



# APPLICATION FOR PARTICIPATION

## IDEA Part C State Systemic Improvement Plan (SSIP) State Implementation Team

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**Maryland State Department of Education**  
200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**  
December 30, 2023  
No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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### **Mohammed Choudhury**

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

### **Deann Collins, Ed.D.**

Deputy Superintendent of Teaching and Learning

### **Wes Moore**

Governor

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## Instructions

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1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. A single electronic file in PDF format must be submitted by upload to the local program's designated shared folder on the [MSDE Moveit Secure File Transfer Website](#). All uploaded files must be titled in accordance with the naming convention guidelines contained in the [MSDE Moveit Secure File Transfer Website Access and Submission Procedures](#).
5. The IDEA Part C, SSIP: State Implementation Team applications are due by 5:00 p.m. on December 30, 2023.

# Proposal Cover Page

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Program Title:

Project/Program Director:

Director Phone:

Director email:

Institution/Agency Name:

Institution/Agency Address:

Financial Contact Name:

Financial Contact email:

Grants Contact Name:

Grants Contact email:

Federal Employer ID number:

Unique Entity Identifier (UEI) and Expiration Date:

Insert a screenshot of the active [SAM](#) record status below:

[enter screenshot here]

Amount of the request for grant period (October 1, 2023 – September 30, 2024):

\$

Estimated Annual Cost of Program/Project and Type of Funds

Federal \$

State/Local \$

Other \$

(Should agree with Proposed Budget)

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Head of Agency (Printed Name)

Title

Date

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Head of Agency (Signature)

Date

# Application Requirements

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## PROJECT ABSTRACT (1 PAGE)

Provide a summary statement of why the LLA should be selected to participate in the SIT to build capacity for implementing the EBPs of Reflective Coaching, RBI, and Pyramid Model. Include a narrative of which EBPs are implemented in the LLA and a root cause analysis of relevant local data. Refer to the Grant Information Guide for guidance.

## PROJECT NARRATIVE

Describe how participation in the SIT and the proposed activities will result in improved social emotional outcomes for children with disabilities, and their families. The project narrative consists of the following sections. These sections will be scored by reviewers.

- Extent of Need
- Goals, Measurable Outcomes and Milestones
- Plan of Operation, Key Personnel, and Project Timeline
- Evaluation and Evidence of Impact

**EXTENT OF NEED**

Provide a description of how participation in the SIT will lead to improved outcomes for children with disabilities, and their families. This should include a discussion of how implementing the EBPs will address the problem and root cause factor(s). Any proposed strategies should include a discussion of the successes and challenges experienced by the LLA for implementing the following EBPs: Reflective Coaching, RBI, and Pyramid Model. In the response, discuss how Child Outcomes Summary (COS) is implemented to fidelity in the LLA. In addition, provide a description of the applicant’s familiarity with Implementation Science using the following terms: “very familiar, somewhat familiar, somewhat unfamiliar, unfamiliar” and provide additional details as needed. For example, the applicant may describe any previous training that has occurred in Implementation Science. Then, for each listed EBP complete the chart to describe which phase of implementation the LLA is in (as applicable). Finally, list the number and percentage of total staff trained to fidelity on each of the EBPs. Refer to the Grant Information Guide for requirements.

Topic Area	Number of Staff Trained to Fidelity	Percentage of Total Staff Trained to Fidelity	Phase of Implementation
Reflective Coaching			
Routines Based Interview			
Pyramid Model			
Other EBPs: <insert here>			

### GOALS, MEASURABLE OUTCOMES AND MILESTONES

Provide at least one project goal, with measurable outcomes. Refer to the Grant Information Guide for guidance.

<b>Goal 1:</b>
<b>Measurable Outcome:</b>

<b>Goal 2:</b>
<b>Measurable Outcome:</b>

*\*Add more rows If necessary*

### Benchmarks

Benchmark/Outcome: How will it be known that progress is made?	Data: What Data will be used to measure progress?	Frequency: How often will benchmark data be collected?	Evaluator: Who is responsible for conducting the evaluation?

