



## GRANT INFORMATION GUIDE

# Kodem Kol Grant Program

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

**Deadline**  
January 27, 2023  
No later than 5:00 p.m. EST

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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## Table of Contents

Program Description .....	4
Purpose .....	4
Authorization .....	4
Dissemination .....	4
Deadline .....	4
Grant Period .....	4
Funding Amount Available.....	4
Estimated Number of Grants .....	4
Grant Amount .....	5
Submission Instructions.....	5
State Responsibilities.....	5
Program Contact.....	5
Eligibility.....	5
Use of Funds.....	6
Program Requirements.....	7
Application .....	8
Application Cover Page .....	8
Project Abstract (1-Page Limit) .....	8
Statement of Need (1-Page Limit).....	8
Evidence of Impact (1-Page Limit).....	8
Goals, Outcomes, and Strategies (1-Page Limit).....	8
Benchmarks (1-Page Limit) .....	8
Project Narrative (2-Page Limit).....	9
Implementation Team (1-Page Limit) .....	9

Evaluation and Report Plan (1-Page Limit) ..... 10

Accessibility Plan (1-Page Limit) ..... 10

General Education Provisions Act (GEPA), Section 427 ..... 10

Budget and Budget Narrative (2-Page Limit)..... 11

Appendix..... 11

The Review Process ..... 12

    Review Committee..... 12

    Award Notification..... 15

Reporting Requirements ..... 16

Non-Discrimination Statement..... 17

The General Education Provisions Act (GEPA), Section 427 ..... 18

Customer Service Support Sessions..... 19

Questions..... 19

Grant Application Timeline ..... 20

Appendix..... 21

    Application for Participation ..... 21

## Program Description

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The Baltimore-Washington area has the fifth largest Orthodox Jewish population in the United States. Baltimore City ranks 56th of all counties reported across the United States in the religion census, for persons of the Orthodox Jewish faith. However, the families in this community have historically been underrepresented in public agencies and local early intervention programs. Given the unique nature of the Orthodox Jewish community, specifically tailored outreach services are needed to adequately provide access to early intervention programming. The grant program is intended to address this issue by funding additional services within the Orthodox Jewish community. The grant is facilitated by an Orthodox Jewish provider who attends Individualized Family Service Plan (IFSP), provides cultural awareness and sensitivity to LEA personnel, and coordinates marketing outreach in community publications. These supports typically benefit 80 to 100 families within the Orthodox Jewish community of Baltimore City.

These efforts are intended to ensure that families in this community who may have children experiencing developmental delays, disabilities, and/or have special needs not only have a greater awareness of Child Find resources and how these services can benefit children in need but make use of them as well.

### NAME OF GRANT PROGRAM

Kodem Kol Grant Program

### PURPOSE

To expand Child Find services for the Orthodox Jewish community in Baltimore City.

### AUTHORIZATION

[Public Law 108-446, Part B of Individuals with Disabilities Education Act \(IDEA\)](#)

### DISSEMINATION

This Grant Information Guide (GIG) will be released on December 27, 2022.

### DEADLINE

Proposals are due no later than 5 p.m. on January 27, 2023.

### GRANT PERIOD

September 1, 2022 – September 30, 2023

### FUNDING AMOUNT AVAILABLE

\$12,000

### ESTIMATED NUMBER OF GRANTS

1

## **GRANT AMOUNT**

\$12,000

## **SUBMISSION INSTRUCTIONS**

Grant applications must be submitted by 5:00 p.m. January 27, 2023, via email to [Alicia.Palmer@maryland.gov](mailto:Alicia.Palmer@maryland.gov).

## **STATE RESPONSIBILITIES**

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

## **PROGRAM CONTACT**

Jamalden Gowans, Fiscal Liaison  
Division of Early Intervention and Special Education Services  
(410) 767-0262  
[jamalden.gowans@Maryland.gov](mailto:jamalden.gowans@Maryland.gov)

## **ELIGIBILITY**

This funding opportunity is designed for Kodem Kol.

## Use of Funds

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This is a one-time grant for fiscal year 2023 to Kodem Kol to support the expansion of Child Find services for the Orthodox Jewish community in the State of Maryland.

Funds may be used for:

- Professional learning and coaching.
- Stipends.
- Supplies and materials.
- Technology and equipment.
- Salary, wages, and stipends; and
- Partnerships, project management, consulting, and technical assistance.

Funds may not be used for:

- Construction of temporary or permanent structures.
- Food or meals.
- Renting or maintaining building space; and
- Supplementing salaries and/or stipends during the regular workday.

