



# GRANT RENEWAL APPLICATION

## Public School Opportunities Enhancement Program Fiscal Year 2024 (Year 3)

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

**Deadline**  
August 17, 2023  
No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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Secretary-Treasurer, Maryland State Board of Education

### **Sylvia Lawson, Ph.D.**

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## Program Description

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The Public School Opportunities Enhancement Program (PSOEP) Grant assists local education agencies (LEAs), public community schools, and nonprofit [501(c)(3)] organizations in the State to establish partnerships designed to expand or create extended day and summer enhancement programs and to support existing educational programming during the school day.

Extended day and summer enhancement programs are educational and recreational enrichment programs for children between the ages of 4 and 19 that take place:

- Before and after the school day;
- On weekends and holidays; and
- During vacations and summer breaks.

PSOEP grant recipients are requested to complete the Grant Renewal Application to provide programmatic and fiscal outcome data for the 2022-2023 grant award period and a 2023-2024 grants management plan for review in consideration for year three funding. The subgrantee is requested to submit the data electronically through accessing the [PSOEP Grant Renewal Application for Extended Day or Summer Enhancement Program](#) and [PSOEP Grant Renewal Application for Extended Day and Summer Enhancement Program](#) forms. The details of the e-application are included in Attachment 1. Upon submission, the Maryland State Department of Education (MSDE) will review the provided Grant Renewal Application and the year one performance data which includes, but is not limited to:

- The Start-up Report;
- The Critical Elements Monitoring Stage I, II and III;
- Timely reimbursement invoice submissions; and
- The total number of amendments.

Upon review, subgrantees approved for year three funding will receive a risk assessment level of 1-5 that will be reflected on the Year II Notification of Grant Award (NOGA).

### Authorization

Public School Opportunities Enhancement Program, introduced as [House Bill 1402](#) during the 2016 legislative session and enacted under Article II, Section 17(b) of the Maryland Constitution - Chapter 32, established a Public School Opportunities Enhancement Program (PSOEP) Grant to be administered by the Maryland State Department of Education (MSDE). Pursuant to Section §7-1701 through 1706 of the Education Article of the Annotated Code of Maryland, the PSOEP grant authorized MSDE to award grants to LEAs, community schools, and non-profit organizations. These grants are used to expand or create extended day and summer enhancement programs.

### GRANT OVERVIEW

#### Name of Grant Program

Public School Opportunities Enhancement Program

## Purpose

The purpose of the PSOEP is to:

- Expand or create an extended day and summer enhancement program;
- Expand or create a summer enhancement program; or
- Establish new educational or recreational partnerships with specified entities.

The extended day, educational day, or summer enhancement program must include an educational component that aligns with the Maryland College and Career Readiness Standards.

## Dissemination

This Grant Renewal Application was released on July 10, 2023

## Deadline

The deadline for application submission is August 17, 2023, by 5:00 p.m. However, applications will be reviewed on a rolling basis starting July 14, 2023.

## Grant Period

Length of Grants: Four (4) years (this is the Third Year of the Four Year grant)

The period of availability for Year 3 is July 1, 2023, through June 30, 2024. MSDE will award grants for a total of 48 months which is subject to funding and successful completion of grant requirements. Following the initial award, subsequent award years will be contingent upon:

- Availability of funding from the specific funding authority;
- Satisfactory performance by the grantee as evaluated by MSDE; and
- Compliance with all grant requirements and meeting of all conditions set forth within the PSOEP proposal.

Summer enhancement programs will utilize Fiscal Year 2024 funding to operate programs between June and August 2024.

## Funding Amount Available

Total Funds Available: \$2,500,000 (Fiscal Year 2024)

## Grant Awards

MSDE will use the standards in the Uniform Guidance to impose specific or “high risk” conditions on applicants selected for funding, including, but not limited to: applicant or recipient history or failure to comply with the general or specific terms and conditions of the grant, failure to meet expected performance goals. MSDE may impose additional specific award conditions as needed (See Uniform Guidance Section 200.207). MSDE will assess the risks of the applicant entity as it seeks to achieve its objectives. This assessment will provide the basis for determining awards for high-risk applicants.

Grant amounts each year will be funded at 100 percent of the original award contingent on the availability of funding and satisfactory performance. Programs selected for funding will be level funded the same amount for all four years of programming unless a lesser amount is specified for subsequent years. In those cases, the lesser amount will be awarded. In addition, awards may be reduced based on the grantee's inability to meet the goals and performance measures set forth in this grant. This includes participation numbers consistently lower than projected in the bidder's application. Awards may also be reduced based on fiscal or programmatic concerns or findings during the grant period. Any award reductions will be discussed with the subgrantee in advance of the reduction.

MSDE reserves the right to continue or discontinue the program(s) for the reasons defined in 2 CFR §200.208 and for non-compliance of the requirements listed below:

- Demonstrate adequate progress toward achieving all measurable objectives;
- Meet or exceed 85 percent of the proposed level of students served, as indicated on the original PSOEP application, or the Grant Renewal Application for the most recent year of operation;
- Attend required out-of-school (OST) national and regional conferences, MSDE grantee meetings and trainings;
- Submit required documentation in a timely manner during the project year as requested and/or required by MSDE, such as:
- Monitoring components (Start-Up, Interim, Grant Renewal Application, End of Year Reports, and Critical Elements Monitoring)
- Corrective action(s)
- Monthly Reimbursement Expenditure Report submission
- Detailed local narrative evaluation report reflecting the growth and progress of the program;
- Participate fully in statewide evaluation activities; and
- Comply with all applicable state statutory and regulatory requirements.

Grant funds must be expended in the grant year they were awarded. Any funds not expended prior to the expiration of such funds will no longer be available to the grantee. MSDE does not allow PSOEP grant funds to be carried over into the following grant year. Final expenditure reports are due 60 days after the end of the grant period. Expenditure reports submitted more than 60 days after the end of the grant period will not be processed.

### **State Responsibilities**

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide additional assistance when requested.

### **Program Contact**

**Reginald Burke**

Director, Youth Development Branch

410-767-0313

[reginald.burke@maryland.gov](mailto:reginald.burke@maryland.gov)

### **Eligibility**

This grant is open to LEAs with at least 50 percent of public-school students that qualify for free lunch under the National School Lunch Program. Only awardees from Years 1-2 are eligible to apply. The eligible entities are:

- LEAs;
- Nonprofit [501(c)(3)] organizations (MSDE shall give priority to Maryland-based non-profit organizations); or
- Community Schools.

## Use of Funds

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Funds may be used for (not an inclusive list):

- Intervention, strategies, and curriculum purchases (must meet the Every Student Succeeds Act evidence criteria).
- Salaries and fringe benefits for PSOEP out-of-school time staff;
- Professional development and PSOEP trainings;
- Consultants, subcontractors, and evaluators providing allowable services/activities;
- Classroom materials and supplies for PSOEP classes;
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement;
- Core academic subject educational activities;
- Arts and music education activities;
- Entrepreneurial education, college, and career readiness programs;
- Tutoring services (including those provided by senior citizen volunteers) and mentoring programs;
- Programs that provide OST activities for limited English proficient students that emphasize language skills and academic achievement;
- Recreational activities;
- Telecommunications and technology education programs;
- Expanded library service hours;
- Drug and violence prevention programs;
- Counseling programs;
- Character education programs; and
- LEAs may exclude supplemental state and local funds that were expended in any school or attendance area for programs that meet the “intent and purposes” of Title I, Part A (Amendment to 200.63, Exclusion of Supplemental State and Local Funds from Supplement, not Supplant effective 11/12/98). For example, in a state that has no mandatory summer school, assume a school district uses Title I, state, and local funds to provide optional summer school for students who are academically challenged. In the absence of Title I funds, summer school may still have been provided with state and local funds, which would ordinarily result in a supplanting violation. However, in accordance with this exception, the program meets the intents and purposes of Title I to serve low-achieving students, and the state and local funds used are in addition to the resources used for the regular program, leaving the Title I funds supplementary to what is provided under the regular program.