**PLAN OF OPERATION, KEY PERSONNEL AND TIMELINE**

Provide a description of the proposed activities. Any proposed strategies must include specific references to research supporting plan implementation. Refer to the Grant Information Guide for guidance.

The Plan of Operation includes the strategies, activities, and timeline that will be implemented to achieve your goals, outcomes, and milestones. Use the table below to address the key components of the program implementation or expansion.

Strategy/Key Activities	Timeline	Person Responsible Partner Organization

*\*Add more rows if necessary*

### Implementation Team

Identify the implementation team including names, titles, roles, and responsibilities relative to plan implementation. Attach a resume or curriculum vitae for each personnel.

Name	Title	Roles and Responsibilities

*\*Add more rows if necessary*

Complete the project timeline below. Be sure to include all key management, implementation, and evaluation activities.

Strategy/Key Activities	Timeline	Responsible Person
<b>Management Activity</b>		
<b>Implementation Activity</b>		
<b>Evaluation Activity</b>		

## EVALUATION AND EVIDENCE OF IMPACT

Describe the plan to evaluate the program’s goals and objectives, and how success will be measured. Refer to the Grant Information Guide for guidance.

Type response here.

Evaluation is an important part of determining the success of the program. Applicants are required to describe in detail what success will look like and the criteria that will be used to determine and measure success. Describe the evaluation plan and how the applicant will determine that the proposed activities were successful.

Type response here.

Describe how the project and the evaluation results will be communicated to major stakeholders and individuals interested in the project.

Type response here.

## Budget and Budget Narrative

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](#) form must also be completed, signed, and submitted as an appendix.

### 1. Salaries & Wages (list each position separately)

Line item	Calculation	Requested	In-Kind	Total
Total for salaries & wages:				

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

Type response here.
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### 2. Contracted Services

Line item	Calculation	Requested	In-Kind	Total
Total for contracted services:				

Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost-effective.

Type response here.

**3. Supplies & Materials**

Line item	Calculation	Requested	In-Kind	Total
Total supplies & materials:				

Using the space below, explain how the costs for supplies & materials above are necessary, reasonable, and cost-effective.

Type response here.

**4. Other Charges**

Line item	Calculation	Requested	In-Kind	Total
Total for other charges:				

Using the space below, explain how the costs for other charges above are necessary, reasonable, and cost-effective.

Type response here.

**5. Equipment**

Line item	Calculation	Requested	In-Kind	Total
Total for equipment:				

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

Type response here.

**6. Transfers (indirect costs)**

Line item	Calculation	Requested	In-Kind	Total
Total for transfers:				

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

Type response here.

**7. Total amount requested**

<b>Total Amount Requested</b>	
	Grand Total:

## Reporting Requirements

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Grantees must comply with the following reporting requirements. All requirements are pursuant to the reporting requirements for the Consolidated Local Implementation Grant (CLIG):

Date	Reporting Requirements	Person Responsible
January 31, 2024	Semi-annual programmatic and fiscal reporting*	
June 15, 2024	SFY 2024 CLIG State General Funds Funding	
November 1, 2024	Final programmatic and fiscal year reporting*	
November 15, 2024	Data collection	
November 30, 2024	Final cumulative and financial reporting*	

\*Please refer to the Consolidated Local Implementation Grant Information Guide for guidance on the financial reporting requirements.

## General Education Provisions Act (GEPA)

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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).

## Appendices

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The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

- Appendix A: A signed [Recipient Assurances Page](#)
- Appendix B: A signed [Certifications Page](#) regarding Lobbying, Debarment, Suspension, other responsibility matters, and Drug-free Workplace
- Appendix C: A signed [C-1-25 MSDE Budget Form](#)
- Appendix D: One-page resumes of key personnel
- Appendix E: A copy of the [W-9 Form](#) (Applicable for first time grant applicants and/or grantees requiring a change of address/contact)
- Appendix F: Local letter of support from one of the following: Lead Agency Director or Director of Special Education
- Appendix G: Additional letters of support from one or more of the following are optional: Letter from Local Interagency Coordinating Council, Letter from Superintendent, Letter from community partner