



GRANT INFORMATION GUIDE

FY23 Yleana Leadership Academy Operating Grant

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21211

Deadline

October 31, 2022
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Table of Contents

Program Description.....	3
Name of Grant Program.....	3
Authorization.....	3
Purpose.....	3
Dissemination.....	3
Deadline.....	3
Grant Period.....	3
Funding Amount Available.....	3
Submission Instructions.....	3
State Responsibilities.....	3
Program Contact.....	4
Use of Funds.....	4
Program Requirements.....	4
Application for Funding.....	4
Required Components.....	4
The Review Process.....	5
Award Notification.....	6
Reporting Requirements.....	7
The General Education Provisions Act (GEPA), Section 427.....	7
Non-Discrimination Statement.....	8
Customer Service Support Session.....	8
Grant Timeline.....	9
Attachments.....	9

Program Description

This grant is intended to support the operating costs of Yleana Leadership Academy (YLA). YLA is a non-profit organization serving minority and low-income students in Baltimore, Maryland that commits to developing comprehensive mentoring programs. YLA supports and guides college students and existing grads in preparing for their professional careers through workshops focusing on career readiness, interviewing skills and crafting online profiles. YLA also provides comprehensive mentoring with college preparation, SAT testing, financial aid and managing the transition to college and graduation successfully.

The Operating Grant to Yleana Leadership Academy is specified under the State Reserve Fund – Dedicated Purpose Account for Fiscal Year 2023. The Maryland State Department of Education will coordinate programing and reporting under this program. This is a one-time grant for FY23. Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation (i.e., receipts, purchase orders, etc.).

NAME OF GRANT PROGRAM

2023 Operating Grant to Yleana Leadership Academy

AUTHORIZATION

[Maryland Chapter 484 of the Acts of 2022, SB290](#) – Fiscal Year 2023

PURPOSE

The FY23 State Budget includes an operating grant to Yleana Leadership Foundation. Yleana Leadership Academy, a non-profit organization serving minority and low-income students in Baltimore, Maryland. The Yleana Leadership Academy model of support harnesses the power of human connection, building durable networks of resources and community-based volunteers to support mentorship programs; with the aim of improving educational outcomes, economic, and career readiness outcomes. The YLA model of mentorship and support for students has a proven track record of success, with higher graduation rates, higher SAT scores, transition to postsecondary, and postsecondary completion rates.

DISSEMINATION

This grant program was released on September 30, 2022.

DEADLINE

The grant application is due no later than 5 p.m. on October 31, 2022.

GRANT PERIOD

July 1, 2022 – June 30, 2023

FUNDING AMOUNT AVAILABLE

There is \$100,000 in funding available.

SUBMISSION INSTRUCTIONS

The FY23 Operating Grant to Yleana Leadership Academy Grant Information Guide (GIG) and Application can be downloaded from the [MSDE grants page](#). A signed electronic copy in PDF format, must be submitted by email to Justin.Dayhoff@maryland.gov.

STATE RESPONSIBILITIES

MSDE will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals.

PROGRAM CONTACT

Stephanie Cochran
Interim Director
Maryland State Department of Education
stephanie.cochran@maryland.gov
410-767-0533 (office)

Use of Funds

Funds may be used to:

- Support operating expenses related to program delivery;
- Purchase materials and supplies to support student engagement in programming;
- Support transportation costs for students and advisors participating in programming;
- Provide services for student support related to participation in Yleana Leadership Academy; and
- Operating costs of the organization.

Funds may not be used for:

- Construction of temporary or permanent structures, or
- Food or meals.

Program Requirements

Yleana Leadership Academy selects rising high school seniors from low-income backgrounds who academically rank in the bottom 25% of their senior class and face an abundance of challenges in and out of the classroom. Yleana Leadership Academy has partnered with Baltimore Polytechnic Institute, Mergenthaler Vocational-Technical High School, Paul Lawrence Dunbar High School, KIPP Baltimore, Carver Vocational and Technical High School, and Bard Early College to support students with in Baltimore with resources to navigate through college readiness as well as career readiness workshops and programs.

The FY23 Operating Grant to Yleana Leadership Academy is to support the on-going operation costs of Yleana Leadership Academy and ensure continued services to urban and low-income students in Baltimore. The application for funding must include information about the services to be supported by the funding as well as the outcomes expected. The application includes identification of the Goals, Impact and Measurable Success Criteria for the program, as well as a proposed budget and program assurances.

