Learning in Extended Academic Programs
Grant Information Guidance and Application

Maryland State Department of Education

Presented By | Division of Student Support, Academic Enrichment, and Educational Policy: The Youth Development Branch

January 12, 2023
Agenda

Primary Resource: Learning in Extended Academic Programs (LEAP) Grant Information Guide (GIG) and Application

• Welcome and Introductions
• Introduction to LEAP Grant Information Guide
• LEAP Application and Submission Process
• Timeline
• Q&A
Welcome and Introductions

Who’s Here Today?

Presenters
Mr. Reginald Burke
Ms. Emily Katongole
Ms. Roxanne Allen

Audience
Potential Applicants:
Local Education Agency (LEA) Representatives

Stay in the Know!

LEAP Website
LEAP Program Information

MSDE Grants Office
MSDE Grants Administration and Compliance
(click on “Grants Program Application Window”)

Have a Question?

During the Session
Utilize the Chat Window

After the Session
themsde.ostteam@maryland.gov
Introduction to LEAP GIG and Application

Goals

- Identify the purpose and baseline expectations of LEAP
- Outline important dates associated with the LEAP Application
- Explain the GIG and Application
Introduction to LEAP GIG and Application

Purpose

- Provide grants to eligible schools;
- Implement extended academic programming that has a positive measurable impact; and/or
- Enriches the academic performance and overall well-being of students who are risk of falling behind academic requirements.

Click to access the list of eligible schools.
Completing the Grant Renewal Application

Learn
- Explore the GIG and Application including the linked resources
- Review the Requirements for Submission
- Consider individuals within the jurisdiction to work alongside for the submission process

Collaborate
- Identify a point of contact and working group responsible for submission
- Engage relevant stakeholders and partners throughout the application and planning process
- Utilize MSDE for support

Apply
- Review the grant application submission requirements
- Complete the Application in an editable format
  - Convert to PDF
- Sign and submit the pdf application to MSDE via the identified email address.
  - Include the required appendices.

Implement
- Receipt of the Notification of Grant Award
- Review and complete the FY23 Budget Document corrections from MSDE
- Apply and implement the MSDE Validation feedback
- Implement planned grant activities
- Engage in monthly check-ins with MSDE and other subgrantees for continued collaboration
- Submit required grant monitoring components and reports
Eligibility

The LEAP competition in Maryland is open to:

- LEAs who may apply on behalf of one or more eligible schools in the LEA; and

- Elementary and middle public schools in which at least 80% of the students qualify for the free and reduced-price meals program.

<table>
<thead>
<tr>
<th>FY 23 LISTING OF ELIGIBLE LEAP SCHOOLS</th>
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<tbody>
<tr>
<td>ALLEGANY</td>
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<tr>
<td>South Penn Elementary</td>
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<tr>
<td>John Humbird Elementary</td>
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<tr>
<td>Westernport Elementary</td>
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<tr>
<td>ANNE ARUNDEL</td>
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<tr>
<td>Belle Grove Elementary</td>
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<tr>
<td>Park Elementary</td>
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<tr>
<td>Mary Moss &amp; J. Albert Adams Academy</td>
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<tr>
<td>Phoenix Academy</td>
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<tr>
<td>Eastport Elementary</td>
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<tr>
<td>Georgetown East Elementary</td>
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<tr>
<td>Mills Parole Elementary</td>
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<tr>
<td>Tyler Heights Elementary</td>
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<tr>
<td>BALTIMORE CITY</td>
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<tr>
<td>Steuart Hill Academic Academy</td>
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<tr>
<td>Cecil Elementary</td>
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<tr>
<td>City Springs Elementary/Middle</td>
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<tr>
<td>James McHenry Elementary/Middle</td>
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<tr>
<td>Eutaw-Marshburn Elementary</td>
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<tr>
<td>Tench Tilghman Elementary/Middle</td>
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<tr>
<td>Stadium School</td>
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<tr>
<td>Johnston Square Elementary</td>
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<tr>
<td>Hilton Elementary</td>
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<tr>
<td>George Washington Elementary</td>
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<tr>
<td>Wolfe Street Academy</td>
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<tr>
<td>Commodore John Rogers Elementary/Middle</td>
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<tr>
<td>Sandtown-Winchester Achievement Academy</td>
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<tr>
<td>Matthew A. Henson Elementary</td>
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</table>
## Application and Funding Overview

### Dissemination and Deadline
- The application was released on December 26, 2022.
- The deadline for application submission is February 1, 2023, by 5:00 p.m.