## Program Requirements

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The applicant will develop a scalable model for creating opportunities, connections, and relationships among families of infants, toddlers, and young children with disabilities within the Orthodox Jewish community of Baltimore City that are culturally responsive and accessible for increased access to Baltimore City Infants and Toddlers Program. The applicant must address the following items:

- Establishment of an advisory committee intended to meet programming needs inclusive of outreach and training to Orthodox families and their service providers.
- Development of a marketing plan and information source documents intended to advise Orthodox Jewish families of the Child Find process and availability of Early Intervention Services; and
- Methods by which partnerships with the Baltimore City Public School System and Kennedy Krieger Institute will be developed and maintained with data distinguishing the impact of the services provided and outcomes for children and families.

## Application

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Applicants must complete the electronic application.

### APPLICATION COVER PAGE

Applications must include the Cover Page. The cover page should not contain any graphics or additional information and must be signed by the Head of Agency. The cover page must include a screenshot of the [SAM.GOV](https://sam.gov) UEI verification.

### PROJECT ABSTRACT (1-PAGE LIMIT)

The Project Abstract summarizes the overall project and includes a description of the impact grant funds will have on the Orthodox Jewish community. Please include the number of children birth to age 5 with identified disabilities to be served, the anticipated number of participants for capacity building activities or professional learning with coaching, and/or the course content to be developed.

### STATEMENT OF NEED (1-PAGE LIMIT)

Provide a description pressing needs that must be addressed. This section should include root cause factor(s) for those needs and what barriers exist to improved outcomes for children and youth with disabilities, and their families and/or their service providers. Please include applicable evidence and/or research as background on identified needs.

### EVIDENCE OF IMPACT (1-PAGE LIMIT)

Describe how the proposed activities will address the problem and root cause factor(s), and result in improved outcomes for families of children with disabilities birth to five, educators, and service providers. Proposed strategies must be an Evidence Based Practice (EBP) and include specific references to research supporting plan implementation. Kodem Kol must also describe their history and capacity to complete the proposed work and include a description of the applicant's experience and history in terms of effective practices leading to the desired outcomes. Discuss how past performance has informed the proposed activities, and the future impact your proposed key activities are likely to have on the target population.

### GOALS, OUTCOMES, AND STRATEGIES (1-PAGE LIMIT)

State the overall goals of the Kodem Kol Program Grant. Goals should address the main problem(s) identified in the Statement of Need. The applicant must identify at least two goals. For each goal, identify objectives or anticipated outcomes to be accomplished. For example, if the proposed program seeks to increase parental involvement in existing programming by training service providers in engagement techniques, there must be measurable outcomes for both parents and service providers.

### BENCHMARKS (1-PAGE LIMIT)

The application for funding must provide benchmarks to measure quantifiable changes related to child, student, family outcomes and/or professional practices. Benchmarks should represent a clear progression of outcomes and/or outputs aligned with plan implementation. Progress benchmarks include qualitative and quantitative data. Kodem Kol will be required to complete the following chart in the electronic application:

Benchmark / Outcome: How will it be known that progress is made?	Data: What data will be used to measure progress?	Frequency: How often will benchmark data be collected?	Evaluator: Who is responsible for conducting the evaluation?

**PROJECT NARRATIVE (2-PAGE LIMIT)**

Kodem Kol must provide a description of the proposed activities and how they will address the problem and result in improved outcomes for children and youth with disabilities, and their families and/or their service providers. Any proposed strategies must be an EBP and include specific references to research supporting plan implementation. Additionally, the Project Narrative must provide information that demonstrates Kodem Kol’s history and capacity to complete the proposed work.

**Project Timeline**

A project timeline tells the reader when key activities will take place during the grant period. Kodem Kol should consider all the key tasks or activities that need to be conducted to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete. It should contain three sections: management, implementation, and evaluation. See sample below:

Key Activities	Individual Responsible	Time Frame
Management Activity		
Implementation Activity		
Evaluation Activity		

**IMPLEMENTATION TEAM (1-PAGE LIMIT)**

Kodem Kol is required to provide a list of the key staff or personnel responsible for the successful implementation and monitoring of the grant requirements. Attach a one-page resume for each person. Kodem Kol is required to complete the following management plan chart as part of the proposal.

Name	Title	Roles & Responsibilities

**EVALUATION AND REPORT PLAN (1-PAGE LIMIT)**

Kodem Kol required to describe what success will look like and the criteria that will be used to determine and measure success. Furthermore, grantees are required to submit annual evaluation reports and interim progress reports that are consistent with the project’s goals and outcomes.

Evaluation Measure	Goal

Kodem Kol must describe how they will communicate the expanded services as well as how the evaluation results will be disseminated to major stakeholders and individuals interested in the project. Descriptions of the types of reports and other by-products developed during the project may be made available.

