



PARTNERSHIP AGREEMENT SCOPE OF WORK

Jacob K. Javits Gifted & Talented Students Education Program

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21211

Deadline

June 3, 2022

No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Secretary-Treasurer, Maryland State Board of
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Program Description

The federal Jacob K. Javits grant program focuses resources on identifying and serving traditionally underserved students in gifted and talented (GT) programs, particularly minority, economically disadvantaged, English learners, and students with disabilities, to help reduce achievement gaps and to encourage the establishment of equal educational opportunities for all students.

The Maryland State Department of Education (MSDE) invites Maryland Local Education Agencies (LEAs) to partner with MSDE to provide services and programming to address one or more of the four state-identified areas of need regarding gifted and talented programs.

NAME OF PROGRAM

Jacob K. Javits Gifted and Talented Student Education Program

AUTHORIZATION

Jacob K. Javits Gifted and Talented Students Education (Javits) program (CFDA Number 84.206A)

PURPOSE / SCOPE OF WORK

MSDE has identified specific services designed to scale up or increase services for GT programs within a school system. LEA applications to provide support for GT students will identify specific services, programs, and professional learning for educators of GT students to address one or more of the four state-identified needs:

Identified Need 1: Improved identification, enrollment, and retention of gifted and talented (GT) students,
Identified Need 2: Early Talent Development,
Identified Need 3: Program/Services, and
Identified Need 4: Professional Learning related to GT education for school staff members.

Applicants will provide a Scope of Work, proposed budget, and budget narrative for all costs. Based on the specific program and/or services provided in the Scope of Work, the applicant will also explain how they will assess and demonstrate the project's effects on GT students, including increased participation by traditionally underrepresented students.

DISSEMINATION

This application was released on May 6, 2022.

DEADLINE

Proposals are due no later than 5 PM on June 3, 2022.

CONTRACT PERIOD

June 15, 2022 – September 30, 2022

ESTIMATED NUMBER OF PARTNER AGREEMENTS

5-10

ESTIMATED AVERAGE CONTRACT AMOUNT

\$5,000 – \$20,000

Contract amounts will be based on the number of applications received and the area of need identified.

DISTRICT (LEA) RESPONSIBILITIES

The LEA is expected to increase the number or “scale-up” services for GT students, especially for traditionally underrepresented students. In addition, by receiving reimbursements from MSDE with funding from the Jacob Javits Grant, the LEA will ensure alignment with Maryland regulations and the program's goals.

PROGRAM CONTACT

Bruce Riegel, Lead Specialist for Gifted & Talented Education
Division of Curriculum, Instructional Improvement, and Professional Learning
Maryland State Department of Education
Phone: 410-767-0527
Email: bruce.riegel@maryland.gov

ELIGIBILITY

This funding opportunity is designed for LEAs delivering GT programs that align with COMAR 13A.04.07 and focus on the expansion or scale-up services to reach a target of identifying a significant number of students at every school and at least 10% in the LEA. Funding may also reimburse costs associated with developing or expanding services and programs for identified GT students. This application will prioritize identifying and providing services and programs for students equitably among all cultural, ethnic, and economic groups.

Use of Funds

The proposed use of funds must facilitate the identification, enrollment, retention, and educational success of gifted and talented (GT) students according to the requirements in COMAR 13A.04.07. Allowable uses include, but are not limited to:

- Salaries, stipends,
- Materials and supplies, or
- Travel.

Funds may not be used for:

- Construction,
- Equipment, or
- Food or beverages not related to those approved for travel.

Application

REQUIRED COMPONENTS

Project Summary: Based on the selected area of Identified Need (1-4), the Applicant should provide an overview of the goals, strategies, milestones, and expected outcomes.

Project Plan/Scope of Work: The applicant must explain the identified need(s), the proposed project, how funds will be used to accomplish the project's goals and objectives, and how the project outcomes will benefit students. Applicants must address at least one State-Identified Need (1-4).

