Ulysses Currie Head Start State Supplemental Grant

Maryland State Department of Education

June 2023

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Purpose

Purpose of the Ulysses Currie Head Start State Supplemental Grant

Purpose

The Ulysses Currie Head Start State Supplemental Grant is administered by the Division of Early Childhood at the Maryland State Department of Education (MSDE) to provide funding for existing Head Start and Early Head Start programs to build on the foundation laid to enhance service delivery, instructional practices, and school readiness by expanding services.

According to *Md. Code, ED* § 5-231, the governor shall include in the annual State budget an appropriation of at least $3,000,000 for the Ulysses Currie Head Start Program. MSDE develops the grant requirements and administers and monitors the grant program.

Ulysses Currie Head Start Program MD Code, Education, § 5-231

High Quality Programming & Learning Experiences

Expand Hours of Service

Increase the hours of the program day for children and families– from 3 ½ hours to 6 ½ hours or from 6 ½ hours to 10 hours

Extend Program Year

Add 4 – 6 weeks of summer programming for children and families– targeted supports for children who may be transitioning to prekindergarten or kindergarten; children who receive additional educational/developmental supports.

Quality Enhancements

Professional learning opportunities for education staff to enhance instructional practices in early literacy, math, and social-emotional learning.

Salary enhancement to retain education staff.

Eligibility & Requirements

Overview of the grant eligibility & requirements

Who may apply?

Head Start Grantees

Extend Hours of Service

Expand Program Year

Professional Development

Salary Enhancement

Early Head Start Grantees

Extend Hours of Service

Professional Development

Salary Enhancement

Program Eligibility

This funding opportunity is designed for existing Head Start and Early Head Start programs in good standing:

- Demonstrate current federal compliance as a Grantee or Delegate.

- Participating in Maryland EXCELS program.

- Identify how State supplemental funding will enhance program quality and school readiness outcomes.

Program Requirements

Requirements	
Expand Hours of Service - Full Day to meet the needs of children and families	Head Start - no less than 6 ½ hours and no more than 10 hours per day Early Head Start – no less than 10 hours per day
Extend Program Year – Summer 4 – 6 Week Program	Head Start - Summer learning targeted support for all children or specific populations of children. No less than four (4) weeks and no more than six (6) weeks.
Quality Enhancements	Professional learning opportunities for education staff to enhance instructional practices in early literacy, math, and social-emotional learning. Salary enhancement to retain education staff.
Maryland EXCELS	Must be participating in Maryland EXCELS.
Statewide System Development Goals	Identify how the proposed programming aligns with the Statewide System Development Goals.

Application Overview

An examination and explanation of the sections in the grant application.

Application Sections

- **Cover Page:** Complete this page in full.

- **Project Abstract:** Introduce your program and the proposed project.

- **Extent of Need:** Describe how funds are needed and will support quality programming and school readiness outcomes.

- **Evidence of Impact:** Describe the program's history of implementing evidence and/or research-based practices and achieving designated outcomes and goals based upon them. Describe how the proposed plan will lead to the desired goal(s).

- **Program Information and Projected Enrollment:** Identify program location(s), Maryland EXCELS participation and rating, and projected number of children that will be served.

- **Goals, Outcomes, and Milestones:** Identify clear goals and objectives that will be achieved at the end of the grant period.

Application Sections

- **Plan of Operation, Key Personnel, and Timeline:** Identify how the program will accomplish its goals and enhance school readiness outcomes. List staff responsible for successful grant implementation and monitoring of grant requirements. Identify key tasks and activities that need to be conducted throughout the life of the grant and when those tasks and activities will be implemented.

- **Evaluation and Dissemination:** Describe how the program will be evaluated to ensure continuous quality, impact, and effectiveness. The plan must detail how data, findings, and reports will be made available to pertinent stakeholders.

- **Budget and Budget Narrative:** Provide a detailed description of the requested funds that will be spent by the designated categories. The budget must be reasonable, allowable, and cost effective.

- **Appendices:** Attach supporting documents. Appendices must be included in the proposal for funding. Applications without the required appendices will be considered incomplete and will not be scored.