Funds may not be used for:

- Preparation of the proposal: Costs to develop, prepare, and/or write the PSOEP proposal cannot be charged to the grant directly or indirectly by either the agency or contractor;
- Pre-award costs: Pre-award costs may not be charged against the grant;
- Funding for activities conducted and costs incurred before the start date of the grant;
- Entertainment, refreshments, and snacks;
- A field trip without the approved academic support (will be considered entertainment);
- End-of-year celebrations or food associated with parties or socials;
- Game systems and game cartridges;
- Unapproved out-of-state or overnight field trips, including retreats and lock-ins;
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways);
- Advertisements, promotional, or marketing items;
- Decorative items;
- Purchase of facilities, vehicles (e.g., buses, vans, or cars), or land acquisition;
- Capital improvements and permanent renovations;
- Supplanting federal, state, local funds, or other non-federal funds (e.g., using grant dollars to fund summer school classes previously offered and paid for by currently existing LEA or other funds);
- Direct charges for items or services that the indirect cost rate covers;
- Dues to organizations, federations, or societies for personal benefit; and
- Any costs not allowable for federal programs per Uniform Guidance 2 CFR §200.400.

## Program Requirements

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The State of Maryland has identified the following Absolute and Competitive Priorities for the PSOEP program. Absolute Priorities are priorities that must be addressed by all subgrantees; failure to do so will disqualify the application from receiving funding.

### ABSOLUTE PRIORITIES

Each eligible entity that receives an award from the State may use the funds to carry out a broad array of activities to advance student achievement. These activities include:

- Expand or create an extended day or an extended day and summer enhancement program;
- Expand or create a summer enhancement program; or
- Establish new educational or recreational partnerships with:
  - Local parks and recreation departments
  - Recreation councils
  - Local public schools
  - Public libraries
  - Institutions of higher education
  - Private sector businesses
  - Other nonprofit [501(c)(3)] organizations and foundations

MSDE shall renew applications that meet the established criteria:

Incorporate features that will have positive measurable impact on the conditions of well-being for children and youth as identified by [Maryland Out-of-School Time Standards](#):

- All applications for extended day programs must:
  - Integrate an educational component that assist students in meeting academic requirements on grade level;
- All applications for summer enhancement programs must:
  - Provide learning and enrichment activities that will assist students in achieving at or about grade level in the next school year; and
  - Expose students to future learning and life opportunities.
- All applications for educational school day programs must:
  - Enhance educational purpose of school; and
  - Enhance students' access to physical, social, and emotional support.

## COMPETITIVE PRIORITIES

The Law doesn't require applicants to include any of the following competitive priorities, however, if the information is included, MSDE will do a review and include the score as part of the overall score.

- Provide opportunities for students to learn about the environment, their place in it, and what they can do to protect it;
- Provide opportunities to learn about the environment to improve understanding of how nature, science practice, society, and social responsibility are intertwined; offer opportunities for appropriate stewardship practice; and help to prepare youth with skills needed in the workforce, and expose them to careers in environmental fields, green jobs, or sustainable practices that apply to any career field;
- Include supplemental transportation costs for public transportation and alternative transportation sites that are not easily accessible to outdoor education centers or park sites. Applications must explain and justify the transportation needed; or
- Include components that will connect youth to their environment, provide time outdoors for free play and discovery, as well as structured programming that exposes them to outdoor recreational pursuits, life skills, stewardship activities, and green career skills.

## REQUIRED MINIMUM HOURS OF PROGRAMMING

MSDE shall renew applications that demonstrate the ability to meet the minimum required hours of programs listed below:

- Extended or educational school day programs - minimum of eight hours each full week that school is in session; and/or
- Extended day - minimum of four hours per weekend; and/or
- Summer enhancement programs - minimum of four hours per day for a minimum of 30 days.

## PERFORMANCE GOALS AND INDICATORS

MSDE identifies performance goals to evaluate the effectiveness of the PSOEP grant programs. The goals are organized by: (1) Extended Day, (2) Summer Enhancement, (3) Educational School-Day programs and (4) alignment to Blueprint for Maryland's Future Pillar 3. The applicant is responsible for identifying the Performance Indicators, [Blueprint Pillar 3](#), [Maryland College and Career-Ready Standards](#), [Maryland Out-of-the-School Time Standards](#), Activities, Data Source(s), and Evaluation Methods to achieve the specified goal.

Annual renewal requires subgrantee reflection and analysis of performance outcomes (see attachment 1). Evaluative findings and programmatic practice drive informative and systematic changes that enhance implementation. Subgrantees are to apply the programmatic and evaluative findings to their succession planning for year two implementation and therefore, conduct a review and revision of the original exhibits included in the RFP. The exhibits required as a part of the Grant Renewal include: (1) Performance Goals and Indicators, (2) Management Plan, (3) Partner Plan, and (4) Evaluation Plan. Final documents are to be submitted as a part of the Grant Renewal Application and uploaded into the 2022-2023 Critical Elements Monitoring folder by August 17, 2023.

### **ALIGNMENT WITH BLUEPRINT PILLAR 3**

The applicant must ensure that extended day and summer programs have an educational component that reflects the students' readiness for postsecondary education and training. Specifically, all students served are reading at grade level. The rate of students on track for meeting College and Career Readiness standard in ELA and Math (measured at 3<sup>rd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade) increases for all students and student groups, and gaps are significantly reduced.

### **ALIGNMENT WITH MARYLAND COLLEGE AND CAREER-READY STANDARDS**

The applicant must ensure that extended day and summer enhancement programs have an educational component that is age appropriate and aligns with the Maryland College and Career-Ready Standards. The Maryland College and Career-Ready Standards cover English Language Arts, Mathematics, and Literacy in History/Social Studies, Science, and Technical Subjects. These standards define what students should know and be able to do at each grade level and align with state standards and state assessments. The applicant must identify the grade level for Maryland College and Career-Ready Standards.

### **ALIGNMENT WITH MARYLAND OUT-OF-SCHOOL TIME PROGRAM QUALITY STANDARDS**

The applicant must integrate the Maryland Out of School Time (OST) program quality standards listed below that will have a positive measurable impact on the conditions and wellbeing for children and youth.

- Program Quality Standards
- Youth Program Climate
- Youth Development
- Family/Caring Adult and Community Engagement

**Performance Goals and Indicators**



Exhibit 4

**EXHIBIT 4:  
Public Schools Opportunities Enhancement Program (PSOEP) Performance Goals and Indicators**

The Maryland State Department of Education (MSDE) identifies performance goals to evaluate the effectiveness of the PSOEP grant programs. The goals are organized by: (1) Extended Day, (2) Summer Enhancement and (3) Educational School-Day programs. The applicant is responsible for identifying the Performance Indicators, [Maryland College and Career-Ready Standards](#), [Maryland Out-of-the-School Time Standards](#), Activities, Data Source(s) and Evaluation Methods to achieve the specified goal. The applicant must identify the grade level Maryland College and Career-Ready Standards. The Program Quality Standards include: (I) Youth Program Climate, (II) Youth Development, and (III) Family/Caring Adult and Community Engagement.

Extended Day Program Goal: Integrate an educational component that will assist students in meeting academic requirements on grade level.

<i>Performance Indicators</i>	<i>College and Career-Ready Standards</i>	<i>MOST Program Quality Standards</i>	<i>Activities Include those activities specifically chosen to influence the area addressed by the performance indicator</i>	<i>Data Source(s) and Evaluation Methods List all data sources used to examine this indicator</i>	<i>Grant Year Indicate which grant years this indicator will be examined</i>
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Exhibit 4

**Summer Enhancement Program Goals:**

- (1) Provided learning and enrichment activities that assisted students in achieving at or above grade level in the next school year; and
- (2) Exposed students to future learning and life opportunities

<i>Performance Indicators</i>	<i>College and Career-Ready Standard</i>	<i>MOST Program Quality Standard</i>	<i>Activities Include those activities specifically chosen to influence the area addressed by the performance indicator</i>	<i>Data Source(s) and Evaluation Methods List all data sources used to examine this indicator</i>	<i>Grant Year Indicate which grant years this indicator will be examined</i>
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# Implementation and Governance Plan

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## LEADERSHIP TEAM DESCRIPTION

The subgrantee must identify the project's leaders, including the roles, positions, and expected qualifications, and specify how much of the project director's time will be devoted to this project, as per Uniform Guidance 2CFR §200.430. In support of salaries and wages, documentary support will be required where employees work on a federal award and a non-federal award.

