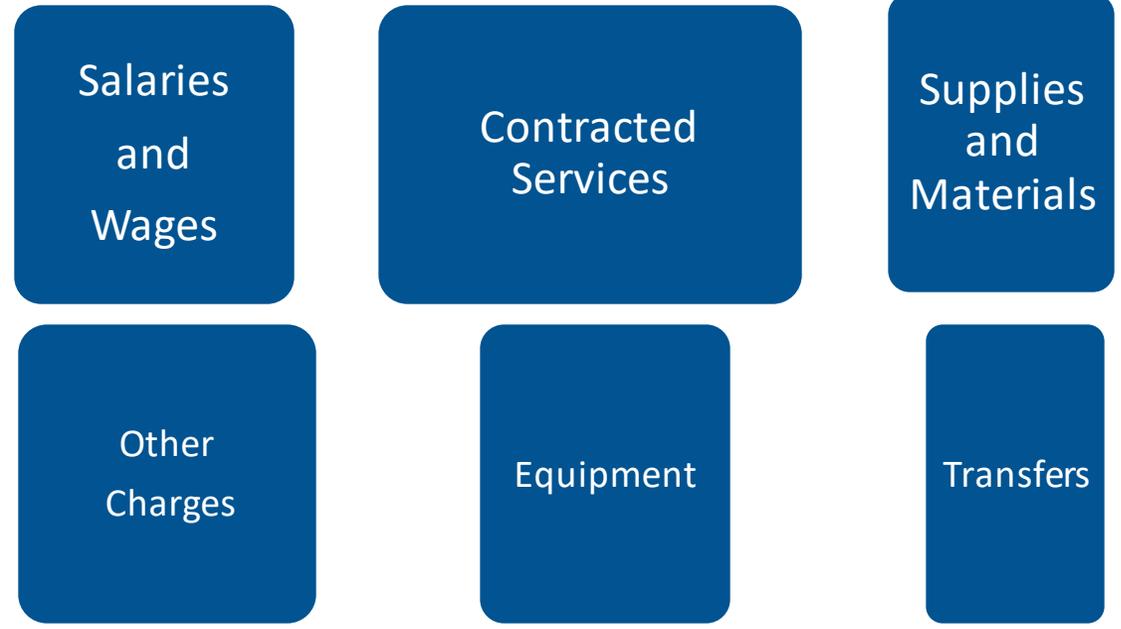| Name	Title	Roles & Responsibilities
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

*Add more rows if necessary

Application for Funding

Project Narrative

Evidence of Impact

- Describe how proposed plan and strategies are evidence-based.

Evaluation and Dissemination Plan

- Evaluation Plan includes:
  - Questions;
  - Strategy;
  - Proposed data instruments;
  - Collection processes; and
  - Analytical methods.
- Annual evaluation report required.

- **Evidence of Impact**

  Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact.

  Click here to enter text.

- **Evaluation and Dissemination Plan**

  Grantees are required to submit annual evaluation report at the end of the grant program. The evaluation plan must include evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives.

  Click here to enter text.

Application for Funding

Project Narrative

Partners Plan (if applicable)

- Project's partners, roles, benefits, contributions; and
- Specify which objectives partner's services will achieve.

- If awarded, the LEA will upload signed contracts/MOU's for MSDE review and approval, prior to release of funds.

- Partners Plan (If applicable)

Grantees are required to identify project's partners, their respective roles in the project, the benefits each expects to receive, and the specific contributions each partner will make to the project in the form of financial support, equipment, personnel, or other resources. Also include which objectives their services will help to achieve. If awarded, the LEA must upload signed subcontractor contracts/Memorandum of Understanding (MOU) for review and approval before funds will be released for reimbursement; any funds paid to subcontractors without an approved contract in place are subject to nonpayment.

Partner	Roles and Responsibilities	Benefit to the Project
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

*Add more rows if necessary

Application for Funding

Budget and Budget Worksheet

- The line items identified in the Budget Narrative and Budget Worksheet must align.

- The budget object totals in the Budget Worksheet must align with the totals identified on the MSDE Grant Form C-1-25.

