

**Fiscal Year 2025 Nita M. Lowey**

**21st Century Community Learning Centers:**

**Maryland Out-of-School Time Programs for**

**the Future**

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

**Deadline**April 25, 2024
No later than 5:00 p.m. EDT

**APPLICATION FOR PARTICIPATION**

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Carey M. Wright**Interim State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

**Mary L. Gable**Assistant State Superintendent , Division of Student Support, Academic Enrichment, and Educational Policy

**Wes Moore**Governor

**MARYLAND STATE BOARD OF EDUCATION**

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Joan Mele-McCarthy. D.A.

Rachel L. McCusker

Samir Paul

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

[Instructions 3](#_Toc158904924)

[Proposal Cover Page 4](#_Toc158904925)

[Federal and State Absolute and Competitive Priorities 5](#_Toc158904926)

[Project Narrative 9](#_Toc158904927)

[General Education Provisions Act (GEPA), Section 427 18](#_Toc158904928)

[Appendices 19](#_Toc158904929)

# Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a PDF to your computer and obtain appropriate signatures. Be sure to include the required attachments.

Required application components for the Fiscal Year 2025 Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Maryland Out-of-School Time Programs for the Future grant include:

* A complete Grant Application Form (Microsoft Word document, saved as a PDF document); and
* All required appendices 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 21stcclcrfp2025.msde@maryland.gov.
* Please submit the following appendices:
	+ A [signed Recipient Assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf);
	+ [Grant Program Performance Indicators;](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Edni26MtZBNHj3Ehzb1XUX8BMddqs0qWtjRQTfrX9k4g0w?e=wC1qah)
	+ [LEA/School Participation Agreement Form](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Eev-HIWDZEpHg_qWtWfhj4oB2PO1opFgSHMt0PEoGtJ_tA?e=XbeyjN);
	+ [Partners Plan](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EU8YFy1bRWBDtXAhiOqrpuUBIgDMEc83gHYlxn-ziz3u0A?e=fP6pbN);
	+ [Evaluation Plan;](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EY88u-YOjrJNlDUd9wTtYLoBAVpNK_t2nQOtNuwqeJnEcQ?e=qskXRl)
	+ [Management Plan;](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EUW87YULO75Jj3Gjm-P-4U4Bb2U_xtukzH0IVD1HKE8kPQ?e=vaw3eL)
	+ [Budget Worksheet and Narrative;](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Ee7HFoNaedhPgxn4XDwhN_YBobYxWsFv_0JtAOkrt8f6xA?e=3StznN)
	+ [MSDE Grant Budget Forms (C-1-25](https://msdeps.sharepoint.com/%3Ax%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Eb5TPzKd0UFNr5J9r68KHIgBSwL1uMykpxS9fObns_npgQ?e=5NUxQI)[;](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Farchives.marylandpublicschools.org%2FS%2FSpecialEd-RMMB%2F2022%2FC-1-25_Budget_pages_and_Amendment.xlsx&wdOrigin=BROWSELINK)
	+ Use of Occupancy (if a Non-Local Education Agency location);
	+ Resumes of Key Personnel;
	+ Partner Contracts or Memorandum of Understanding (MOU) per contracted service vendor or Partner Letter of Commitment;
	+ A copy of the most recent Single Audit Report (Only applicable to entities expending federal funds of $750,000 or more in a single fiscal year); and
	+ A copy of the [W - 9 Form](https://www.irs.gov/pub/irs-pdf/fw9.pdf) (Applicable for first-time grant applicants and/or grantees requiring a change of address/contact).

Proposals are due no later than 5 p.m. on April 25, 2024.

# Proposal Cover Page

Program Title: Click or tap here to enter text.

Project/Program Director: Click or tap here to enter text.

Director Phone: Click or tap here to enter text.

Director Email: Click or tap here to enter text.

Financial Contact Name: Click or tap here to enter text.

Financial Contact Phone: Click or tap here to enter text.

Financial Contact Email: Click or tap here to enter text.

Institution/Agency Name: Click or tap here to enter text.

Institution/Agency Address: 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. UEI Expiration Date: Click or tap here to enter text.

## Out-of-school Time Grant Program Overview

Core Subject Area(s): Click or tap here to enter text.

