Learning in Extended Academic Programs (LEAP) Grant

Pre-Proposal Webinar
Technical Assistance
August 15, 2018
Agenda

- Welcome and Introductions;
- Request For Proposal (RFP) Walk-through;
- Validation Process; and
- Questions and Answers.
1.1 Program Overview

Authorization For Funding

- Introduced as House Bill 1415 during the 2018 legislative session and enacted under Subtitle 20 of the Maryland Constitution Act; and
- Maryland State Department of Education (MSDE) is required to administer, monitor, and evaluate approved programs.
1.2 Program Purpose

Purpose of the LEAP Grant Program is to provide:

- Extended academic programming; and
- Positive measurable impact on academic performance and overall well-being of students who are at risk of falling behind academic requirements.
### 1.3 Allowable Activities

Eligible organizations must use funds to provide activities outside of school hours for:

- Academic enrichment;
- Instructional services; and
- Academic achievement in core academic subjects (language arts, science, social studies, and mathematics).
1.6 Instructions for RFP Questions

Responsibilities of all bidders:

- Examine the entire RFP;
- Seek clarification in writing (Exhibit 1 – Submitted Questions Form); and
  - Submit by email on/or before **August 21, 2018** to leaprfp.2018msde@maryland.gov
  - Responses to questions will be posted no later than **August 28, 2018** on http://www.marylandpublicschools.org/about/Pages/Grants/index.aspx.
1.8 Funding and Length of Grant

Responsibilities of all bidders:

- Length of Grant
  - July 1, 2018 – June 30, 2021

- Range of Grant Awards
  - Minimum: $50,000
  - Maximum: $400,000
1.9 Eligible Applicants

The LEAP competition is open to all public schools who have:

- 80% of students qualifying for the free and reduced price meals program; and
- Eligible schools may:
  - Coordinate and partner with other eligible county schools to jointly apply; or
  - Partner with eligible school partners and/or a non-profit organization.
1.9 Eligible Applicants (continued)

The LEAP competition is open to all public schools who have:

- County Boards may apply on behalf of one or more eligible schools in the county; or

- An eligible school may apply for a grant only if the county superintendent endorses the school’s grant application.
1.10 Program Components

Demonstrate the ability to successfully extend or expand academic enrichment programming that offer:

- Before and after the school day by a minimum of 8 hours each full week of school that is in session; and/or
- Weekends for a minimum of 4 hours per weekend; and/or
- Summer break for a minimum of 4 hours per day for a minimum of 30 days.
2.0 Application Requirements

2.1 Requirements for Application Submission:

- Meet all requirements in:
  - The Validation Process – Part I (RFP Section 7.1); and
  - Minimum hours of programming (RFP Section 1.10).
2.0 Application Requirements

2.2 Application Checklist (Form):

- Complete the *Application Checklist* (Exhibit 2)
  - Exhibit 2 is not required to be submitted with application.
2.0 Application Requirements

2.3 Application for LEAP:
- Proposal **must** begin with the *Application for Learning in Extended Academic Programs Form* (Exhibit 3)
  - This must be the first page of the application (do not count this page); and
  - A DUNS number is required for submission.
2.0 Application Requirements

- A LEA may not contract for LEAP subgrant services with any person or organization that has been debarred or terminated by the MSDE;
- Late applications will not be accepted or reviewed. Feedback will not be provided; and
- Application must meet the Program Components as detailed in Section 1.10 of this Request for Proposal.
2.0 Application Requirements

- Be received before 2:00 p.m. on September 18, 2018;
- Any section submitted after 2 p.m. will not be read;
- Meet all the requirements set forth in the Validation Process (Section 7.0); and
- Meet minimum hours of required programming (Section 1.10).
3.0 Project Narrative

25 page limit

Does not include Budget, Exhibits, and Appendices
3.0 Project Narrative

3.1 Extent of Need for Project

Purpose:

☐ Describes the needs of the targeted students attending identified high poverty schools; and

☐ Establishes the relevance and scope of the main problem or obstacle that proposed program will address.

Function:

☐ Acts as the entire foundation in the further development of the project narrative.
3.0 Project Narrative

3.2 Project Design

**Purpose:**
- Develop plans, procedures, and policies that describe day-to-day program operations that enable staff to successfully meet program goals.