Budget Objects
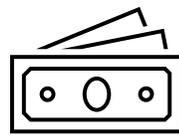
Salaries and Wages	Contracted Services	Supplies and Materials
Other Charges	Equipment	Transfers

Grant Award and Budget Development

FY23 Budget Documents: C-1-25 and Budget Worksheet
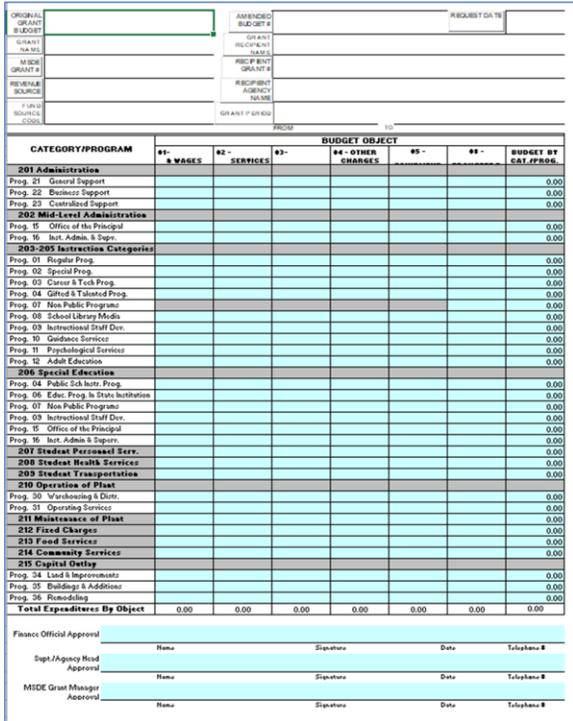
The MSDE C-1-25 itemizes the total requested grant funds by budget object codes.

The FY23 Budget Worksheet itemizes expenses by budget object categories and identifies alternative funding sources.

FY23 Budget Documents will be reviewed as a part of the application process. Funds will not be approved for reimbursement until MSDE provides a signed, approved budget.

Application for Funding

GEPA Statement

Explanation

- Steps to ensure equitable access; and

- Participation in the project as it is related to the six (6) types of barriers described in the GEPA (gender, race, national origin, color, disability, and age).

General Education Provisions Act (GEPA), Section 427

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the GEPA (gender, race, national origin, color, disability, and age).
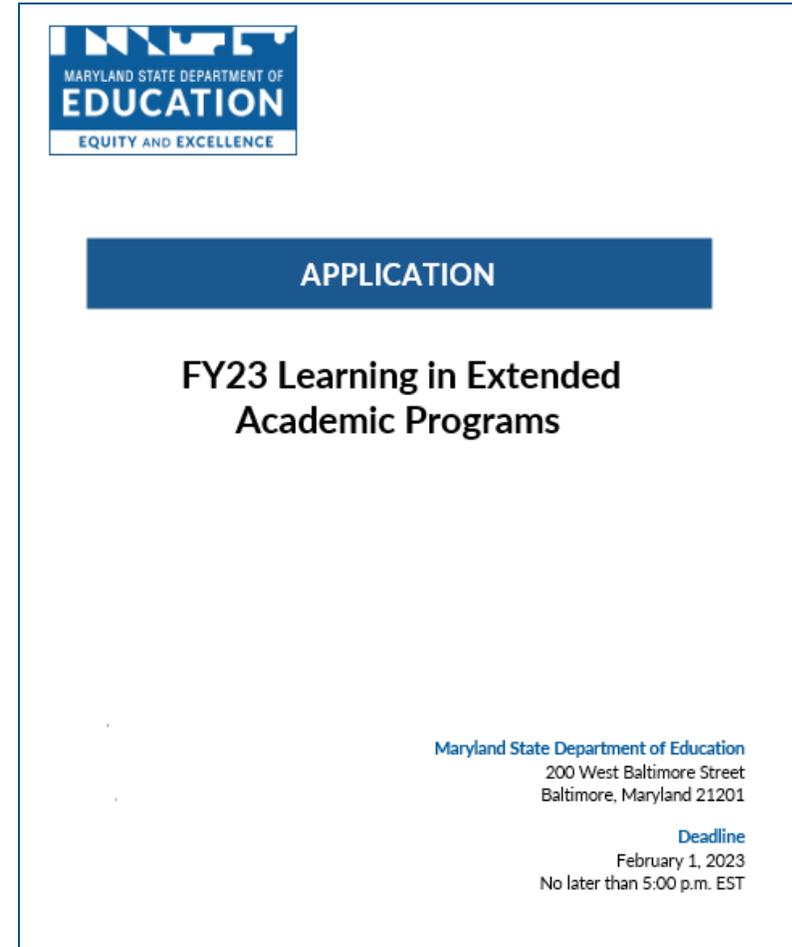
Click here to enter text.

