



GRANT INFORMATION GUIDE

Home Visiting Grant Program

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21211

Deadline

June 6, 2022

No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Secretary-Treasurer, Maryland State Board of Education

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Program Description

The Governor's Office for Children and the Children's Cabinet has a fund to support Home Visiting Programs. Home visiting has long been recognized through an extensive body of research as resulting in long-term benefits to families of very young children. Evidence-based home visiting model services provide support to children and their families as a means for:

- strengthening the parent-child bond,
- promoting healthy child development,
- promoting school readiness, and
- enhancing family functioning.

The Maryland State Department of Education (MSDE) Division of Early Intervention and Special Education Services (DEI/SES) has been administering the Home Visiting Grants Program since 2006. Through this grants program, Local Management Boards across Maryland receive funding to develop community partnership agreements and implement an evidence-based home visiting model to provide services to vulnerable families with young children, ages birth to five.

NAME OF GRANT PROGRAM

Home Visiting Grant Program

AUTHORIZATION

[Maryland Code Human Services Title 8 - Children, Youth, and Families, Subtitle 5 - Children's Cabinet Fund](#) and Chapter 70 Home Visiting Accountability Act Of 2012

PURPOSE

The Home Visiting Grant provides funding to Local Management Boards (LMB) to offer home based support to young children and their families as a means for strengthening the parent-child bond, promoting healthy child development, promoting school readiness, and enhancing family functioning. The primary purpose of the funding is to provide resources at the local level to strengthen community-based services to families of children under the age of 5 with a focus on increasing childhood well-being and with intentional efforts to address childhood trauma and Adverse Childhood Experiences (ACEs), address racial and ethnic disparities, and promote research-informed practices. State funding is targeted to evidence-based and promising home visiting programs for improving parent and child outcomes.

DISSEMINATION

This Grant Information Guide (GIG) was released on May 5, 2022

DEADLINE

Proposals are due no later than 5 p.m. on June 6, 2022

GRANT PERIOD

July 1, 2022 – June 30, 2023

FUNDING AMOUNT AVAILABLE

\$4,200,000

ESTIMATED NUMBER OF GRANTS

17 Local Management Boards

GRANT AMOUNT

\$65,000 - \$340,000

SUBMISSION INSTRUCTIONS

Grant applications must be submitted by 5:00 p.m. May 31, 2022, via email to nancy.vorobey@maryland.gov.

STATE RESPONSIBILITIES

The MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work in partnership with the Local Management Board. Monitoring the effectiveness of State-funded home visiting programs is reported to the Children's Cabinet.

PROGRAM CONTACT

Nancy Vorobey
Home Visiting Grants Program Manager
Maryland state Department of Education
200 W. Baltimore St.
Baltimore, MD 21201
(410) 767-0234
nancy.vorobey@maryland.gov

FISCAL CONTACTS

For questions regarding financial requirements, contact the Grants Liaison for your region:

Region 1 (Allegany, Frederick, Garrett, Washington)
Jacqueline Woodruff
(410) 767-7512
Jacqueline.woodruff@maryland.gov

Region 2 (Howard, Montgomery, Prince George's)
Jamalden Gowans
(410) 767-0262
jamalden.gowans@maryland.gov

Region 3 (Baltimore City, Baltimore County)
Alicia Palmer
(410) 767-0246
alicia.palmer@maryland.gov

Region 4 (Calvert, Charles)
Jacqueline Woodruff
(410) 767-7512
jacqueline.woodruff@maryland.gov

Region 5 (Caroline, Dorchester, Kent, Queen Anne's, Somerset, Wicomico)
Jamalden Gowans
(410) 767-0262
jamalden.gowans@maryland.gov

Eligibility

Entities designated as the Local Management Board (LMB) by a local jurisdiction in accordance with [Md. Human Services Code Ann. §8-301](#) who currently participate in the Home Visiting Program are eligible to apply. All funding is contingent upon the final approval of the children's cabinet interagency fund budget during Maryland's 2022 legislative session of the General Assembly.