Total Number of Students to be Served: Click or tap here to enter text.

**Program Type (check only one):**

School Year Only ☐ School Year and Summer ☐ Summer Only ☐

**Enter Requested Amount for Only One Grant Period Below:**

Amount of request for School Year and Summer (July 1, 2024-August 31, 2025): $ Click or tap here to enter text.

Amount of request for School Year Only (July 1, 2024-June 20, 2025): $ Click or tap here to enter text.

Amount of request for Summer 2025 Only (July 1, 2024-August 31, 2025): $ Click or tap here to enter text.

(Should agree with Proposed Budget)

Signature of Director/Local Superintendent

# Federal and State Absolute and Competitive Priorities

## List of Proposed Eligible SchoolS

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| **Name of School** | **Percentage of FARMS** | **Total Number of Students Proposed to Be Served** | **Is the operating site in a public-school building?** **Yes or No.** | **Operating Site Name and Address** | **Operating Days** | **Operating Hours** |
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*Add more rows if necessary.*

## SITE(S) Location

Total Number of Operating Site(s): Click or tap here to enter text.

Total Number of Operating Days: Click or tap here to enter text.

## FEdERAL Absolute Priorities - (20 Points)

Provide a description of how the grant project provides comparable opportunities in designing the program for the participation of both public and private school students in the area served by the grant. This detail includes evidence of consultation with private school officials during the design, development, and implementation of the 21st CCLC program on issues such as how the children's needs will be identified and what services will be offered to provide equitable services to private school students and their families that are secular, neutral, and non-ideological.

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Describe efforts to provide a timely notice of intent to apply to the community, and that the application and any waiver requests will be available for public review after submission of the application.

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Describe how information about the community learning center (including its location) is disseminated to the community in a manner that is understandable and assessable. Examples of dissemination efforts can include an LEA presenting information about the 21st CCLC program(s) at a school board meeting or a community-based organization posting an announcement on their website.

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Provide evidence of compliance with federal, state, and local fire, health, zoning codes, and safety standards. Submit a copy of all required licenses and/or certifications for health and safety including a Use and Occupancy (U&O) permit and current Fire Inspection report (refer to Appendix), per operating site.

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## state absolute Priorities - (20 Points)

The State of Maryland has identified the following state absolute priorities, which should be addressed by all applicants. All applications should identify at least one of the Maryland Strategic Plan or the Blueprint for Maryland’s Future priority areas as a focus of the proposed 21st CCLC programming:

* Ready to Read (Maryland Strategic Plan Priority)
* Ready for High School (Maryland Strategic Plan Priority)
* Ready for College and Career (Maryland Strategic Plan Priority)
* College and Career Readiness (Blueprint for Maryland’s Future)
* More Resources to Ensure That All Students are Successful (Blueprint for Maryland’s Future)

Identify which strategy or priority the proposed program will align with or build upon in the Performance Goals and Indicator section of the application.

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## Competitive Priority - (20 Points)

Competitive Priorities are optional and may be addressed by the applicant. The applicant has the option to address **one** of the competitive priorities outlined in the Grant Information Guide with the possibility of receiving up to three additional points. If applicable, provide an explanation of how **one** of the following competitive priorities will be addressed:

* Integrate behavioral health supports in association with the LEAs [Blueprint for Maryland’s Future: Implementation Plan](https://mgaleg.maryland.gov/meeting_material/2022/aib%20-%20133089464240340133%20-%20MSDE%20-%20Blueprint%20Implementation%20Plan%20Template_20220928%20%281%29%20%281%29.pdf);
* Integrate service-learning in accordance with the [seven Best Principles](http://marylandpublicschools.org/programs/Pages/Service-Learning/7BestPractices.aspx); or
* Propose to serve students in a community that is served by one or more LEAs with a locale code of 32, 33, 41, 42, or 43 (rural) Note: Applicants are encouraged to retrieve locale codes from the [NCES School District Search Tool](https://nces.ed.gov/ccd/districtsearch/), where LEAs can be looked up individually to retrieve locale codes.
* Application was jointly submitted with points of contact identified for both the LEA and a community-based organization or other public or private entity. In a jointly submitted application, the LEA will manage the fiscal component of the grant. In determining whether an application has been “submitted jointly,” the MSDE will look for evidence of:
	+ Collaboration in the planning and design of the program;
	+ Substantial roles for each partner in the delivery of services, management, and oversight of the program;
	+ Shared grant resources to carry out roles;
	+ LEA partner serving as the fiscal agent; and
	+ Integration with the regular school day program.