The subgrantee must describe who will be included on the leadership team (e.g., project director, site coordinators, board members, students, parents, etc.), how the leadership team will ensure successful implementation of the project, how often they will meet, and actions to oversee positions responsible for grant implementation. The subgrantee must identify the positions that will be responsible for grant implementation (e.g., Grant Manager, Bookkeeper, Academic Instruction Teachers, Enrichment Teacher, Parent Liaison, Evaluator, etc.).

## STEERING COMMITTEE DESCRIPTION

The project must have a steering committee, consisting of major stakeholders and grant project directors, to govern the project. Duties of the steering committee include establishing major program policies, reviewing quarterly milestones and annual evaluation reports, and making recommendations for programmatic change. Steering committee members should represent the major stakeholders in the project (e.g., project partners, parents, students, principals, Board of Education members). Project directors should act as advisors to the committee. The duties, members, and meeting dates of the committee should be identified in this section of the project proposal and in the Management Plan.

## MANAGEMENT PLAN


The Management plan section describes how and by whom the program will be managed to ensure project success. This section must:

- Describe how, when, and by whom the program's implementation will be monitored, including starting the project on time.
- Describe the mechanisms by which the project will clearly define and hold partners accountable to specific roles, responsibilities, contributions, and deliverables (e.g., contracts or Memoranda of Understanding).

The Management Plan Worksheet details the major management actions and the timeframe and specific people responsible for each action. The worksheet supports the proposed Plan of Operation, but includes only management actions, not direct service activities. Examples of management actions are hiring staff, ordering equipment, and developing curricula. Meetings with the evaluator and steering committee must occur within 30 days of the Notice of Grant Award.

On the Management Plan Worksheet (Exhibit 5), in chronological order, the subgrantee needs to list all major management specific, measurable, attainable, relevant, and time-based (SMART) actions necessary to implement the project during the second year of funding. Assign a responsible party, measurable outcome, and an approximate date for each action. If the action is ongoing, indicate the range of dates

over which it will be implemented. The MSDE reporting requirements should also be included in the management plan.



**Exhibit 5: MANAGEMENT PLAN WORKSHEET**

OST Critical Element	Specific <i>(What are the actions to be completed?)</i>	Measurable <i>(How will the action be measured as attained?)</i>	Attainable/Responsible Party <i>(Is this realistic to achieve and who will own this task?)</i>	Relevant <i>(How does this action relate to the scope of work?)</i>	Time Based <i>(When will the action be completed? Identify intermittent due dates, if necessary.)</i>	Notes/Other
Safety	ex: Completion of 10 staff background checks	10 background check results received	Yes: Grant Manager + Project Director	Yes: State Requirement	October 1, 2021	
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Management	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here
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Evaluation	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here
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Programmatic	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here
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Partnership	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here

## PARTNERS

A partner is any organization other than the subgrantee that will actively contribute to the project. This includes the LEA(s) being served, local parks and recreation departments, recreation councils, public libraries, institutions of higher education, private sector business, and other nonprofit [501(c)(3)] organizations and foundations. Partners include subcontractors, organizations that are under contract with the subgrantee to provide grant-funded activities or services. If renewed, all subgrantees must ensure the MSDE OST Team has a record of the current contract/Memorandum of Understanding (MOU) in the subgrantee Budget Documents folder. New or revised contracts are to be submitted with the fiscal year 2024 budget documents for the MSDE review and approval. Contracts require review and approval before funds will be released for reimbursement. Funds paid to partners by the subgrantee without an approved contract are subject to non-reimbursement.

The Partners Plan Worksheet (exhibit 6) shows the project’s partners, the 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. The subgrantee should include which objectives their services will help to achieve, as well as evaluation dates to reflect on progress and/or achieved outcomes.

### Partner Plan




Exhibit 6

**EXHIBIT 6: PARTNERS PLAN WORKSHEET**

Partner (Agency)	Role in the Project	Mutual Objective(s) <i>(Identify which objective(s) from Exhibit 4)</i>	Benefit (s) to Project <i>(Who and how will the project benefit)</i>	Specific Contributions and Project Deliverables <i>(Identify both the partner and Lead Agents')</i>	Evaluation Dates <i>(Dates partner's services and objective progress will be evaluated)</i>
<i>Ex: Example Inc.</i>	<i>To provide weekly STEAM project-based learning experiences to 5th grade students</i>	<i>Increase student's knowledge and application of the STEAM mindset</i>	<i>Students: increase in STEAM knowledge and experience</i>	<i>Lead Agency:</i> 1. Recruit 60 5th grade students; and 2. Co-facilitate weekly 60-minute lessons. <i>Partner:</i> 1. Provide curriculum- 60-minute lesson plan. 2. Provide teachers for instruction and materials. 3. Conduct weekly pre and post assessments. 4. Organize assessment data and participate in monthly Evaluator meetings.	<i>Initial Assessment of Services: August 1, 2021</i>  <i>Interim Assessment: December 1, 2021</i>  <i>Pre-Close Assessment: April 1, 2021</i>  <i>Summative Assessment: June 15, 2021</i>
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Note: The columns can be expanded, and more rows added as needed.



## 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. Demonstrate how continued investment in the grant program is justified by initial outcome data from the program.

## EVALUATION AND DISSEMINATION

Program evaluation is a critical and essential process of program implementation. Program evaluation involves the systematic collection and analysis of information related to the design, implementation, and outcomes of a program for the purpose of assessing and subsequently modifying program activities to ensure program efficacy and effectiveness. The Evaluation Plan outlines the process by which the program will be evaluated. The evaluation must include a plan for a professional, independent evaluation of the program.

The evaluation plan must also address the following:

- Specify the questions the evaluation will seek to answer, based on the project's objectives, and plan of operation. These questions must enable project leaders to assess progress toward objectives and milestones and enable project managers to determine which strategies and activities have been successful, and those that need to be revised.
- Describe the proposed data and measurement instruments that will be used.
- Explain how data will be collected, including who is responsible, and provide a timeline.
- Describe how the integrity and accuracy of data will be ensured.
- Specify the third-party individual or group who will conduct the external evaluation or provide a detailed job description and the selection process by which a qualified evaluator will be identified.
- Describe how and when evaluation findings will be used to make improvements in the project.
- Describe how the evaluation findings will be disseminated to the major stakeholders and all individuals with an interest in the project. Explain how dissemination formats will be tailored to meet the needs of diverse stakeholders.


Through implementation of the Evaluation Plan, the subgrantee will provide a summative Evaluation Report to MSDE following the project year implementation. An evaluation report will integrate the following components:

- Evaluation Framework/Purpose;
- Methodology;
- Evaluation Findings;
- Summary; and
- Recommendations and Limitations.

Subgrantees operating multiple sites are to submit one evaluation report with a summary, recommendations, and limitations for all operating sites and individual data reported for each operating site, as outlined below:

- Evaluation Framework/Purpose;
- Methodology; and
- Evaluation Findings.

**Evaluation Plan**



### Evaluation Plan Template

Evaluation Questions/ Objective	Source	Data Collection Method	Data Collection		Reporting		
			By Whom	When	To Whom	How	When

Adapted from Evaluation Planning Template Morrison & Harms, 2018.

Developed by Psychometric Solutions, LLC for the MSDE Out-of-School Time (OST) Sub-Grantees

# Programmatic Monitoring

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## CRITICAL ELEMENTS MONITORING

The applicant is required to comply with requirements of the grant program (including completion of data) on an annual basis through documentation and evidence review. The OST Critical Elements Monitoring is comprised of stage evidence submission in the following areas: (1) Programmatic Compliance with Federal, State and Local Health and Safety, (2) Programmatic, (3) Evaluation, (4) Management, (5) Sustainability, and (6) Budget and Adequacy of Resources. MSDE conducts a review of the evidence and identifies corrective actions for applicant completion, as well as priorities for technical assistance through program observation. The subgrantee's ability to comply will affect the monitoring risk assessment indicator, as well as advise the MSDE technical assistance.

