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State Superintendent of Schools

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

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TO: Members of the State Board of Education

FROM: Karen B. Salmon, Ph.D.

DATE: December 5, 2017

SUBJECT: Overview of the Grants Process

PURPOSE:

The purpose of this item is to provide an overview of the Maryland State Department of Education's (MSDE) grants process, State and Federal.

BACKGROUND:

The Maryland State Department of Education (MSDE) administers grant funds from both the State of Maryland and the Federal government. The information on how the MSDE identifies grant opportunities and manages grant funds is a follow-up to the October 24, 2017 State Board meeting.

EXECUTIVE SUMMARY:

Most Federal grants are distributed to states by formula. The amount of funding is determined by population, demographics, and other factors. The MSDE disburses pass-through funds to local education agencies (LEAs) and monitors the implementation of grant funded activities. The subgrants may be awarded to LEAs by formula or awarded through a competitive subgrant process to LEAs and to nonprofit organizations. Some Federal grants are discretionary. These grants are awarded to States through a competitive process. The MSDE has established processes for identification of discretionary grants, development of proposals, protocols to identify who receives the grants, and monitoring of subgrantees.

For both formula and discretionary grants, the MSDE is responsible for ensuring that the Federal requirements are met. The Federal grant program may allow the State to add requirements or identify priorities for spending within the federal parameters.

The Maryland General Assembly and the Governor create State-funded grant programs through legislation or in the Governor's budget. The MSDE awards subgrants to LEAs and nonprofit organizations through formula or a competitive process.

ACTION:

For information and discussion only.

Maryland State Department of Education

Overview of the Grants Process

December 5, 2017

Objectives

☐ Review sources of grants.

☐ Review types of grants.

☐ Review the steps in the grants process.

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Federal Grants*

Blue = discretionary/competitive grants for which the State must apply

Title I - Improving the Academic Achievement of the Disadvantaged	Part A: Improving Basic programs operated by LEAs - Schoolwide improvement Part B: State Assessment Part C: Migratory Children Part D: Children who are neglected, delinquent, or at-risk Part E: Flexibility for Equitable Per-Pupil Funding, e.g. Striving Readers Comprehensive Literacy Grant (Part G: School Improvement Grant)
Title II - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders	Part A: Effective Instruction
Title III - Language Instruction for English Learners and Immigrant Students	
Title IV - 21st Century Schools	Part A: Student Support and Academic Achievement Grants Part B: 21st Century Community Learning Centers Part C: Quality Charter Schools, e.g. Expanding Options through Quality Charter Schools
Title V - Flexibility and Accountability	Part B: Rural Education Initiative

*This list is not all inclusive. Other examples include IDEA, Child Care Subsidies, Carl D. Perkins Technical Education, and Vocational Rehabilitation State Grants.

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Subgrants of U.S. Department of Education Grants

□ Most federal grants require that 90% - 95% of funds pass through to LEAs and other subgrantees.
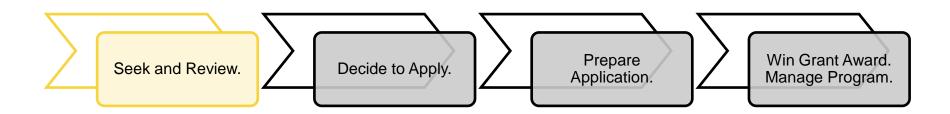
State administration, technical assistance and monitoring

Pass through to subgrantees
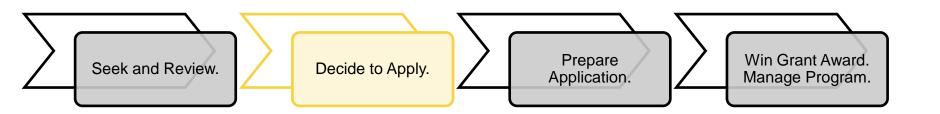
State Funded Grants

- Originate in legislation and an appropriation in the State Budget.
- Requirements are included in legislation.
- The MSDE has some autonomy to interpret legislative intent.
- Programs are targeted and time limited.
- Subgrants are typically competitive.
- Subgrant application and monitoring are similar to Federal grants.
- Examples include:
  - Adult High School
  - Next Generation Scholars
  - Public School Opportunities Enhancement
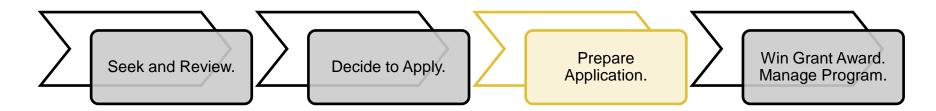 - Pathways in Technology Early College High School (P-TECH)

MSDE Grants Process

| Seek and Review. | Decide to Apply. | Prepare Application. | Win Grant Award. Manage Program. |

Methods	**MSDE Grants Office researches opportunities** • **In coordination with Governor's Office and other State agencies.** • **eCivis – Identification of potential grants** • **Education Grants Alerts -subscription service** • **Grants.gov**
Distribution	MSDE Grants Office forwards opportunities to Assistant State Superintendents, Directors, and Community Partners.

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MSDE Grants Process

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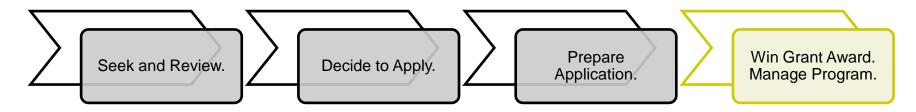
Considerations	Should the MSDE apply? Would the grant enhance work within current priorities? Does the MSDE wish to pursue a new initiative? Does the MSDE have the capacity to apply for and manage the program?
Approval	✓ Staff ✓ Assistant State Superintendent ✓ Deputy Superintendent ✓ Superintendent

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MSDE Grants Process

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Considerations	Is there an internal team to get input across divisions? Is external input needed from LEAs or other potential partners?
Refine plan	Consult, draft, review . Staff works with internal team, partners and Assistant State Superintendent. Finance staff reviews and approves budget.
Review and sign off on final submission	✓ Staff ✓ Assistant State Superintendent ✓ Deputy Superintendent ✓ Superintendent ✓ Grants Office – Final quality assurance check

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MSDE Grants Process

Seek and Review.	Decide to Apply.	Prepare Application.	Win Grant Award. Manage Program.

Considerations	**Who will be part of the management team for the grant?** **What additional resources are needed (HR, Finance, subgrant reviewers)?**
Subgrant considerations	What are the federal requirements that will be part of the subgrant process? Does the MSDE have the discretion to determine priorities within the federal parameters?
Oversight of grantees	Midyear and interim progress reports Financial reports Site visits

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Grants Management and Accountability

Federal Requirements	• ESSA governs how MSDE will administer formula funding. • Federal requirements are unique to each program. • All Federal Grants must comply with the "Uniform Guidance" of the Code of Federal Regulations.
State Requirements	• State priorities and requirements for formula funding are included in ESSA plan. • Federal Grant programs may allow the State to add priorities. • The State must ensure that subgrantees meet federal requirements and comply with the Uniform Guidance.
Subgrant applications and review	• Subgrant awards can be formula and/or competitive. • The subgrant application must align with federal requirements and may incorporate state priorities. • Applications may be scored by internal and/or external peer reviewers. • USED may require that the subgrant application be approved by USED.
Grant Monitoring	• Monitoring plan is included in the proposal to USED. • Monitoring may be regional and differentiated. • Monitoring includes written reports, financial monitoring, and site visits.

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