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## REquired Minimum Hours of Programming

Describe how the program will fulfill the required minimum hours of programming.

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# Project Narrative

## EXTENT OF NEED - (10 POINTS)

Describe the conditions or needs to be addressed through the FY2025 21st CCLC 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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## GOALS and outcomes - (15 POINTS)

The goals should address the main problem identified in the needs assessment. Report the MD Strategic Plan, or Blueprint for Maryland’s Future Priority, target percentage, activities, data sources, and evaluation methods for each State identified measurable outcome. The Grant Performance Indicators required in the appendix should align with this component of the application.

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| Measurable Outcome: Percentage of students participating in 21st CCLC programming during the school year and summer who demonstrate growth in reading/language arts.  |
| MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Click or tap here to enter text. |
| Target Percentage: Click or tap here to enter text. |
| Activities: Click or tap here to enter text. |
| Data Source and Evaluation Methods: Click or tap here to enter text. |

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| Measurable Outcome: Percentage of students participating in 21st CCLC programming during the school year and summer who demonstrate growth in math.  |
| MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Click or tap here to enter text. |
| Target Percentage: Click or tap here to enter text. |
| Activities: Click or tap here to enter text. |
| Data Source and Evaluation Methods: Click or tap here to enter text. |

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| Measurable Outcome: Percentage of students attending 21st CCLC programming during the school year and summer with a prior-year unweighted GPA less than 3.0 who demonstrated an improved GPA. |
| MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Click or tap here to enter text. |
| Target Percentage: Click or tap here to enter text. |
| Activities: Click or tap here to enter text. |
| Data Source and Evaluation Methods: Click or tap here to enter text. |

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| Measurable Outcome: Percentage of youth participating in 21st CCLC school year and summer program who demonstrated at least an 80% attendance rate during the summer program.  |
| MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Click or tap here to enter text. |
| Target Percentage: Click or tap here to enter text. |
| Activities: Click or tap here to enter text. |
| Data Source and Evaluation Methods: Click or tap here to enter text. |

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| Measurable Outcome: Percentage of students attending 21st CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year. |
| MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Click or tap here to enter text. |
| Target Percentage: Click or tap here to enter text. |
| Activities: Click or tap here to enter text. |
| Data Source and Evaluation Methods: Click or tap here to enter text. |

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| Measurable Outcome: Percentage of students participating in 21st CCLC programming during the school year and summer who demonstrated an improvement in teacher-reported engagement in learning. |
| MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Click or tap here to enter text. |
| Target Percentage: Click or tap here to enter text. |
| Activities: Click or tap here to enter text. |
| Data Source and Evaluation Methods: Click or tap here to enter text. |

## Evidence of impact - (10 Points)

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact.

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## Plan of Operation, Key PersonneL, and Timeline - (10 Points)

Provide a narrative description of a plan of operation. Refer to the Grant Information Guide Plan of Operations section and address all requirements (i.e.: i-iv).

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Provide a justification as to why the strategies were chosen and how they will help to achieve the performance goals and measures.

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Provide a narrative description of key personnel and timeline. Refer to the Grant Information Guide Plan of Operations Key Personnel section and address all requirements (i.e.: i-v).

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Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

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| **Name** | **Title** | **Roles & Responsibilities** |
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List in chronological order, all major key personnel management and specific, measurable, attainable, relevant, and time-based (SMART) actions necessary to implement the project during the funding cycle. The Management Plan required in the appendix should align with this component of the application.

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## Partners Plan (10 Points)

Identify project 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. The Partner Plan required in the appendix should align with this component of the application.

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| **Partner** | **Roles and Responsibilities** | **Benefit to the Project** | **Timelines** |
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*\*Add more rows if necessary*

Describe how the program will achieve sustainability beyond the life of the grant. Include a description of current public/private partnerships, the plans to expand these partnerships, and plans to develop new public/private partnerships.