Use of Funds

Allowable Use of Funds:

- Personnel costs - Salaries/wages, fringe benefits provided under established written leave policies
- Equipment costs - Items such as projectors, printers, computers (not for administrative purpose)
- Fundraising costs - Organized fundraising, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- Maintenance, operations, and repair costs - not otherwise included in rental or other charges for space
- Materials and supplies - Refreshments for activities designed/intended primarily for non-employee participants, publications, and printing
- Professional service costs - Cost of professional and consultant services when not contingent upon recovery of the costs from the State government
- Training costs - Cost of training provided for employee development
- Travel costs - Transportation, lodging, subsistence, any related items incurred by employees traveling on official business

Not Allowable Use of Funds:

- Cost of severance payments, sabbatical leave, and bonuses
- Costs of health or first-aid clinics, recreational facilities, employee counseling services, employee information publications, and other health services for employees
- Costs of entertainment, or food and beverage for employee-only activities

Program Requirements

Applications must respond to all items in the application and address the following requirements:

1. Identify the evidence-based home visiting model being implemented and the current accreditation status of the model. Describe any program challenges that impacted the delivery of services.
2. Identify and briefly describe community partnerships and linkages and how the home visiting program is part of a broader system of family and child support services.
3. Describe how the program will support the outcomes reported on the Child Well-Being Scorecard.
4. Identify monitoring activities such as data reporting, desk audit, and/or onsite or virtual program visits conducted by other local or State agency funding sources.

Application for Funding

PROPOSAL COVER PAGE (1 PAGE)

Proposals must complete the Application Cover Page including all contact information and requested funding amount. The cover page must be signed by the Head of Agency.

PROGRAM NARRATIVE

Identify the evidence-based home visiting model being implemented and describe any program challenges that impacted the delivery of services. Programs must be accredited by the national office for the selected evidence-based model to ensure high-quality implementation. Include the accreditation status of the program.

Provide evidence of past success and program outcomes. Highlight strategies that were implemented successfully that supported the continued delivery of home visiting services. Discuss how the current proposed activities were influenced by the experiences of the previous grant period (as applicable).

CONTRACTUAL SERVICES

Identify the selected vendor(s) who will be providing the evidence-based home visiting services; a copy of the contract or memorandum of understanding (MOU) must accompany the application. The contract/MOU must be in alignment with the standards and related requirements of the identified evidence-based model, Maryland's Standards for Child-Wellbeing, and include only those activities that are consistent with the intent of the grant program to provide direct and/or virtual home visiting services to families of children under the age of 5 (as of September 1 of each year) who have been determined to be at high risk according to a set of established factors, including, but not limited to child abuse and neglect, prolonged unemployment, maternal depression, low birth weight, high school dropout, maternal substance abuse, and chronic poverty.

COMMUNITY PARTNERSHIPS

Identify and briefly describe community partnerships and linkages and how the home visiting program is part of a broader system of family and child support services. Applicants will complete a Home Visiting Grant Funding matrix with a list of all other sources of funding for the program. This will also include the projected numbers of families assessed and the services delivered.

RESULTS FOR CHILD WELL-BEING

The [Maryland's Children's Cabinet](#) and the State's child-serving agencies have utilized the Results-Based Accountability™ framework to focus planning, decision-making, and budgeting on desired results and outcomes. From this framework, the Maryland's Children's Cabinet published the [Child Well-Being Scorecard](#) and identified eight results to focus on for child well-being. Each result describes the general well-being of Maryland's children and families in an area known to affect a child's ability to grow up healthy and secure.

Four of the result areas correspond to goals of evidence-based home visiting program models. These results areas include Babies Born Healthy, Healthy Children, School Readiness, and Children Safe in their Families and Communities. These selected performance measures will enable local programs to align priorities, goals, and monitoring efforts with the state. Included in the application, identify the program goals, activities, and performance measures for each of the state-identified indicators under each area.

FISCAL OVERSIGHT AND PROGRAMMATIC QUALITY ASSURANCE

Provide an overview of the local grantee agency fiscal and programmatic monitoring. Identify monitoring activities such as data reporting, desk audit, and/or onsite or virtual program visits conducted by other local or State agency funding sources, including the Governor’s Office for Children (GOC), the Maryland Department of Health (MDH), and the Maternal, Infant and Child Home Visiting (MIECHV) grant program.