**Function:**
- Describe proposed strategies and activities supported by evidence-based research to meet students’ academic needs and evidence of program success.
3.0 Project Narrative

3.3 Performance Measures and Indicators

**Purpose:**
- To establish performance indicators with increasing proportions for each grant year.

**Function:**
- Identifies the quantifiable factors that are linked to program success.
3.0 Project Narrative

3.4 Alignment with State Education Agency (SEA) Goals

Purpose:
- To review SEA performance goals that are aligned with the SEA performance goals and the Maryland College and Career Readiness Standards (MCCRS).

Function:
- Aligns performance measures with defined MSDE objectives and indicators.
3.0 Project Narrative

3.5. Implementation and Governance Plan

**Purpose:**
- Enables direct service activities to be implemented.

**Function:**
- Provides details of major management actions, timeframe, and the person(s) responsible for carrying out each action;
  - Examples: hiring staff, ordering materials, meeting schedules, MSDE reports.
3.0 Project Narrative

3.5. Implementation and Governance Plan

- Key Personnel Description and Qualifications;
- Leadership Team Description;
- Management Plan; and
- Management Plan Worksheet (Exhibit 5).
3.0 Project Narrative

3.6. Evaluation and Dissemination

Purpose:
- To establish purposeful methods of self-appraisal, performance, and transparency.

Function:
- Creates a repeated cycle of assessment that constantly increases the quality of the proposed program.
3.0 Project Narrative

3.6. Evaluation and Dissemination

Program evaluation plans must include a plan:

- To assess the progress of the program; and
- To disseminate the evaluation’s findings to all major stakeholders.
3.0 Project Narrative

3.6. Evaluation and Dissemination

Program evaluations must be conducted:
- Annually; and
- At the close of the three-year project.
3.0 Project Narrative

3.7 Coordinating With Other Programs

Purpose:
- To identify other programs currently operating in support of target population; and

Function:
- Clearly establish alignment in concert with those programs and identify how proposed program will effectively support target population.
3.0 Project Narrative

3.8 Partners

- A partner is any organization other than the sub-grantee that will actively contribute to the project; and

- Partners include subcontractors and organizations that are under contract with the sub-grantee to provide grant-funded activities or services.
3.0 Project Narrative

3.8.1. Partners’ Letter of Commitment

Requirements:

- Signed and dated letter submitted from each participating partner and addressed to the applicant; and
- Include information contained in Section 3.8.1.
3.0 Project Narrative

3.8.2. Partners’ Plan Worksheet (Exhibit 6)

- Describe how target population will directly benefit from the partners that have been identified; and
- Include how partners will effectively support the proposed program in meeting its goals.
3.0 Project Narrative

3.9 Sustainability

- Detail how the project will achieve sustainability;
- Describe planned efforts to secure additional partners and funding sources; and
- Describe plans for maintaining partnerships beyond the funding cycle.
4.0 Budget and Adequacy of Resources

4.1 Budget Narrative Requirements

- Describe a clear relationship between the activities described in the Project Narrative and the proposed allocation of proposed costs; and
- Address necessity and rationale of proposed costs.
Budget and Adequacy of Resources

4.2 Itemized Budget (Exhibit 7)

- Requested funds must be reasonable with current market prices.
- Grant funds cannot be used to purchase:
  - Food;
  - Facilities;
  - Vehicles; or
  - Support new construction.

See full listing of examples of allowable expenses and unallowable expenditures (not an inclusive list) on page 17.
Budget and Adequacy of Resources

4.2 Itemized Budget (Exhibit 7)

Helpful Hints:

- In the budget narrative, explain how the funding will sensibly support each of the line items of the proposed program’s objectives and milestones;

- Connect program’s implementation to a schedule of reasonable and allowable expenses; and

- Check all calculations!
Budget and Adequacy of Resources

4.2.1 Direct Costs

- Direct costs are those that can be identified specifically with a particular cost objective; and

- Costs for personnel who supervise the activities of program staff or costs of supplies and materials or equipment would qualify as direct costs.
Budget and Adequacy of Resources

4.2.1 Indirect Costs

- Indirect costs are those expenses incurred by a school, school district, or community-based organization in administering or providing program services.
Budget and Adequacy of Resources

4.3 The MSDE Grant Budget C-1-25 Form

For all applicants:

- The LEA’s Budget Officer or Chief Financial Officer and the Superintendent or designee must sign the form.

http://www.marylandpublicschools.org/about/Pages/Grants/BudgetInfo.aspx
7.0 Validation Process

- Part 1 – Pre-screening;
- Part 2 – Review panel selection and proposal review;
- Part 3 – Validation visit; and
- Awarding of Funds.
7.0 Validation Process