**ACCESSIBILITY PLAN (1-PAGE LIMIT)**

Kodem Kol shall ensure that programs and projects offering paper, web or technology-based instructional products or programs funded in part or total through this grant operate in compliance with [Section 508 of the Federal Rehabilitation Act of 1973](#). The narrative must include documentation of the accessibility criteria embedded within the proposed products.

**GENERAL EDUCATION PROVISIONS ACT (GEPA), SECTION 427**

Section 427 of the U. S. Department of Education's General Education Provisions Act ([GEPA](#)) requires any applicant receiving federal funds to include in its application a statement that includes the steps the applicant proposes to take to ensure equitable access to and participation in its federally assisted program for learners, teachers, and other program beneficiaries with special needs. The GEPA allows applicants’ discretion in developing the required statement. The statute highlights six (6) types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

**BUDGET AND BUDGET NARRATIVE (2-PAGE LIMIT)**

The project’s budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the project activities and the budget line items.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, “meeting expenses” can be broken down into room rental, photocopying, and refreshments. There is no page limit for the budget, so be as detailed as possible. See a sample budget below:

**1. Salaries & wages (list separately for each position)**

Line item	Calculation	Requested	In-Kind	Total
Stipends for three experts for curriculum development of modules	\$2,500 x 3	\$7,500	\$0	\$7,500
1/3 Salaries and wages for one project manager providing oversight, data collection and coaching supports to participants	\$25,000 (1/3 of \$75,000 FTE project manager salary)	\$25,000	\$50,000	\$75,000
<b>Total for Salaries &amp; Wages:</b>		\$32,500	\$50,000	\$82,500

**APPENDIX**

The following appendices must be included. Include other appendices as deemed necessary.

- A [signed Recipient Assurances page](#)
- A signed [Non-LEA/IHE Certification](#) page
- A signed certifications page regarding [Lobbying, Debarment, Suspension, other responsibility matters, and Drug-free Workplace](#)
- A [signed C-1-25 MSDE budget form](#)
- One-page resumes of key personnel
- A copy of the [W-9 Form](#) (Applicable for first time grant applicants and/or grantees requiring a change of address/contact)

## The Review Process

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

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all pre-screen requirements will not be reviewed.
2. A review committee established by MSDE, will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.
3. Applicants may be scheduled for an oral program presentation as determined by the review committee.
4. Final approval for awards will be determined by the review committee.

Note:

The MSDE reserves the right to take into consideration geographic distribution when making awards.

### REVIEW COMMITTEE

The committee will be composed of programmatic and fiscal representatives from MSDE, DEI/SES. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric below. Applications must receive a cut score of 70 to be considered for funding.

#### Need and Impact (10 total points)

Exemplary 9-10 points	Meets Standard 7-8 points	Does Not Meet Standard 0-6 points
The applicant demonstrates a compelling and urgent need supported by evidence from the field and data within Maryland. Historically underserved groups are included in the needs assessment. The applicant has a demonstrated a history of experience and sustained positive outcomes.	The applicant demonstrates a need for the proposed activities and provides data justifying stated needs. The applicant has experience and reports positive outcomes.	The stated need is not clearly defined, and data is not clearly related to the need. The applicant has not committed to including historically underserved groups. The evidence of impact is weak.

**Goals, Outcomes and Strategies (20 total points)**

Exemplary 13-20 points	Meets Standard 7-12 points	Does Not Meet Standard 0-6 points
<p>Program goals are clearly stated, ambitious and attainable. There is a direct and robust alignment to the purpose and intent of the strategy. Clear milestones are provided that measure progress towards meeting the goal(s). All goals and objectives are measurable having a clear alignment with the root cause factor(s) or need identified.</p>	<p>Program goals are clear and measurable. Program goals align with the purpose and intent of the strategy. Milestones are provided that measure progress towards meeting the goal(s).</p>	<p>Program goals are stated, but they are not measurable. There is a not a clear alignment to the strategy selected. Milestones do not measure progress towards the goal(s).</p>

**Project Narrative (20 total points)**

Exemplary 13-20 points	Meets Standard 7-12 points	Does Not Meet Standard 0-6 points
<p>All proposed activities clearly support at least one high leverage strategy. Activities reflect an evidence-based approach as demonstrated in research in the fields of specially designed instruction; an integrated, tiered system of interventions; and/or inclusive education. The applicant shows a commitment to sustaining the work beyond the grant period, and how it will result in transforming Secondary Transition.</p>	<p>Activities reflect evidence-based practices in the fields of specially designed instruction; an integrated, tiered system of interventions; and/or inclusive education. There is a commitment to sustain the activities beyond the grant period. The applicant connects the work to the MSDE priority for Secondary Transition.</p>	<p>Activities do not align with the identified strategy or research that demonstrates the activity will result in the intended goal. There is not a commitment to sustain the activities beyond the grant period. The applicant may reference the Secondary Transition priority but does not connect it to the activities.</p>