## PROGRAM OBSERVATION

The subgrantee must implement quality academic enrichment as aligned with the approved grant program. MSDE conducts onsite observations of the following program components: (1) academically aligned objectives; (2) student engagement; (3) adherence to the grant requirements; (4) leveraging of partnerships and (5) data informed decisions. The goal of program observation is to provide positive, constructive, and immediate feedback to subgrantees regarding the implementation of the OST grant funded program as aligned with the original proposal or as amended.

At the conclusion of the onsite visit, the MSDE Extended Learning Specialist will discuss the observation results with the subgrantee, provide additional guidance, as well as address corrective actions. The subgrantee will have an opportunity to provide any missing documentation within a specified timeframe.

## Leveraging Private and Existing Funding Sources

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MSDE encourages applicants to illustrate the ability to leverage private and existing funding sources. If applicable, subgrantees should include on the Budget Worksheet and Narrative how private and existing funding sources will be combined or coordinated with the proposed grant funding to illustrate the effective use of resources.

### SUSTAINABILITY

MSDE encourages subgrantees to evaluate plans to expand partnerships and develop new public/private partnerships. It is expected that all programs funded will acquire other funds to assist in sustaining the program in Year 4 and beyond.

### MATCHING CONTRIBUTIONS

Local educational agencies must provide dollar-for-dollar matching funds that are at least equal to the amount of the grant awarded. Proposed budgets may include cash and third-party in-kind contributions (including, but not limited to, material, personnel, and other types of contributions) each year. Third party in-kind contributions cannot be derived by the state under another award, except where authorized by a statute to be used for cost sharing or matching.

### BRANDING

All PSOEP grant recipients are required to identify MSDE as the funding source for PSOEP funds in all written advertisements. If a subgrantee receives partial funding from additional sources, they may note that funding for PSOEP is received in part from MSDE.

## Budget and Adequacy of Resources

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All PSOEP awards are reimbursement grants, whereby each program incurs costs and then invoices MSDE for those charges. Subgrantees must have sufficient cash flow to operate the PSOEP program continuously while awaiting reimbursement receipt, which normally takes approximately six to eight weeks. Interest expense or other debt services costs cannot be charged to the PSOEP grant. Check cashing fees cannot be charged to the grant. If unallowable costs are reimbursed during the grant period, corrective actions will be taken, and the funds will be required to be repaid to MSDE.

The grant budget consists of two components:

- The [Budget Worksheet and Narrative School Year Programs \(Exhibit 8\)](#) or [Budget Worksheet and Narrative School Year and Summer Programs \(Exhibit 8\)](#); and
- The approved [MSDE Grant Budget Forms \(C-1-25\)](#).

The budget objects are: (1) Salaries & Wages; (2) Contracted Services; (3) Supplies & Materials; (4) Other Charges; (5) Equipment; and (6) Transfers. The budget object totals in the Budget Worksheet and Narrative must align with the totals identified on the MSDE Grant Form C-1-25.

### BUDGET WORKSHEET AND NARRATIVE TEMPLATE

The budget narrative is a part of the Budget Worksheet and Narrative Template (Exhibit 8). The Budget Narrative must:

- Describe a clear relationship between the activities described in the application and the proposed allocation of grant funds;
- Address the necessity and rationale of proposed costs;
- The budget section must demonstrate that there are sufficient resources to successfully implement the proposed program as described in the project narrative, including, but not limited to, instructional staff, curricular materials, evaluation, professional development, background checks, and transportation, if necessary; and
- Applicants must list all budgetary costs based upon the narrative components and program design and ensure the budget includes a line-item description for every allowable cost necessary to carry out the goals and objectives of the proposed program.

The budget must:

- Detail the year of the project in an itemized budget;
- Itemize general expenses into specific line items. For example, “Meeting Expenses” can be itemized to include, “room rental” and “photocopying;”
- Clearly identify the requested funds and in-kind contributions; and
- Identify the source of each in-kind contribution, if applicable.
- Identify reasonable and allowable expenses aligned with the United States Department of Education (USDE) Uniform Grant Guidance, [2 CFR, Part 200](#), (2 CFR §200). The Electronic Code of Federal Regulations (E-CFR) is accessible at: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). Utilize [The Maryland Financial Reporting](#)

[Manual](#) as an additional resource when categorizing allowable expenses. Utilize the [Bureau of Labor and Statistics National Occupational Employment and Wage Estimates](#) database to identify reasonable and allowable wages.

Adhere to the following guidelines when proposing expenses in the specified budget objects.

- Salaries and Wages: Expenditures incurred for personnel on the payroll.
  - Specify and detail how the expense was calculated for each line item. The calculation column must include hourly rate of pay provided based on the [reasonable and allowable rates of pay aligned with the U.S. Bureau of Labor and Statistics \(BLS\)](#), number of hours billed to the project, percentage of time billed to the project;
  - Program staff identified under Salaries & Wages and Contractual Services must remain in that budget object for the remainder of the grant year;
  - The budget must include a position or contracted services expense for a finance agent/bookkeeper; and
  - Program staff identified under Salaries & Wages must include paycheck withholding as supporting documentation when submitting reimbursement invoices.
- Contracted Services: Expenditures for services performed by persons who are not on the payroll.
  - Specify and detail how the expense was calculated for each line item. The calculation column must include hourly rate of pay based on the [reasonable and allowable rates of pay aligned with the U.S. Bureau of Labor and Statistics](#), administrative fees, and number of hours billed to the project. Please provide the following in the calculation column and embed the hyperlink to the BLS reference;
  - Vendors that provide direct services to students must submit a proposed Memorandum of Understanding (MOU) outlining the deliverables and breakdown of expenses to include hourly rates and administrative costs for all providers. MSDE acknowledges that MOUs may not be finalized at the time of the application; however, a proposed agreement is required that outlines the details of partnership; and
  - The external evaluator cost cannot exceed seven percent of the Total Requested Amount.
- Supplies & Materials: Refer to [2 CFR, Part 200](#), and [The Maryland Financial Reporting Manual](#), Appendix D, for a definition. The total object cannot exceed eight percent of the Total Requested.
  - Specify and detail how the expense was calculated for each line item. The calculation column must include quantity and cost per item.
- Equipment: Refer to [2 CFR, Part 200](#), and [The Maryland Financial Reporting Manual](#), Appendix D, for a definition. The total object cannot exceed three percent of the Total Requested.
- Other Charges: May include expenses such as travel, conferences, fringe, etc. (not an inclusive list). The total object cannot exceed 36 percent of the Total Requested.
- Professional Development:
  - Include funds to cover travel and lodging expenses for at least two key personnel to attend one national and two regional training activities during each year of the project (actual attendance will be contingent on MSDE approval).

- Include funds for the project director to attend three state subgrantee networking meetings; and
- Include funds for the project director to attend one two-day state subgrantee retreat.
- Transfers: The total object cannot exceed 13 percent of the Total Requested.
- Indirect Cost Rate:
- Indirect Costs cannot exceed 10 percent of the Total Direct Cost for Non-LEAs; and
- Refer to Section 5.0.5 Indirect Costs for calculation guidance.

Both requested and in-kind funds must be reasonable with current market prices. Grant funds cannot be used to purchase food, facilities, vehicles, or support new construction.

## Conflict of Interest

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All potential conflicts of interests should be avoided. According to the general procurement standards, the non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein or has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. (EDGAR 2 CFR §200.318)

Within the PSOEP program, conflicts of interest could include:

- Employing immediate family members as contract labor for services;
- Having a program employee serve as a vendor; and
- Purchasing supplies from a company in which a program employee has a financial interest.



## **The General Education Provisions Act (GEPA)**

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Each subgrantee must develop actions taken 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 to overcome barriers to equitable participation.

## Customer Service Support Session

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The MSDE Team will hold two virtual customer service support sessions to provide support and answer questions regarding completing the application. Registration for the sessions with the dates and a video call link will be provided in a separate communication.

### Customer Service Support Session 1

Thursday, July 26, 2023, 1:00 p.m. – 2:00 p.m.

[Join video call](#) or dial: (US) +1 469-213-3760 PIN: 107 486 730#

### Customer Service Support Session 2

Wednesday, August 2, 2023, 1:00 p.m. – 2:00 p.m.

[Join video call](#) or dial: (US) +1 469-213-3760 PIN: 634 689 765#

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

## Awarding of Funds

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MSDE will initiate notification of grant awards via email no later than August 30, 2023.