7.1 Validation Process Part 1

Pre-screening

- Late applications;
- Debarments/Terminations;
- Minimum hours of required programming (Refer to Section 1.10); and

Applications not meeting Part 1 of the Validation Process will not be reviewed and feedback will not be provided.
7.0 Validation Process

7.2 Validation Process Part 2-Review Panel Selection and Proposal Review

- Review Panel Selection;
- Proposal Review;
- Proposal Score; and
  - Proposals receiving scores of 85% and above are eligible for the Validation Process Part 3.
7.0 Validation Process

7.3 Validation Process Part 3 - Validation Visit

- Qualified applicants;
- Leadership team and partners must attend; and
- Validation responses must be submitted two business days prior to the validation visit.
7.0 Validation Process

7.3 Validation Process Part 3- Validation Visit

Purpose of the Validation Interview:

- Validate details about proposed program;
- Discuss written responses to general and specific questions;
- Establish a timeline for required revisions not to exceed five days from the date of the validation visit; and
- Provide written concerns or remaining questions at conclusion of the validation visit.
7.0 Validation Process

7.3 Validation Process Part 3- Validation Visit

- The MSDE shall make final determination for awards based on the results of the Validation Process and the availability of funds.
8.0 Awarding of Funds

Applicants:

- All funding is contingent on the annual awarding of State funds to the MSDE.
9.0 Due Process Requirements

The MSDE will publicly solicit, screen, and select impartial, qualified reviewers to review and score applications. Prior to reviewing any applications, each reviewer will:

- Submit a signed Conflict of Interest form to verify that there is no vested interest in the award.
9.0 Due Process Requirements

9.1 Validation Visit Concerns
All applicants who take part in the validation interview will be awarded grant funds unless the following issues or other concerns arise during validation interview:

- The applicant did not have official documentation of a recent local inspection (within two years) indicating compliance with fire, health, and safety requirements.
9.0 Due Process Requirements

9.1 Validation Visit Concerns Continued

- The proposed facility has visible health and safety issues at the facility serving the students (e.g. evidence of insect/rodent infestation, sewage issues, exposed wiring, overloaded power strips, HVAC i.e., too cold or too warm, etc.). Noted corrections were not resolved within 30 days.

- Program components unable to be validated.
9.0 Due Process Requirements

9.1 Validation Visit Concerns Continued

- Applicant does not submit requested documentation within the stated timeframe;
- Other concerns that arise in the Validation Visit; and
- Reduction in State funding.
9.2 Application Status

Each applicant whose application is denied will receive a Denial Notice that explains the reason for the denial after final award decisions are made.
10.0 Submission Requirements

All pages of the Project Narrative (Refer to Section 3.0);

- Budget Narrative;
- MSDE Grant Budget Form (C-1-25);
- Exhibits 3 – 8; and
- Appendices: work cited, resumes of key personnel or job descriptions, local health/safety standards.

(Refer to Submission Requirements, page 21 Section 10.0)
10.0 Submission Requirements

Formatting Requirements:
- Number pages;
- 1 inch margins; and
- 1.5 line spacing; 12-point font.

Other:
The formatting of charts, worksheets, and tables may use single spacing and a type size of 10-point font.
10.0 Submission Requirements

- Submit the entire proposal in one document pdf-format electronically no later than 2:00 P.M. on Tuesday, September 18, 2018 to: leaprfp.2018msde@maryland.gov
- Include the lead agency and program name in the email subject line; and
- Each applicant will receive an email confirming receipt of proposal(s) and the time received by the MSDE.
<table>
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<tr>
<th>Project Task</th>
<th>Date</th>
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<tr>
<td>RFP, PowerPoint, and Webinar Recording</td>
<td>August 15, 2018</td>
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<td>Additional Questions Due Date</td>
<td>August 21, 2018</td>
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<td>Q&amp;A Posted on the MSDE Website</td>
<td>August 28, 2018</td>
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<td>Proposal Due Date</td>
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<tr>
<td>Validation Interviews Begin</td>
<td>October 9, 2018 –</td>
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<td>Application Decision</td>
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Appendices

5.0 Appendices

Required Documents (5.1-5.4):
Does not apply to the page limit of the Project Narrative:

- Work cited;
- Key personnel description and qualifications;
- Compliance with Federal, State, and Local health and safety standards;
- Signed assurances (Exhibit 8); and
- The General Education Provisions Act (GEPA), Section 427.
Questions and Answers

- Please submit any questions in the chat box; and
- Questions will be addressed one-by-one as time allows.
Closing

Thank you for your time, attention, and participation.