APPENDIX

The following appendices must be included but do not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

- A [signed C-1-25 MSDE budget form](#)
- A [signed recipient assurances page](#)
- A signed vendor contract or Memorandum of Understanding (MOU)

The Review Process

The review of proposals will be a four-part process:

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all pre-screen requirements will not be reviewed.
2. A review committee established by the MSDE, will evaluate applications using the scoring rubric.
3. Final approval for awards will be determined by the review committee. All revised proposals and budgets must be resolved by conclusion of the first quarter or risk forfeiture of award.

REVIEW COMMITTEE

The committee will be composed of representatives from the MSDE Division of Early Intervention and Special Education Services (DEI/SES). Reviewers will assign numerical scores to each proposal based on the criteria on the following scoring rubric.

Program Narrative (20 total points)

Exemplary (9-10 points)	Meets Standard (7-8 points)	Does Not Meet Standard (0-6 points)
Identifies evidenced-based home visiting model program and accreditation status. Describes challenges and strategies for success.	Incomplete identification of model and/or description of challenges and strategies for success.	Limited responses and missing information regarding the model, challenges, or strategies for success.

Contractual Services (10 total points)

Exemplary (9-10 points)	Meets Standard (7-8 points)	Does Not Meet Standard (0-6 points)
Identifies program vendor and targeted population to be served.	Incomplete identification of vendor or population to be served.	Missing information regarding vendor or target population.

Community Partnerships (10 total points)

Exemplary (9-10 points)	Meets Standard (7-8 points)	Does Not Meet Standard (0-6 points)
Identifies and describes the community partnerships to support broader system.	Incomplete description of partnerships and/or system of family and child support.	Missing key information regarding partnerships and system of support.

Results for Child Well-Being (40 total points)

Exemplary (9-10 points)	Meets Standard (7-8 points)	Does Not Meet Standard (0-6 points)
For each of four results area, identifies goals, activities and performance measures aligned to expected program outcomes.	Partially identifies program goals, activities, and performance measures (must address all four areas).	Limited to no evaluation of the success toward completion of the Performance Measures.

Fiscal Oversight & Quality Assurance (20 total points)

Exemplary (9-10 points)	Meets Standard (7-8 points)	Does Not Meet Standard (0-6 points)
Identify monitoring activities such as data reporting, desk audit, and/or onsite or virtual program visits.	Incomplete description of monitoring activities.	Missing key information regarding fiscal oversight and monitoring.

AWARD NOTIFICATION

Notification of approval will be sent by email within 30 days of the deadline to submit proposals. Approved proposals may begin implementing the program as soon as the award notification letter is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting requirements for each year
15 th of each month	Invoices <ul style="list-style-type: none"> Standard invoicing form provided by MSDE Backup documentation to support expenditures
Jan 31, 2022	Interim Progress Report <ul style="list-style-type: none"> Programmatic: Matrix Reporting form Fiscal: Interim Progress/Cumulative Variance form
July 31, 2022	Final Progress Reports <ul style="list-style-type: none"> Programmatic: Program Matrix Reporting Form and Addendum Fiscal: Final Progress/Cumulative Variance Report Form

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 grants webpage](#).

Final invoices must be submitted no later than 60 days after the grant period ends.

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

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.

Customer Service Support Sessions

The MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the new grant application format and content, invoicing and reporting requirements, allowable and not allowable expenditures, and timeline for submission of grant budget and program amendment requests.

- May 9, 2022 (1:00 p.m. – 2:00 p.m.) – MSDE Virtual Customer Service Session [link here](#);
- May 10, 2022 (1:00 p.m. – 2:00 p.m.) – MSDE Virtual Customer Service Session [link here](#);

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the MSDE website.

Date	Program Milestone
May 5, 2022	The Grant Information Guide and the Application are released
May 9 and 10, 2022	The MSDE will hold a virtual customer service support sessions for interested applicants
June 6, 2022	The grant application period closes
June 24, 2022	The MSDE will notify applicants of the award status
July 1, 2022 – June 30, 2023	Grant period

Appendix

The following appendices must be included but not apply to the page limit of the Project Narrative.

- A [signed C-1-25 MSDE budget form](#)
- A [signed recipient assurances page](#)
- A signed vendor contract or MOU