Learning in Extended Academic Programs Grant Information Guidance and Application

Maryland State Department of Education
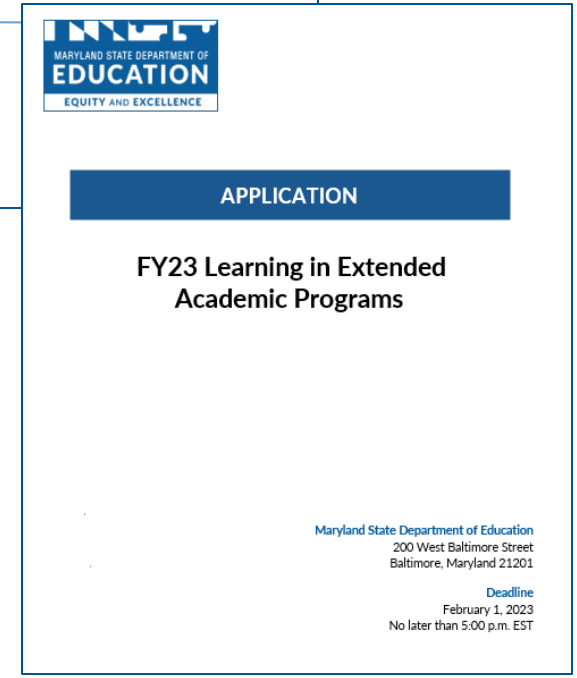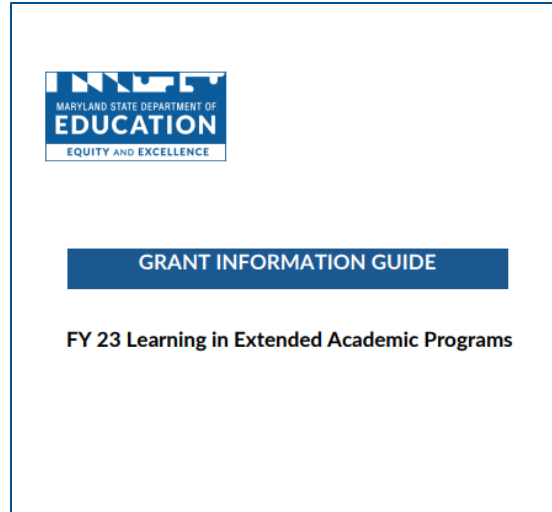
January 12, 2023

Presented By | Division of Student Support, Academic Enrichment, and Educational Policy: The Youth Development Branch

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

GRANT INFORMATION GUIDE

FY 23 Learning in Extended Academic Programs

APPLICATION

FY23 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

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

- 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 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

Funding

- **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

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

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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.

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- **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.

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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.

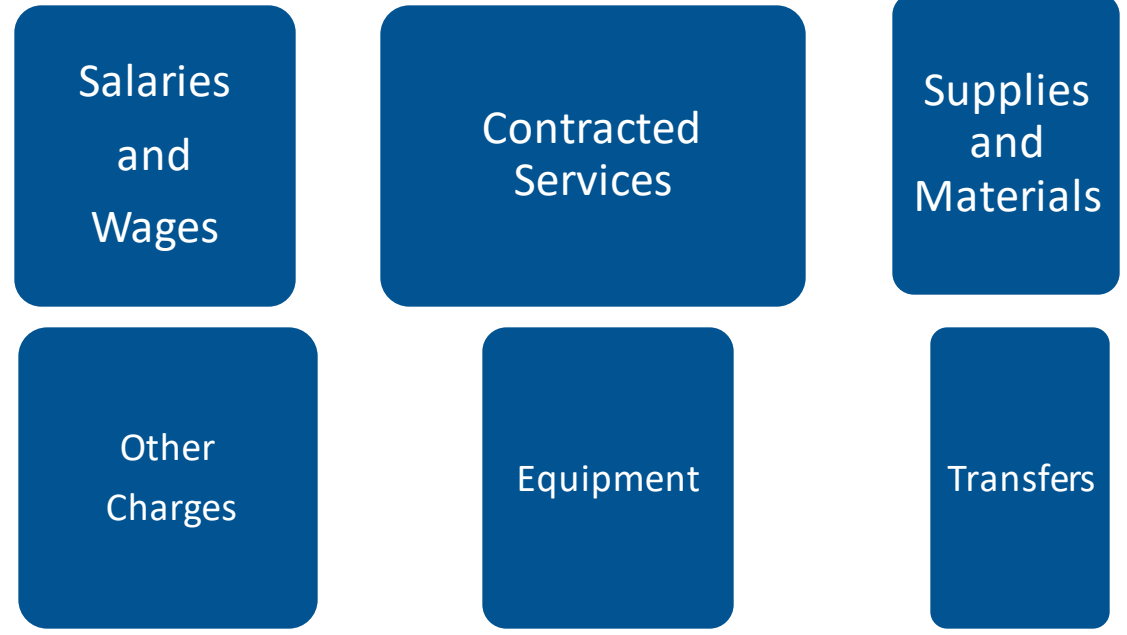| Name	Title	Roles & Responsibilities
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
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Application 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.
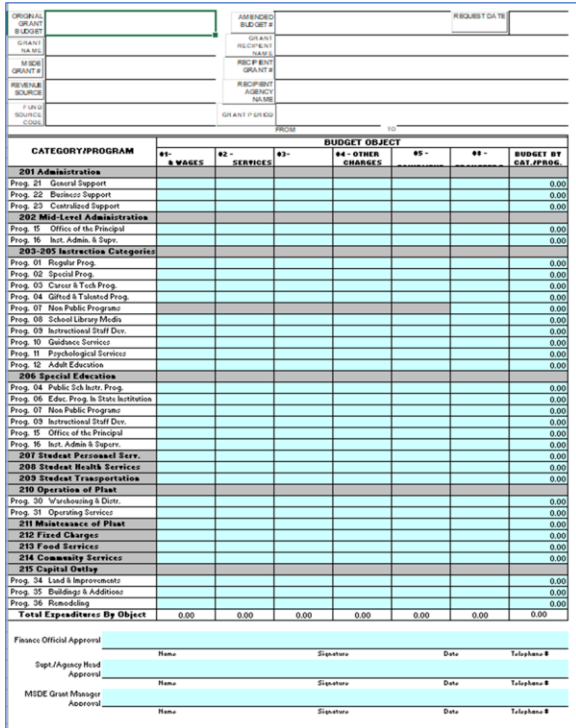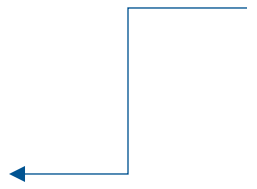
Budget Objects
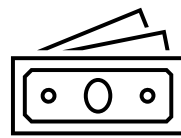
| Salaries and Wages |
| Contracted Services |
| Supplies and Materials |
| Other Charges |
| Equipment |
| Transfers |