Evaluation of Program: Describe the evaluation plan for activities in this Scope of Work using the Evaluation Performance Measures for Identified Needs 1-4. For each area, applicants will describe how the plan aligns with the specified outcomes and provides an evaluation of program implementation to address the expected outcome measures.

- **Identified Need 1: Improved identification, enrollment, and retention of gifted and talented (GT) students**

- a. Provide data or a description that demonstrates a need in your school system for additional support for identifying, enrolling, and retaining GT-identified students.
 - b. Describe strategies to identify a significant number of students at every school and at least 10% in the LEA. Include how the LEA will identify students equitably among all cultural, ethnic, and economic groups.
 - c. Evaluation Performance Measures: Increased identification of GT students to meet or exceed the 10% LEA target required by COMAR 13A.04.07.02; increased identification of historically underrepresented GT students to mirror the LEA population.
- **Identified Need 2: Early Talent Development**
 - a. Provide data demonstrating the need to create or enhance a system for collecting information about early evidence of advanced learning behaviors PreK-2.
 - b. Describe strategies to expand the Primary Talent Development Program (PTD) PreK-2.
 - c. Evaluation Performance Measures: Increased number of teachers trained to implement the PTD program; growth in schools implementing PTD and progress toward systemwide implementation; increase in the number of students in grade 3 receiving GT services: inclusion of PTD data in the LEA gifted and talented student identification process.
 - **Identified Need 3: Program/Services**
 - a. Provide a description of the program and/or services needed for identified gifted and talented students. Specifically, describe appropriately differentiated services that accelerate, extend, or enrich instructional content, strategies, and products for identified students in grades PreK-12. This may also include programs and services that support gifted and talented students' social and emotional growth and/or strategies to inform and involve parents/guardians of gifted and talented students.
 - b. Evaluation Performance Measures: Increase in number of students receiving targeted accelerated, enrichment, or social and emotional growth programs; positive survey results from participating parents/guardians; projected increase in the number of students qualifying for single-subject or grade acceleration; improved student achievement, attendance and retention in GT programs.
 - **Identified Need 4: Professional Learning related to gifted and talented education for school staff.**
 - a. Provide a professional learning plan for staff in identification procedures, characteristics, academic, and social and emotional needs of gifted and talented students. Professional learning must address the competencies defined in the [Gifted and Talented Specialist Certification 13A.12.03.12](#).
 - b. Evaluation Performance Measures: Increase in the percentage of LEA staff trained in GT teaching strategies; positive survey results from participating educators.

Budget and Budget Detail: Applicants should include unit cost for items and calculation of total costs for all budget items. Please add lines as needed.

ITEM	DETAIL	CALCULATION	TOTAL
Salaries			
Contractual Services			
Supplies & Materials			
Other (including Travel)			
Total			

The Review Process

A review committee of three representatives from MSDE will review submissions to ensure applications address the Scope of Work in the Partnership Agreement. The review committee will use the rubric below to score application components, including:

- Project Summary and articulation of identified need(s) from the list provided in the Scope of Work. The description of goals, strategies, activities, and outcomes aligned to COMAR 13A.04.07
- Project Evaluation that addresses how the project’s identified need(s), goal(s), strategies, activities, and outcomes will benefit gifted and talented students
- The Budget and Budget Narrative.