### DENIAL OF GRANT APPLICATION

Each applicant whose application is denied will receive a Denial Notice that explains the reason for the denial after final award decisions are made.

### REASONS FOR DENIAL

Applicants may be denied funding for failure to meet the requirements listed under the **Funding and Length of Grant** section in this document.

### GRANT TIMELINE

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

Date	Program Milestone
July 1, 2023 – June 30, 2024	Grant Period
July 10, 2023	MSDE disseminates the grant information and opens the application submission window
July 14, 2023	MSDE will start reviewing applications on a rolling basis
July 26 & August 2, 2023	MSDE will host customer service sessions from 1:00pm to 2:00pm
August 17, 2023	The grant application period closes – Application and all attachments are due to MSDE
August 31, 2023	MSDE completes application review and notifies awardee
August 2, 2024	Final Evaluation and Report (Narrative and Fiscal) due – School Year
October 31, 2024	Final Evaluation and Report (Narrative and Fiscal) due - Summer

## Non-Discrimination Statement

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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

## Attachment 1: PSOEP Performance Report and Renewal Application Form

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The details of the e-application are included in Attachment 1. Please submit the data electronically through accessing the [PSOEP Grant Renewal Application for Extended Day or Summer Enhancement Program](#) and [PSOEP Grant Renewal Application for Extended Day and Summer Enhancement Program](#) forms. The deadlines for application submission are outlined below:

- School Year PSOEP Performance Report by Monday, August 17, 2023
- School Year and Summer PSOEP Performance Report by Monday, August 17, 2023

Upon submission, MSDE will review the provided data:

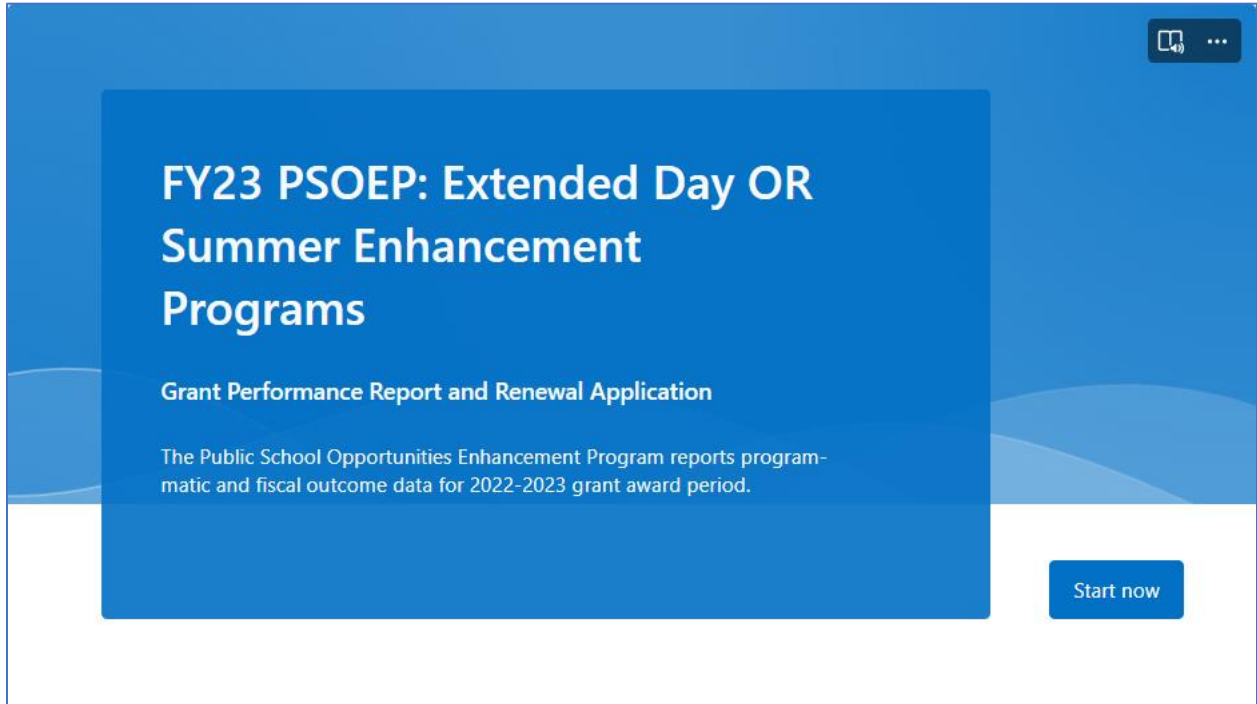
- Submitted via this report (GRA);
- Year one performance data which includes but is not limited to the: (1) Start-up report, (2) Critical Elements Monitoring Stage I, II and III, (3) Timely reimbursement invoice submissions, (4) Total number of amendments; and
- 2023-2024 grants management plans consisting of: (1) Performance Goals and Indicators, (2) Management Plan, (3) Partner Plan, and (4) Evaluation Plan. Final documents are to be submitted as a part of the Grant Renewal Application and uploaded into the 2023-2024 Critical Elements Monitoring folder by Monday, August 17, 2023.

A risk assessment level of 1-5 will be generated and issued on the Year III Notification of Grant Award (NOGA).

## PART I: PROGRAM INFORMATION

### Lead Agency Information

Provide the lead agency’s information including the type of organization, address, grant program name, grant number, organizational unique entity identifier, and grant manager’s contact information as well as a summary of the project’s design.



## FY23 PSOEP: Extended Day OR Summer Enhancement Programs 📄 ...

**\* Required**

📄

The Public School Opportunities Enhancement Program (PSOEP) grant recipients are requested to complete the PSOEP Performance Report and Renewal Application Form to provide programmatic and fiscal outcome data for the 2022-2023 grant award period. Subgrantees approved for school year and summer programming implemented a summer pre-implementation period between July 1, 2023 through June 30, 2023, and data will be gathered in this report. Programming data from July 1, 2023 - August 30, 2023 (Year III: Summer 2023) will also be captured in this report. **Recipients that operated an extended day school year OR summer enhancement program are to complete this form.**

**If the subgrantee operated an extended day school year AND summer enhancement program, please redirect to the following Grant Performance Report and Renewal Application**  
**Form: <https://forms.office.com/Pages/ResponsePage.aspx?id=U8MsVePDV6Uspj01BuhjB9tc9dMg4hAoDZbMnuX5vIUNTM1MUVXU0I4QUc5Szg1UUhWMVpDR1ZPRy4u>**

Subgrantees are to apply the programmatic and evaluative findings to their succession planning for year two implementation and therefore, conduct a review and revision of the original exhibits included in the RFP. The 2023-2024 grants management plans required to be submitted as a part of the Grant Renewal include: (1) Performance Goals and Indicators, (2) Management Plan, (3) Partner Plan, and (4) Evaluation Plan. Final documents are to be submitted as a part of the Grant Renewal Application and uploaded into the 2023-2024 Critical Elements Monitoring folder by the specified deadline:

- School Year Programs: Friday, June 23, 2023
- Summer Programs: Friday, August 18, 2023

The Grant Renewal Application and 2023-2024 grants management plans will be reviewed by the MSDE in consideration for year three funding.

1. Email \* 📄

Enter your answer

**Next**

FY23 PSOEP: Extended Day OR Summer Enhancement Programs 📄 ⋮

\* Required

**Part I: Program Information** 📄

To collect the sub-grantee's organization and point of contact information.

2. Lead Agency Name or Local Education Agency (LEA): \* 📄

Enter your answer

3. Type of Organization: \* 📄

Local Education Agency (LEA)


Community-Based Organization

Nationally Affiliated Non-Profit Organization (e.g., Boys and Girls Club, YMCA/YWCA)


4. Address: \* 📄

Enter your answer




5. Grant Program Name: \* 


Enter your answer

6. FY23 Grant Number: \* 


Enter your answer

7. Organizational Unique Entity Identifier (UEI): \* 


Enter your answer

8. Grant Manager Name: \* 

Enter your answer

9. Email Address: \* 


Enter your answer

10. Phone Number: \* 

Enter your answer

11. Summarize the project design (not to exceed 100 words). \* 

Enter your answer


12. Core Subject Focus (Check all that apply): \* 

Math

Science

Language Arts/English

Social Studies

13. Identify any additional subject focuses of the grant program. Insert "not applicable," if additional subject focuses were not implemented. \* 



Enter your answer

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## Purpose and Design


The grant program's purpose and legislative competitive priority alignment are reported.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs  


\* Required

### Program Purpose and Design

Provide the details of the grant program's purpose and design as aligned with the competitive priorities included in the approved application.