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.

APPLICATION

FY23 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
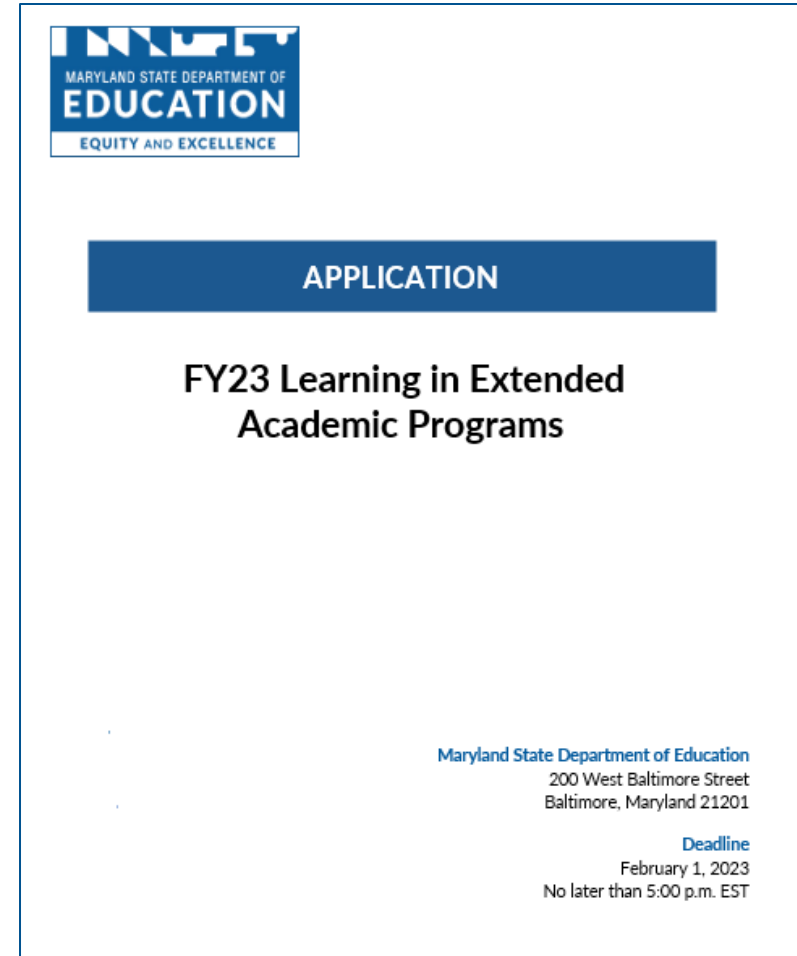
Appendices

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.
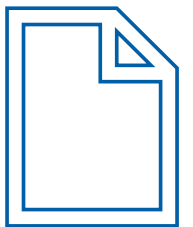
Application Important Dates

Support from MSDE

Scheduled Technical Assistance

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

The subgrantee sets the agenda.

Optional

Email
Roxanne.allen@maryland.gov

LEAP Application
GIG
Application

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?