Application Scoring Rubric			
Project Plan/Scope of Work			
The application explains the identified need(s), the proposed project, and how funds will be used to accomplish the project’s goals, strategies, and outcomes aligned to COMAR 13A.04.07.			
1–Ineffective	2–Developing	3–Emerging	4–Effective
One or more of the following are missing: <ul style="list-style-type: none"> • Identified need(s) • Project explained • Fund use • Project outcomes students 	Incomplete explanations of the identified need(s), the proposed project, fund use, and outcomes. Clarifying questions were required.	Two or more explanations of the need(s), the proposed project, fund use, and outcomes were required.	Provided a concise explanation of the identified need(s), the proposed project, fund use, and outcomes.
Project Evaluation			
The application provides an evaluation plan aligned with the specified goal(s) and provides a detailed description of measures to evaluate program implementation and outcomes.			
1–Ineffective	2–Developing	3–Emerging	4–Effective
The evaluation plan is not aligned with the specified goal(s), does not demonstrate the relationship between activities, outcomes,	The evaluation plan is somewhat aligned with the specified goal(s); tangentially demonstrates the relationship between activities and goals;	The evaluation plan is aligned with the specified goal(s); partially demonstrates the relationship between activities,	The evaluation plan is aligned with the specified goal(s); strongly demonstrates the relationship between activities, outcomes, and

and goals, and/or does not describe measures to evaluate program outcomes.	describes measures to evaluate program outcomes.	outcomes, and goals; and describes measures to evaluate program outcomes.	goals; and provides a detailed description of measures to evaluate program outcomes.
Proposed Budget			
The application provides a detailed proposed budget that includes a line-item listing of anticipated budgetary expenses. Complete the detailed budget narrative to add details to how funds will be spent.			
1–Ineffective	2–Developing	3–Emerging	4–Effective
The proposed budget includes a line-item listing of anticipated and non-allowable budgetary expenses not aligned to the identified need(s) or specified goal(s).	The proposed budget includes a line-item listing of anticipated and allowable budgetary expenses that are partially aligned with the specified goal. Clarifying questions were required.	The proposed budget includes a line-item listing of budgetary expenses aligned to the specified goal(s) and outcome(s). Clarifying questions were required.	The proposed budget includes a line-item listing of anticipated and allowable budgetary expenses that are strongly aligned with the specified goals. Ties to student benefits are clearly explained.

CONTRACT AGREEMENT

Upon selection for the MSDE Partnership Agreement, the LEA will be issued a contract for the identified services in the Scope of Work. The LEA will invoice MSDE upon completion of the services. Final invoices must be submitted no later than 30 days after the grant period.

Reporting Requirements

As a condition of the Partnership Agreement, contract awardees will complete and submit the Monthly Reports and a Final Evaluation Report.

Date	Reporting Requirements
July 27, and August 26, 2022	Monthly Reports are Due to MSDE
Oct. 10, 2022	Final Project Evaluation and Invoice Due

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 unique needs of students, teachers, and other program beneficiaries 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

Timeline

Date	Program Milestone
May 6, 2022	MSDE disseminates the Scope of Work - application window opens
May 10 and 12, 2022	MSDE will hold information and customer service and support sessions
June 3, 2022	The application period closes – applications are due to MSDE
June 15, 2022	MSDE completes application review and notifies awardees
September 30, 2022	The contract period ends
October 10, 2022	All invoices submitted to MSDE

Customer Service Support Sessions

The MSDE will hold virtual customer service support sessions for interested applicants. During this session, MSDE personnel will provide an overview of the Scope of Work, requirements, and the application process.

- May 10 and May 12, 2022, from 1-2 PM
- Video call link: <https://meet.google.com/bbj-prpf-bds>
- Or dial: (US) +1 336-715-1733 PIN: 120 055 703#

Assurances

MSDE requests that the LEA verify their readiness to complete this Scope of Work to ensure success for the LEA and participating schools. MSDE stands ready to support the LEA and its schools in implementing new practices that are based on research and customized for the school context.

Commitment of District Leadership	
1.	Superintendent agrees that reporting to MSDE is completed by the monthly due dates.
2.	Superintendent agrees that MSDE approves proposed changes to the Scope of Work, objectives, or budget in writing before they can be implemented.
3.	Superintendent agrees that all invoices will be submitted to MSDE before October 10, 2022.
4.	Superintendent agrees that all reimbursed funds will be liquidated by December 16, 2022.