### Grant Period
- **Length of Grant:** One Year
- The period of availability is July 1, 2022, through June 30, 2023.
- Before or After School Program
  - Minimum of 8 hours/weekly
- Weekend Program
  - Minimum of 4 hours/weekend

### Funding
- **Total Funds Available:**
  - $4.5 million total award
  - $4,365,000 award allocation to Local Education Agency
Allowable Use of Funds*

- Interventions, strategies, and curriculum purchases, which meet Every Student Succeeds Act (ESSA) evidence criterion.
- Salaries and fringe benefits for LEAP Out-of-School Time (OST) staff.
- Professional development and OST time trainings.
- Consultants, subcontractors, and evaluators providing allowable services/activities.
- Classroom materials and supplies for LEAP classes.
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students allowing them to improve their academic achievement.

*Not an Exhaustive List, Refer to GIG, Page 4.
Allowable Use of Funds*

- Core academic subject educational activities.
- Programs that provide OST activities for limited English proficient students that emphasize language skills and academic achievement.
- Telecommunications and technology education programs.
- Strategies/Activities used to recruit staff and students for the program; and
- Preparation of the proposal: Costs to develop, prepare, and/or write the LEAP proposal should be treated as indirect costs and allocated currently to all activities of the non-federal entity.

*Not an Exhaustive List, Refer to GIG, Page 4.
Unallowable Use of Funds*

- Funds can be used only for activities conducted and costs incurred after the start date of the grant.
- Entertainment, refreshments, and snacks (e.g., End-of-year celebrations or food associated with parties or socials are non-allowable expenditures).
- A field trip without the approved academic support will be considered entertainment.
- 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, raffles).

*Not an Exhaustive List, Refer to GIG, Page 5.
Unallowable Use of Funds*

- Advertisements, promotional or marketing items.
- Decorative items.
- Purchase of facilities or vehicles (e.g., Buses, Vans, or Cars).
- Land acquisition.
- Capital improvements, 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 district or other funds).
- Direct charges for items or services that the indirect cost rate covers; and
- Dues to organizations, federations, or societies for personal benefit.

*Not an Exhaustive List, Refer to GIG, Page 5.
Application for Funding

A. Application Cover Page
B. Project Narrative
   • Extent of Need
   • Performance Measures and Indicators
   • Plan of Operation, Key Personnel, and Timeline
   • Evidence of Impact
   • Evaluation and Dissemination Plan
   • Partners (if applicable)
C. Budget and Budget Narrative
Application for Funding

Project Narrative

Extent of Need
• Clearly defined problem supported by a needs assessment

Performance Measures and Indicators
• Identify three of the eight State Education Agency (SEA) mandated goals;
• Report target percentage, strategies and activities, and measurable outcomes.

Project Narrative (10-page limit)

• Extent of Need
  Describe the conditions or needs to be addressed through the FY23 LEAP 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 these efforts are effective.

• Performance Measures and Indicators
  The applicant must identify a minimum of three of the State Education Agency performance goals (refer to the Grant Information Guide, page 3). The goals should address the main problem identified in the needs assessment. The applicant should identify a target percentage and identify objectives and anticipated outcomes to be accomplished.

  Goal #1: Click or tap here to enter text.
  Target Percentage: Click or tap here to enter text.
  Strategies and Activities: Click or tap here to enter text.
  Measurable Outcome: Click or tap here to enter text.

  Add new row if necessary

  Goal #2: Click or tap here to enter text.
  Target Percentage: Click or tap here to enter text.
  Strategies and Activities: Click or tap here to enter text.
  Measurable Outcome: Click or tap here to enter text.

  Add new row if necessary

  Goal #3: Click or tap here to enter text.
  Target Percentage: Click or tap here to enter text.
  Strategies and Activities: Click or tap here to enter text.

  Measurable Outcome: Click or tap here to enter text.
Application for Funding

Project Narrative

Plan of Operation, Key Personnel and Timeline

• Describe strategies, activities and timeline being implemented; and
• Identify key personnel responsible for grant operations.

• Names, Titles, Roles and Responsibilities relative to the implementation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Roles &amp; Responsibilities</th>
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<tbody>
<tr>
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*Add more rows if necessary

Plan of Operation, Key Personnel and Timeline

Describe the strategies and activities, key personnel actions and timeline being implemented to reach the grant outcomes.

Click or tap here to enter text.

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

Project Narrative

Evidence of Impact

• Describe how proposed plan and strategies are evidence-based.

Evaluation and Dissemination Plan

• Evaluation Plan includes:
  • Questions;
  • Strategy;
  • Proposed data instruments;
  • Collection processes; and
  • Analytical methods.

• Annual evaluation report required.
Application for Funding

Project Narrative

Partners Plan (if applicable)

- Project's partners, roles, benefits, contributions; and
- Specify which objectives partner's services will achieve.