Grant Application Timeline

The Ulysses Currie Head Start State Supplemental Grant opened on June 20 and closes on August 22.

Application Timeline

June 20, 2023	The grant application period opens.
June 26, 2023 June 28, 2023 July 6, 2023	The MSDE will hold virtual customer support sessions to review the grant and application requirements for interested applicants.
August 22, 2023	The grant application period closes.
August 23, 2023	The MSDE will begin reviewing applications for completeness and minimum requirements. The MSDE Review Committee will evaluate proposals.
September 19, 2023	Award notification will be provided to eligible programs.
July 1, 2023	The grant period begins
September 30, 2024	The grant period ends.

Submission Requirements

Instructions on how to submit an application for the Ulysses Currie Head Start State Supplemental Grant.

Submission Requirements

- An electronic grant application form is provided on the MSDE website.

- Interested applicants must download the application, attach any supporting documentation as appendices, and submit the package **in its entirety in pdf format.**

- Applications **must be typed** and presented in an organized and professional manner.

- The prescribed cover sheet must be the first page of the proposal and signed by the Head of Agency.

Grantee Assurances

- The applicant must agree to comply with the terms and conditions.

- The Assurances page must be signed and dated by the Head of the Agency.

Grant Review Process and Scoring Rubric

Overview of the grant review process and scoring rubric for submitted grants.

Grant Review Process

The review of applications will be a two-part process:

1. Application will be prescreened for submission requirements and inclusion of all required sections. Applicants not meeting all prescreen requirements will not be reviewed.

2. A review committee established by MSDE, will evaluate applications using a scoring rubric.

Scoring Rubric

Applications will be evaluated using a scoring rubric. The scoring rubric includes three levels:

- Exceeds Criteria

- Meets Criteria

- Does Not Meet Criteria

Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Project Abstract	The Project Abstract succinctly summarizes the overarching program activities being proposed. The reader has a clear understanding of the most important content of the application. The abstract is concise and focused, does not assume prior knowledge, and covers all core aspects of the project including discussion of past experiences and reasonable justification for proposed plans.	The Project Abstract provides an adequate summary of the proposed activities. The reader has a basic understanding of the content in the application. The abstract adequately introduces the project to the reader, is generally concise and focused, provides some context for those unfamiliar with the project, and covers most of the core aspects of the project.	The Project Abstract does not provide a sufficient summary of the proposed activities. It is unclear what is in the application. The abstract does not effectively introduce the project to the reader, lacks concision and focus, assumes too much prior knowledge, and/or does not cover the core aspects of the project.

Next Steps and Program Support

Overview of next steps and available support during the grant application and grant implementation process.

Application

To access the grant information guide and application, please visit the MSDE Grant Programs webpage at

https://marylandpublicschools.org/about/Pages/OFPOS/GAC/GrantPrograms/index.aspx

Click on Ulysses Currie Head Start State Supplemental Funding Grant FY2024

https://marylandpublicschools.org/about/Pages/OFPOS/GAC/UlyssesCurrieHeadStartFY24/index.aspx

Application submitted by email to vanessa.jones1@maryland.gov no later than 5 p.m. EST on August 22, 2023.

Award Notification

- Notification of awards will be sent by email within 30 days after application submission.

- Processing of the official Notice of Grant Awards (NOGA) can take 6–8 weeks.

- Grant Timeline is July 1, 2023 – September 30, 2024.

Reporting Requirements

Fiscal and program monitoring– ongoing throughout the life of the grant.

Interim Progress Reports– MSDE C-1-25-C

#1 covers activities that occurred during July 1, 2023– November 30, 2023

#2 covers activities that occurred during December 1, 2023– April 30, 2024

Final Report– MSDE C-1-25-D – **due November 30, 2024**

- Covering the entire grant period

- Project Evaluation

- Final Invoice

Program Support

MSDE will provide ongoing support throughout the life of the grant by:

- The review of programmatic reports

- Invoice and supporting documents submission

- Virtual and on-site monitoring visits

- Requested technical assistance session

Contact Information

If you have questions about the application or the process, please contact:

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