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## Evaluation and Dissemination - (10 Points)

Outline the process by which the program will be evaluated. Include evaluation questions, an evaluation strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project’s goal and objectives. Describe how the information will be used by the program to monitor progress, as well as disseminate findings to stakeholders.

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## BUDGET AND BUDGET NARRATIVE - (15 POINTS)

The [MSDE Grant Budget C-125](https://msdeps.sharepoint.com/%3Ax%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Eb5TPzKd0UFNr5J9r68KHIgBSwL1uMykpxS9fObns_npgQ?e=CuJVFa) form and [Budget Worksheet and Narrative](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Ee7HFoNaedhPgxn4XDwhN_YBobYxWsFv_0JtAOkrt8f6xA?e=hGmgp5) must be completed, signed and submitted as an appendix. Adhere to the [OST Grant Fiscal Guidelines](https://msdeps.sharepoint.com/%3Ab%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EdquAJSeOGxKiVATfv-IP9oBajuK5q_pbaSEWhBTBXQSBg?e=CXA0gL) when proposing expenses in the specified budget objects.

Submit a budget in the form of a [MSDE Grant Budget C-125](https://msdeps.sharepoint.com/%3Ax%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Eb5TPzKd0UFNr5J9r68KHIgBSwL1uMykpxS9fObns_npgQ?e=CuJVFa) and [Budget Worksheet and Narrative](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Ee7HFoNaedhPgxn4XDwhN_YBobYxWsFv_0JtAOkrt8f6xA?e=hGmgp5) for the proposed operating period (Select only one):

* School Year and Summer - 2024-2025 (July 1, 2024 – August 31, 2025)
* School Year Only - 2024-2025 (July 1, 2024 – June 30, 2025)
* Summer Only 2025 (July 1, 2024 – August 31, 2025)

| **Line Item and Budget Narrative** | **Time and Effort** | **Calculation** | **Amount Requested** | **In-Kind Amount/Source** |  **Total** |
| --- | --- | --- | --- | --- | --- |
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# 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 types of barriers described in the [GEPA](https://oese.ed.gov/gepa/) (gender, race, national origin, color, disability, and age).

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# Appendices

The following Appendices must be included in the proposal for funding:

* A [signed Recipient Assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf);
* A signed [C-1-25 MSDE Budget Form;](https://msdeps.sharepoint.com/%3Ax%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Eb5TPzKd0UFNr5J9r68KHIgBSwL1uMykpxS9fObns_npgQ?e=5NUxQI)
* [Budget Worksheet and Narrative](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Ee7HFoNaedhPgxn4XDwhN_YBobYxWsFv_0JtAOkrt8f6xA?e=3StznN);
* [Grant Program Performance Indicators;](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Edni26MtZBNHj3Ehzb1XUX8BMddqs0qWtjRQTfrX9k4g0w?e=wC1qah)
* A signed [LEA/School Participation Agreement Form](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/Eev-HIWDZEpHg_qWtWfhj4oB2PO1opFgSHMt0PEoGtJ_tA?e=XbeyjN);
* [Partners Plan](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EU8YFy1bRWBDtXAhiOqrpuUBIgDMEc83gHYlxn-ziz3u0A?e=fP6pbN);
* [Evaluation Plan;](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EY88u-YOjrJNlDUd9wTtYLoBAVpNK_t2nQOtNuwqeJnEcQ?e=qskXRl)
* [Management Plan;](https://msdeps.sharepoint.com/%3Aw%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EUW87YULO75Jj3Gjm-P-4U4Bb2U_xtukzH0IVD1HKE8kPQ?e=vaw3eL)
* Use of Occupancy (if a Non-Local Education Agency location);
* Resumes of Key Personnel;
* Partner Contracts or Memorandum of Understanding (MOU) per contracted service vendor or Partner Letter of Commitment;
* A copy of the most recent Single Audit Report (Only applicable to entities expending federal funds of $750,000 or more in a single fiscal year); and
* A copy of the [W - 9 Form](https://www.irs.gov/pub/irs-pdf/fw9.pdf) (Applicable for first-time grant applicants and/or grantees requiring a change of address/contact).