14. Competitive Priority: Did the program propose to fulfill any of the following competitive priorities in the original application? Check all that apply.  \*

- Provide opportunities for students to learn about the environment, their place in it, and what they can do to protect it;
- Provide opportunities to learn about the environment to improve understanding of how nature, science practice, society and social responsibility are intertwined; offer opportunities for appropriate stewardship practice; and help to prepare youth with skills needed in the workforce, and expose them to careers in environmental fields, green jobs, or sustainable practices that apply to any career field;
- Supplement transportation costs for public transportation and alternative transportation for program sites that are not easily accessible to outdoor education centers or park sites. Applications must explain and justify the transportation needed;
- Include components that will connect youth to their environment, provide time outdoors for free play, and discovery as well as structured programming that exposes them to outdoor recreational pursuits, life skills, stewardship activities, and green career skills.
- Not Applicable

15. Provide an explanation of how the grant program upheld the competitive priorities, if applicable.  \*

Enter your answer

### Program Operating Details

The program operating details include the reporting of extended day or summer enhancement operating status, days and hours of operation, and LEA or community site operations.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs 📄 ⋮

\* Required

#### Program Operating Details 📄



**If the subgrantee operated a school year AND summer program, please redirect to the following Grant Performance Report and Renewal Application Form: <https://forms.office.com/Pages/ResponsePage.aspx?id=U8MsVePDV6Uspj01BuhjB9tc9dMg4hAoDZbMnuX5viUNTM1MUVXU0I4QUc5Szg1UUhWMVpDR1ZPRy4u>**

16. Please chose the type of program implemented: \* 📄


Extended Day Program


Summer Enhancement Program


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FY23 PSOEP: Extended Day OR Summer Enhancement Programs  

\* Required

Days of Operation 



17. Identify the operating days of the program. \* 

18. Identify the program hours of operation (ex: afterschool between 3:00.m. and 6:30 p.m.) \* 

19. Provide the operating site(s) name and address, as well as, indicate if the location is a Local Education Agency (LEA) or a Community Site (CS) for grant program. \* 

### 2022-2023 Program Calendar


The grant program timeline includes the actual start and end dates of program implementation.


FY23 PSOEP: Extended Day OR Summer Enhancement Programs  


\* Required


#### 2022-2023 Program Calendar


The MSDE is requesting data be submitted for the July 1, 2022 through June 30, 2023 (year two) and July 1, 2023 through August 30, 2023 (year three).

20. Actual Program Start Date (2022/2023) \* 


Please input date (M/d/yyyy) 

21. Actual Program End Date (2023) \* 

Please input date (M/d/yyyy) 


22. Indicate the actual number of days that the program met for the 2022-2023 grant year. \* 

Enter your answer

23. Did the program meet the number of days outlined in the grant application or as amended for 2022-2023? \* 

Yes

No

24. If "No," please explain. If "Yes," indicate "not applicable." \* 

Enter your answer

### Absolute Priority: 2022-2023 Schools Served

The subgrantee is required to uphold the state legislative absolute priority to serve eligible schools.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs 🔍 ⋮

\* Required

#### Absolute Priority: 2022-2023 Schools Served 🔍

Schools eligible for services provided by this grant have at least 50 percent of public-school students that qualify for free lunch under the National School Lunch Program (refer to Section 1.7 for the eligible list).

25. Identify the partnering LEA(s) served by the program. \* 🔍

26. Identify the schools that were proposed to be served from the original application (Exhibit 3. IV Applicant Priorities. A. Eligible Schools). \* 🔍


  
  

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
## PART II: STUDENT AND PROGRAM OPERATIONS DATA


### Student Enrollment

The grant program is to consistently serve at or above 80 percent of the proposed number of students. The Out-of-School Time Critical Elements program evidence and annual collection procedures support targeted outcomes. Implementation year one data is reported for attendance and enrollment.


FY23 PSOEP: Extended Day OR Summer Enhancement Programs  ...

\* Required


**Part II: Student Enrollment and Attendance Data** 

27. Identify the total number of students proposed to be served in the extended day program as indicated in the original grant application (Exhibit 3). \* 

The value must be a number


28. Identify the total number of students enrolled in the 2022-2023 program. \* 

Enter your answer

29. Critical Elements monitoring requires sub-grantees to report the average monthly attendance percentage. Please indicate the summative average monthly attendance percentage as calculated and reported in Stage III C.4 and the Attendance Data Report (Microsoft form). \* 


Enter your answer



30. As per the risk assessment, the program should maintain an 80% student enrollment. Did the program maintain an 80% student enrollment? \* 

Yes

No


31. If "NO", check below the reasons that apply. \* 

Selection and/or recruitment

Attendance monitoring

Communication of student absences with family

Use of wait list

32. Outline strategies that will be used to recruit and retain students for the FY24 program. \* 

### Target Population

The grant program proposed to serve a target grade level(s). The data collected reflects the proposed and actual grades served.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs

\* Required

#### Target Population and Student Demographics

2022-2023 Program Participants

If the grant program is Summer only, please report on data from the period of operation between July 1, 2023 and August 30, 2024 (year three).

33. Identify the grade levels proposed to be served by the program (check all that apply). \*

- Pre-Kindergarten
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Sixth Grade
- Seventh Grade


Eighth Grade

Ninth Grade

Tenth Grade

Eleventh Grade

Twelfth Grade

34. Identify the grade levels actually served by the program (check all that apply). \* 

Pre-Kindergarten

Kindergarten

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth Grade

Sixth Grade

Seventh Grade

Eighth Grade

Ninth Grade


Tenth Grade

Eleventh Grade


Twelfth Grade

### Student Demographics


The grant program serves an individualized student demographic.

35. Identify the student demographic groups served by the grant program (check all that apply). \* 


- American Indian/Alaskan Native
- Asian
- Black/African American
- Hispanic/Latino
- Native Hawaiian or Pacific Islander
- White/Caucasian
- Two or more races

36. Report the number of students identified as "American Indian/Alaskan Native" served by the grant program. \* 


The value must be a number

37. Report the number of students identified as "Asian" served by the grant program. \* 


The value must be a number

38. Report the number of students identified as "Black/African American" served by the grant program. \* 


The value must be a number

39. Report the number of students identified as "Hispanic/Latino" served by the grant program. \* 


The value must be a number

40. Report the number of students identified as "Native Hawaiian or Pacific Islander" served by the grant program. \* 


The value must be a number

41. Report the number of students identified as "White/Caucasian" served by the grant program. \* 


The value must be a number

42. Report the number of students identified as "Two or more races" served by the grant program. \* 


The value must be a number

43. Report the total number of students served by the grant program. \* 


The value must be a number

44. Report the number of eligible "Free and Reduced Meal" students served by the grant program. \* 

The value must be a number

45. Report the number of students receiving Special Education services served by the grant program. \* 

The value must be a number

46. Report the number of students with limited English Language Proficiency served by the grant program. \* 

The value must be a number

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### PART III: EXPLANATION OF ACTIVITIES

The grant program supports allowable activities identified in the legislation specific to the PSOEP grant program. The results of those activities are reported and individualized.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs 🔍 ⋮


\* Required

#### Part III Activities and Outcomes 🔍


The PSOEP grant proposal listed the allowable activities below. Indicate which of the following activities the program incorporated. [Note: not all activities may have been implemented.]