Application for Funding

REQUIRED COMPONENTS

A. Application Cover Page (1 page)

The cover page includes all contact information and grant partnership information including the total amount of the grant and the organization's Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number if available.

B. Project Narrative (5-page limit)

The FY23 Operating Grant to Yleana Leadership Academy is to support the on-going operation costs of Yleana Leadership Academy and ensure continued services to students in Baltimore. The application for funding must include information about the services to be supported by the funding as well as the outcomes expected.

- Extent of Need

Describe the conditions or needs to be addressed through the FY23 Operating Grant to Yleana Leadership Academy. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the Operating Grant funds will address the problem and show how those efforts are effective.

- Goals and Measurable Outcomes

State the overall goal(s) of the FY23 Operating Grant to Yleana Leadership Academy. The goal(s) should address the main problem identified in the needs assessment. While there should be at least one goal, it is possible to have multiple goals. For each goal statement, identify objectives or anticipated outcomes to be accomplished. For instance, if the project seeks to increase student achievement by training teachers, there must be measurable outcomes for both students and teachers.

- Plan of Operation, Key Personnel, and Timeline

Discuss the strategies and activities to be used to accomplish the outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. How will grant funds support these strategies and how many students will be served? In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

- Evidence of Impact

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the organization's experience in terms of effective practices (research-based strategies) leading to the desired outcomes.

- Evaluation and Dissemination Plan

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project’s goal and objective(s). Keep in mind that the final evaluation will consider the grant’s life cycle. It should not be viewed as what is done after the project’s completion, but as an integral element in the project’s planning, design, and implementation.

C. Budget and Budget Narrative (2-page limit)

The [itemized budget form \(C-1-25\)](#) can be accessed through the MSDE grants website, and a proposed budget must be submitted with the application. The application form includes a space for applicants to provide the program’s budget and a budget narrative. All costs described in the narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget.

For entities expending federal funds of \$750,00 or more in a single fiscal year a copy of the most recent Single Audit Report is required with the grant application. A Request for Taxpayer Identification Number and Certification ([W-9 Form](#)) is completed for first time applicants and/or grantees.

D. Attachments and Supporting Documentation:

- [Signed Recipient Assurances](#) - Please read and complete the Recipient Assurances page.
- An Excel version of the proposed [Itemized Budget Form \(C-1-25\)](#).
- Taxpayer Identification Number and Certification ([W-9 Form](#)).

The Review Process

The review of the Operating Grant to Yleana Leadership Academy application includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding.

Project Narrative (90 Points)			
Plan Criteria	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet 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 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Budget Narrative (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

AWARD NOTIFICATION

Notification of awards will be sent by email in November 2022. Processing of the official Notice of Grant Awards (NOGA) will begin on November 13, 2022. Please note this process can take 4-6 weeks.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Ongoing	Fiscal and program monitoring
Oct. 15, 2022	Q1: Quarterly Project Updates (Narrative and Fiscal)
Jan. 15, 2023	Q2: Quarterly Project Updates
April 15, 2023	Q3: Quarterly Project Updates
August 1, 2023	Final Evaluation Report (Narrative and Fiscal)

Notes: Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE webpage](#). Final invoices must be submitted no later than 60 days after the grant period.

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 special needs of students, teachers, and other program beneficiaries in order 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

Customer Service Support Session

The MSDE will provide customer service support to Yleana Leadership Academy regarding the completion of the application on Tuesday, October 4, 2022, at 11:00 a.m. During this session, MSDE personnel will provide an overview of the grant funding, the requirements, and the application process.

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the [MSDE website](#).

Date	Program Milestone
September 30, 2022	MSDE disseminates the grant information and opens the application submission window
October 13, 2022	The MSDE will hold an information session from 10-11am to answer questions and provide customer service and support
October 31, 2022	The grant application period closes – Application and all attachments are due to MSDE
November 09, 2022	MSDE completes application review and notifies awardees
July 1, 2022 – June 30, 2023	Grant Period
August 1, 2023	Final Evaluation and Report (Narrative and Fiscal)

Submission

Proposals for funding must include a completed application with all required components and attachments. Applications must be submitted in pdf format by email to the program contact at stephanie.cochran@maryland.gov. and due by 5:00 p.m. on October 31, 2022.

Attachments

- MSDE [Recipient Assurances](#) page
- MSDE [Itemized Budget Form \(C-1-25\)](#)
- Taxpayer Identification Number and Certification ([W-9 Form](#)).