- If awarded, the LEA will upload signed contracts/MOU's for MSDE review and approval, prior to release of funds.
Application for Funding

Budget and Budget Worksheet

- The line items identified in the Budget Narrative and Budget Worksheet must align.

- The budget object totals in the Budget Worksheet must align with the totals identified on the MSDE Grant Form C-1-25.
Grant Award and Budget Development

FY23 Budget Documents: **C-1-25** and **Budget Worksheet**

The MSDE C-1-25 itemizes the total requested grant funds by budget object codes.

The FY23 Budget Worksheet itemizes expenses by budget object categories and identifies alternative funding sources.

FY23 Budget Documents will be reviewed as a part of the application process. Funds will not be approved for reimbursement until MSDE provides a signed, approved budget.
Application for Funding

GEPA Statement

Explanation

• Steps to ensure equitable access; and

• Participation in the project as it is related to the six (6) types of barriers described in the GEPA (gender, race, national origin, color, disability, and age).

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 (6) types of barriers described in the GEPA (gender, race, national origin, color, disability, and age).

Click here to enter text.
Submission

Download: GIG and Application Requirements

- All appendices are to be submitted 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 themsde.ostteam@maryland.gov.
Appendices

Required Documents

- Letters of Commitment/MOU/Contracts
- Resumes of Key Personnel
- Draft MSDE Itemized Budget Documents (C-1-25 and Budget Worksheet)
## Review Process

### Project Narrative and Budget

<table>
<thead>
<tr>
<th>Project Narrative (90 Points)</th>
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<tbody>
<tr>
<td><strong>Plan Criteria</strong></td>
<td><strong>Level 3</strong></td>
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<tr>
<td><strong>Extent of Need</strong></td>
<td>Meets All Criteria</td>
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<tr>
<td>20 Points</td>
<td>30-26</td>
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<tr>
<td><strong>Goals and Measurable Outcomes</strong></td>
<td>20-16</td>
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<tr>
<td>20 Points</td>
<td>20 Points</td>
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<td><strong>Plan of Operation, Key Personnel, and Project Timeline</strong></td>
<td>20-16</td>
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<tr>
<td>20 Points</td>
<td>20 Points</td>
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<tr>
<td><strong>Evidence of Impact</strong></td>
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<td>20 Points</td>
<td>20 Points</td>
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<tr>
<td><strong>Evaluation</strong></td>
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<td>20 Points</td>
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</table>

<table>
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<tr>
<th>Budget (10 Points)</th>
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<tbody>
<tr>
<td><strong>Plan Criteria</strong></td>
<td><strong>Level 3</strong></td>
</tr>
<tr>
<td><strong>Budget Narrative and Worksheet</strong></td>
<td>Meets All Criteria</td>
</tr>
<tr>
<td>10 Points</td>
<td>10-6</td>
</tr>
<tr>
<td><strong>Evaluation</strong></td>
<td>The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct.</td>
</tr>
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| 30-8               | 7-5           | 4-0           |
| 7-5               | 4-0           | 4-0           |
# Timeline of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Program Milestones</th>
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<tbody>
<tr>
<td>February 24, 2023</td>
<td>Start-Up Report</td>
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<tr>
<td>Ongoing</td>
<td>Fiscal and Program Monitoring</td>
</tr>
<tr>
<td>July 30, 2023</td>
<td>End of Year Report</td>
</tr>
<tr>
<td>August 30, 2023</td>
<td>Final Financial Report</td>
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<tr>
<td>September 30, 2023</td>
<td>Final Evaluation Report</td>
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</tbody>
</table>
Award Notification and Reporting Requirements

Notification

• Submit timely documents:
  a. Monitoring components (Start-Up, End of Year Reports, and Critical Elements Monitoring)
     a. Corrective action(s)
  b. Monthly Reimbursement Expenditure Report submission
  c. 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.

Reporting

• The MSDE will initiate notification of grant awards upon application review.
Application Important Dates

Support from MSDE

Scheduled Technical Assistance

The subgrantee may meet with Ms. Roxanne Allen, Extended Learning Specialists during scheduled office hours.

The subgrantee sets the agenda.

Optional

Email
Roxanne.allen@maryland.gov

LEAP Application
GIG Application

Updates & FAQ
Timeline for Implementation

MSDE will facilitate monthly meetings with recipients to ensure continued connection and collaboration throughout the grant period.

Grant Implementation Window
- Begins July 1, 2022
- Ends June 30, 2023

Reporting Requirements
- The Out-of-School Time (OST) Critical Elements Monitoring Schedule: To be released upon award notification.
Question and Answer Session

Questions?