47. Activity # 1: Establish new educational or recreational partnership with: \* 🔍


- Local parks and recreation departments
- Recreation councils
- Local public schools
- Public libraries
- Institutions of higher education
- Private sector businesses
- Other nonprofit organizations and foundations
- None of the above

48. Explain the status of each Educational and/or Recreational Partnership identified above. \* 

Enter your answer

49. Provide a sustainability or revised plan for each of the Educational/Recreational Partnership identified above for the 2023-2024 Grant Year. \* 

Enter your answer

50. Activity #2: Provide opportunities to learn about the environment, student's place in the environment, and what they can do to protect it. \* 

Yes

No

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51. If "yes" is answered above in Activity # 2, please provide a status update and an explanation. \*



Enter your answer

52. If "yes" is answered in Activity #2, please provide a sustainability or revised plan for the 2023-2024 Grant Year. \*




Enter your answer

53. Activity # 3: Provide opportunities to learn about the environment to improve understanding of how nature, science practice, society, and social responsibility are intertwined. Expose students to careers in environmental fields, green jobs, or sustainable practices. \*




Yes


No

54. If "yes" is answered above in Activity # 3, please provide a status update and an explanation. \* 

Enter your answer

55. If "yes" is answered in Activity #3, please provide a sustainability or revised plan for the 2023-2024 Grant Year. \* 

Enter your answer


56. Activity # 4: Supplement transportation costs for program sites that are not easily accessible to outdoor education centers or park sites. \* 

Yes


No

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57. If "yes" is answered above in Activity # 4, please provide a status update and an explanation. \* 

Enter your answer

58. If "yes" is answered in Activity #4, please provide a sustainability or revised plan for the 2023-2024 Grant Year. \* 

Enter your answer

59. Activity #5: Connect youth to their environment, provide time outdoors for free play and discovery. \* 

Yes

No

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60. If "yes" is answered above in Activity #5, please provide a status update and an explanation.



Enter your answer

61. If "yes" is answered in Activity #5, please provide a sustainability or revised plan for the 2023-2024 Grant Year.





Enter your answer

## PART IV: ASSESSMENT AND EVALUATION

### Assessment

MSDE identified performance goals to evaluate the effectiveness of the PSOEP grant programs. Within this section, the subgrantee can report up to eight performance indicators as aligned with the original approved Performance Goals and Indicators.


FY23 PSOEP: Extended Day OR Summer Enhancement Programs  

\* Required

### Part IV: Assessment and Evaluation


The MSDE identifies performance goals to evaluate the effectiveness of the PSOEP grant programs. The goals are organized by: (1) Extended Day, and (2) Summer Enhancement Programs. The sub-grantee is responsible for identifying the Performance Indicators, Maryland College and Career-Ready Standards, Maryland Out-of-the-School Time Standards, Activities, Data Source(s) and Evaluation Methods to achieve the specified goal. The sub-grantee must identify the grade level of the Maryland College and Career-Ready Standards. The Program Quality Standards include: (I) Youth Program Climate, (II) Youth Development, and (III) Family/Caring Adult and Community Engagement.

The sub-grantee is responsible for reporting on the alignment, progression, and methodology of each goal as it was outlined in the original application.


62. Did the sub-grantee seek and receive the MSDE OST Team approval to amend the program's goals during the 2022-2023 school year?  \*

Yes


No

63. Identify and number the performance indicators outlined in the original grant program application.  \*


Enter your answer

64. Identify the grant's progress to achieve performance indicator #1. \* 


- Met
- Progressing
- Not Met
- Unable to Measure

65. Identify the Maryland College and Career Ready Standards aligned with Performance Indicator # 1. \* 


Enter your answer

66. Check the MOST Standard(s) that applied to Performance Indicator # 1: \* 


- Youth Program Climate
- Youth Development
- Family/Caring Adult and Community Engagement

67. Describe the activities implemented to influence the area addressed by Performance Indicator # 1. \* 


Enter your answer

68. List all data and evaluation sources used to examine Performance Indicator # 1. \* 

Enter your answer

69. Indicate which grant year(s) Performance Indicator # 1 will be examined. \* 

- Year I
- Year II
- Year III
- Year IV

70. Does the sub-grantee have another performance indicator to report? \* 

- Yes
- No

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### Evidence of Impact

The subgrantee is required to report on evidence-based strategies, impact, and effective practices.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs 📄 ⋮

\* Required

#### Evidence of Impact 📄

71. 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. \* 📄

Enter your answer

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### Evaluation and Reflection

Currently, an intermittent report of the evaluator’s findings is collected. The subgrantee must submit a formal, independent, local evaluation of the annual performance with the MSDE C-1-25D form to close year one of the grant award by the following deadlines: (1) School Year Programs: August 4, 2023; and (2) School Year and Summer Programs: October 31, 2023.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs

\* Required

#### Evaluation and Reflection

Provide an interim summative response of the external evaluators findings that includes but is not limited to:  
(1) Specific programmatic and compliance findings; (2) Team performance observations; and (3) Student Enrichment Experience.

The MSDE OST Team will review the official external evaluation report upon submission on October 31, 2023.

72. Did the external evaluator identify successful program implementation of best practices?  
Please specify the findings of the evaluation plan below (ex: descriptions of success and method(s) to sustain).

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### Requested Revision to Performance Indicators

The subgrantee is encouraged to conduct an ongoing and annual assessment of the evaluation plan and performance indicators. Currently, the grant program provides an opportunity to request a revision to the original program objectives. Submission of a request does not eliminate the submission of a C-1-25 A to report a programmatic change.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs 🔍 ⋮


\* Required


### Requested Revisions to Performance Goals for 2023-2024 🔍


73. Are there any revisions to the current Performance Goals? \* 🔍

Yes

No

74. Insert the Performance Goal the program is requesting for revision. \* 

75. Insert the revised Performance Goal. \* 

76. Insert the connection to the target need and/or project design. \* 

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## PART V: COLLABORATION REFLECTION AND UPDATES

### Leadership Team

An annual evaluative reflection of leadership and program staff grant management is encouraged as a best practice.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs 🔍 ⋮

\* Required


### Part V: Collaboration Reflection and Updates 🔍


Provide an evaluative reflection and updated information regarding the grant leadership team, steering committee, and partnership with the LEA and collaborative partners.


77. Name and title of the Leadership Team Members \* 🔍

78. Name and title of the new Leadership Team Members \* 🔍

79. Name and title of the Steering Committee Members \* 🔍

80. Name and title of the new Steering Committee Members \* 

81. Name and title of the staff members \* 

82. Name and title of the new staff members \* 

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### Partnership with the LEA

The data reported in this section reflects the collaborative partnership with the LEA.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs ☰ ⋮

\* Required

#### Partnership with the LEA ☰

83. Is the subgrantee an LEA? \* ☰

Yes

No

84. Identify what worked well in the partnership with the LEA. \* ☰

Enter your answer

85. Identify any challenges that existed in the LEA partnership. \* ☰

Enter your answer

86. Identify any proposed year three changes for the LEA partnership. \* ☰

Enter your answer

### Program Partners

Partnerships are an integral component of effective grant implementation. Grant programs are required to reflect and report on the effectiveness of program partners.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs

\* Required

#### Partners

Complete the following section to provide performance data on the partnerships upheld through the grant.

87. Please identify the name and the classification of each partnering agency (ie: Non-Profit, Community Based, For Profit, Other). \*

Enter your answer

88. Identify the outcomes of each partnership. \*

Enter your answer

89. Will the partners remain exactly the same for 2023-2024? \*

Yes



No

90. Please identify the partnership changes. \*

Enter your answer

### Private and Existing Funding Sources


MSDE encourages applicants to illustrate the ability to leverage private and existing funding sources.

FY23 PSOEP: Extended Day OR Summer Enhancement Programs  


\* Required

#### Private and Existing Funding Sources

This section should include how private and existing funding sources were combined or coordinated with the grant funding to illustrate the effective use of resources.

91. How were private and existing funding sources leveraged in year two? \* 

92. How are private and existing funding sources to be leveraged in year three? \* 



**PART VI: GRANT BUDGET DOCUMENTS (YEAR 3)**

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-1-25 form](#) and [Budget Worksheet and Narrative School Year Programs or Budget Worksheet and Narrative School Year and Summer Programs](#) must also be completed, signed, and submitted. Refer to the [PSOEP Fiscal Grants Guidance: Budget Worksheet and Narrative](#) for additional information.