Submission

Download: GIG and Application

Requirements

- All appendices are to be submitted at the time of the application.

- Appendices do not count towards the Project Narrative page limit.

- A signed electronic copy in PDF format must be submitted by email to themsde.ostteam@maryland.gov.

Appendices

Required Documents

- Letters of Commitment/MOU/Contracts

- Resumes of Key Personnel

- Draft MSDE Itemized Budget Documents (C-1-25 and Budget Worksheet)

Review Process
Project Narrative and Budget

Project Narrative (90 Points)			
Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Extent of Need (30 Points)	The extent of need is clearly described; the program need is evident. 30-26	There is a limited description of the extent of need. 25-12	The extent of need is not clearly identified. 12-0
Goals and Measurable Outcomes (20 Points)	Identifies multiple, measurable goals, and outcomes. Includes a clear narrative to achieve these goals. Outcome statements are clear and tell how the project's target population would improve. 20-16	Partially lists goals and outcomes and does not include measures of progress towards the goal. Notes outcomes does not align to the problem/need. 15-7	Incomplete identification of goals and outcomes. Statements are vague and not measurable. 7-0
Plan of Operation, Key Personnel, and Project Timeline (20 Points)	Includes a detailed plan of operation and timeline that addresses each goal. item identified in the GIG. Activities occur within the grant period. 20-16	A broad plan of operation that addresses some items identified in the statement of need. 15-7	The plan of operation provided does not address the items identified in the statement of need. 7-0
Evidence of Impact (10 Points)	The application identifies multiple strategies that are evidence-based and will lead to the desired impact. 10-8	The application identifies how proposed strategies are evidence-based and will lead to the desired impact. 7-5	The application does not identify evidence of impact. 4-0
Evaluation (10 Points)	The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate and report on outcomes. 10-8	The application somewhat identifies measurable program improvements and the data that will be reviewed. 7-5	The application does not identify measurable program improvements. There is a limited plan to report on outcomes. 4-0

Budget (10 Points)			
Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Budget Narrative and Worksheet (10 Points)	The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct. 10-6	The application includes a broad budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated but lacks detail. 5-3	The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors. 2-0

Timeline of Events

| Date	Program Milestones
February 24, 2023	Start-Up Report
Ongoing	Fiscal and Program Monitoring
July 30, 2023	End of Year Report
August 30, 2023	Final Financial Report
September 30, 2023	Final Evaluation Report

Award Notification and Reporting Requirements

Notification

- Submit timely documents:
  a. Monitoring components (Start-Up, End of Year Reports, and Critical Elements Monitoring)
     a. Corrective action(s)
     b. Monthly Reimbursement Expenditure Report submission
     c. Detailed local narrative evaluation report reflecting the growth and progress of the program;
- Participate fully in statewide evaluation activities; and
- Comply with all applicable state statutory and regulatory requirements.

Reporting

- The MSDE will initiate notification of grant awards upon application review.
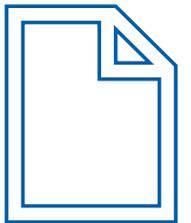
Application Important Dates

Support from MSDE

<u>Scheduled Technical Assistance</u>

The subgrantee may meet with Ms. Roxanne Allen, Extended Learning Specialists during scheduled office hours.

The subgrantee sets the agenda.

Optional

<u>Email</u>
<u>Roxanne.allen@maryland.gov</u>

<u>LEAP Application</u>
<u>GIG</u>
<u>Application</u>

Updates & FAQ

Timeline for Implementation

MSDE will facilitate monthly meetings with recipients to ensure continued connection and collaboration throughout the grant period.

Grant Implementation Window

- Begins July 1, 2022

- Ends June 30, 2023

Reporting Requirements

- The Out-of-School Time (OST) Critical Elements Monitoring Schedule: To be released upon award notification.
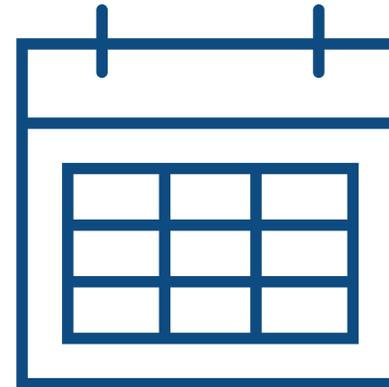
Question and Answer Session

Questions?