**Exhibit 8**

ORIGINAL GRANT BUDGET		AMENDED BUDGET #		REQUEST DATE	
GRANT NAME		GRANT RECIPIENT NAME			
MSDE GRANT #		RECIPIENT GRANT #			
REVENUE SOURCE		RECIPIENT AGENCY NAME			
FUND SOURCE CODE		GRANT PERIOD	FROM	TO	

CATEGORY/PROGRAM	BUDGET OBJECT						BUDGET BY CAT./PROG.
	01 - WAGES	02 - SERVICES	03 -	04 - OTHER CHARGES	05 -	06 -	
<b>201 Administration</b>							
Prog. 21 General Support							0.00
Prog. 22 Business Support							0.00
Prog. 23 Centralized Support							0.00
<b>202 Mid-Level Administration</b>							
Prog. 15 Office of the Principal							0.00
Prog. 16 Inst. Admin. & Supv.							0.00
<b>203-205 Instruction Categories</b>							
Prog. 01 Regular Prog.							0.00
Prog. 02 Special Prog.							0.00
Prog. 03 Career & Tech Prog.							0.00
Prog. 04 Gifted & Talented Prog.							0.00
Prog. 07 Non Public Programs							0.00
Prog. 08 School Library Media							0.00
Prog. 09 Instructional Staff Dev.							0.00
Prog. 10 Guidance Services							0.00
Prog. 11 Psychological Services							0.00
Prog. 12 Adult Education							0.00
<b>206 Special Education</b>							
Prog. 04 Public Sch Instr. Prog.							0.00
Prog. 06 Educ. Prog. In State Institution							0.00
Prog. 07 Non Public Programs							0.00
Prog. 09 Instructional Staff Dev.							0.00
Prog. 15 Office of the Principal							0.00
Prog. 16 Inst. Admin & Superv.							0.00
<b>207 Student Personnel Serv.</b>							0.00
<b>208 Student Health Services</b>							0.00
<b>209 Student Transportation</b>							0.00
<b>210 Operation of Plant</b>							
Prog. 30 Warehousing & Distr.							0.00
Prog. 31 Operating Services							0.00
<b>211 Maintenance of Plant</b>							0.00
<b>212 Fixed Charges</b>							0.00
<b>213 Food Services</b>							0.00
<b>214 Community Services</b>							0.00
<b>215 Capital Outlay</b>							
Prog. 34 Land & Improvements							0.00
Prog. 35 Buildings & Additions							0.00
Prog. 36 Remodeling							0.00
<b>Total Expenditures By Object</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Finance Official Approval				
	Name	Signature	Date	Telephone #
Supt./Agency Head Approval				
	Name	Signature	Date	Telephone #
MSDE Grant Manager Approval				
	Name	Signature	Date	Telephone #



**FY24 BUDGET WORKSHEET: Sample**

Line Item (Required Budget Categories as per Maryland Financial Reporting)	Budget Narrative (Describe a clear relationship between the grant activity and expense)	Time and Effort Requirement* (Indicate if: (1) an employee works on (a) more than one federal award, (b) non- federal award and state award, (2) the source and percentage of time on each. This column is to be completed for Salaries and Wages, as well as, Contracted Services (direct service providers), and (3) enter the other federal, state, nonfederal grantor. Refer to CFR 200.430(j).	Calculation (a detailed itemization must be provided, refer to guidance)	Amount Requested	**In-kind Amount	**In-Kind Source	Total
<b>Salaries &amp; Wages - The budget object aligns with the C-1-25 and cannot be edited.</b>							
<i>Project Director</i>	<i>The Project Director will ensure that all operations are running smoothly with the students and enrichment specialists as well as managing the day to day operations.</i>	<i>21st CCLC - 80% PSOEP - 20%</i>	<i>Full-time (50%) @ \$128486/year, 40 hrs. per week for 12 months at rate of \$33.46 per hour <a href="https://www.bls.gov/oes/current/oes212021.htm">https://www.bls.gov/oes/current/oes212021.htm</a></i>	\$64243	\$64243	PSOEP	\$60,000
<i>Site Director</i>	<i>The Site Coordinator plans academic activities, manages the specialists, resources, manages attendance, and promotes the after school program. They also participate in data</i>		<i>Full-time (100%) @ \$40,000/year, 40 hrs. per week for 40 weeks at rate of \$25 per hour <a href="https://www.bls.gov/oes/current/oes212021.htm">https://www.bls.gov/oes/current/oes212021.htm</a></i>	\$20,000	\$20,000	PSOEP	\$40,000
<b>Total Salaries &amp; Wages</b>				<b>\$68,000</b>	<b>\$32,000</b>		<b>\$100,000</b>

<b>Contracted Services - The budget object aligns with the C-1-25 and cannot be edited.</b>							
<i>STEAM Enrichment</i>			<i>(1)60 minute lessons = \$180/lesson to include supplies for 30 students + \$20-1 hour of instruction X 4 days</i>	\$800			\$800
<i>Independent Evaluation</i>			<i>Approximately 7%</i>	\$17,330			\$17,330
<b>Total Contracted Services</b>				<b>\$18,130</b>			<b>\$18,130</b>
<b>Supplies &amp; Materials - The budget object aligns with the C-1-25 and cannot be edited. Refer to CFR 200.94 and MD Financial Reporting Manual, Appendix D.</b>							
<i>XYZ Curriculum</i>			<i>300 books x \$10 per book</i>	\$3000	\$1,000		\$4000
<b>Total Supplies &amp; Materials</b>				<b>\$3,000</b>	<b>\$1,000</b>		<b>\$4,000</b>
<b>Other Charges - The budget object aligns with the C-1-25 and cannot be edited.</b>							
<i>National Conference: USED Sponsored- Beyond School Hours</i>			<i>(PD + 1 SC) airfare, lodging, meals</i>	\$2,000	\$3,000		\$5,000
<i>State Retreat</i>			<i>OST Annual Retreat (PD + 2 SC) lodging, meals</i>	\$600			\$600
<i>Regional/Networking</i>			<i>4 Networking Meetings (PD) mileage</i>	\$800			\$800
<i>Retirement</i>			<i>SACPS 12%</i>	\$2,400			\$2,400
<i>Insurance</i>			<i>SACPS 15%</i>	\$3,000			\$3,000

FICA			.0765 X total wages	\$1,530			\$1,530
<b>Total Other Charges</b>				<b>\$10,330</b>	<b>\$3,000</b>		<b>\$13,330</b>
<b>Equipment- The budget object aligns with the C-1-25 and cannot be edited. Refer to CFR 200.313 and MD Financial Reporting Manual, Appendix D.</b>							
5 Laptop Computers			5 staff (1 PC + 4 SC) X \$500 per laptop	\$2,500			\$2,500
<b>Total Equipment</b>				<b>\$2,500</b>			<b>\$2,500</b>
<b>Transfers - The budget object aligns with the C-1-25 and cannot be edited.</b>							
<b>Total Transfers</b>				<b>\$0</b>			<b>\$0</b>
<i>Total Direct Costs - Calculate by adding the budget object totals.</i>				<b>\$101,960</b>	<b>\$36,000</b>		<b>\$137,960</b>
<i>Indirect Costs (3% of direct costs) – [Calculate by adding the budget object totals minus equipment charges and the first \$23,000 of each subcontract over that amount] x Total Direct Cost.</i>				<b>\$3,059</b>			<b>\$3,059</b>
<b>TOTAL Requested - This amount cannot exceed the approved grant award amount.</b>				<b>\$105,019</b>	<b>\$36,000</b>		<b>\$141,019</b>

\*Once the budget has been approved, the detailed [Time and Effort spreadsheet](#) must be submitted for (1) an employee works on (a) more than one federal award, (b) non-federal award and state award, (2) the source and percentage of time on each, as well as, Contracted Services (direct service providers) with the submission of Monthly Reimbursement Invoices.

\*\*Indicate the amount of the in-kind contribution and the source in the corresponding cells. This can be a cash contribution or a non-monetary contribution. In-Kind contributions are a requirement of the Nita M. Lowey 21st Century Community Learning Centers. A 15% contribution is required for the grant year 2022-2023.

Additional budgetary resources are located in the [OST Shared Grantee Fiscal Management Folder](#) and include, but are not limited to:

- Allowable Expenses ([CCLC](#), [PSOEP](#), [LEAP](#) and [ARP ESSER](#))
- [Budget CAPS](#)
- [U.S. Bureau of Labor and Statistics](#)

Proposed budgets must align with the original request for proposal and approved grant application and project design (or as amended).