**Benchmarks / Measuring Success (20 total points)**

Exemplary 13-20 points	Meets Standard 7-12 points	Does Not Meet Standard 0-6 points
<p>The benchmarks clearly identify, measurable, realistic, short-term outcomes aligned with the objectives. The benchmarks directly relate to the project and represent a clear progression for plan implementation over time.</p>	<p>There are benchmarks to measure progress on project activities and achievement of outcomes. These benchmarks directly relate to the project and demonstrate a progression for plan implementation over time.</p>	<p>There are benchmarks to measure progress, but not a clear relationship between the project activities and the outcomes. Benchmarks are process driven rather than indications of completion of activities or outcomes achieved.</p>

**Implementation Team (10 total points)**

Exemplary 9-10 points	Meets Standard 7-8 points	Does Not Meet Standard 0-6 points
<p>There is a clear and robust management plan to ensure successful completion of the project. Highly qualified key personnel have been identified and have experience in conducting the activities and achieving the proposed outcomes. Roles and responsibilities of all key personnel are directly aligned to the proposed activities. Evaluation of the project activities and goals is an important part of the management plan presented. Resumes are provided.</p>	<p>There is a management plan to ensure execution and completion of the project. Qualified key personnel have been identified to provide oversight. Roles and responsibilities of key personnel are directly aligned to the activities and strategy. Program evaluation is an integral part of the management plan. One-page resumes are provided for all key personnel.</p>	<p>There is a limited management plan. Key personnel have been identified to provide oversight. Roles and responsibilities of key personnel are not aligned to the activities and/or strategy. Program evaluation is only loosely addressed in the management plan. One-page resumes may or may not be provided but personnel skill and experience does not match the requirements for implementing the proposed work.</p>

**Evaluation and Dissemination (10 total points)**

Exemplary 9-10 points	Meets Standard 7-8 points	Does Not Meet Standard 0-6 points
<p>There is a clear plan for how the applicant will measure the success of the program.</p> <p>There are clear evaluation measures that align to the program requirements and goals.</p>	<p>There is a plan for how the applicant will measure the success of the program. There are evaluation measures that loosely align to the program requirements and goals.</p>	<p>There is not a clear plan for how the applicant will measure the success of the program.</p> <p>Limited evaluation measures that do not align with program requirements and goals.</p>

**Budget (10 total points)**

Exemplary 9-10 points	Meets Standard 7-8 points	Does Not Meet Standard 0-6 points
<p>The budget directly reflects program activities and includes sufficient resources for successful execution within the proposed timeline. Justification has been provided for all expenses. There is a clear explanation of costs and demonstrates cost-effectiveness. All line items contain the calculations.</p>	<p>The budget reflects most program activities. Justification has been provided for most expenses. There is a clear explanation of costs and demonstrates cost-effectiveness. Most line items contain the calculations used to derive the expected cost.</p>	<p>The budget reflects grant activities and/or includes erroneous costs. Line items are missing the calculations used to derive the expected cost. Line items may not be justified for implementation of the proposal.</p>

## **AWARD NOTIFICATION**

Notification of approval will be sent by email by January 30, 2023. Processing of the official Notice of Grant Awards (NOGA) will begin on January 30, 2022. Please note this process can take 4-6 weeks.

## Reporting Requirements

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Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Jan 31, 2023	<a href="#">Interim Cumulative Variance and Programmatic Progress Report</a> is due to the program contact.
Aug 15, 2023	Deadline for the submission of any <a href="#">requests for grant amendment</a>
Sep 30, 2023	Grant period ends

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

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

## Non-Discrimination Statement

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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

## **The General Education Provisions Act (GEPA), Section 427**

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Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

## Customer Service Support Sessions

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MSDE will hold one customer service support session for interested applicants. During these sessions, MSDE personnel will review what applicants need to get started, the program requirements, as well as a walk-through of the application. Please contact [jamalden.gowans@maryland.gov](mailto:jamalden.gowans@maryland.gov) to register for this session or for additional information.

Tuesday, January 9, 2023, from 10:00 a.m. – 11:00 a.m

### QUESTIONS

If you have questions about the application or the process, please contact the Program Monitor:

Jamalden Gowans, Fiscal Compliance  
Division of Early Intervention and Special Education Services  
(410) 767-0262  
[jamalden.gowans@Maryland.gov](mailto:jamalden.gowans@Maryland.gov)

## Grant Application Timeline

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This funding opportunity, including all attachments and updates, are found on the [Maryland State Department of Education Grants website](#).

Date	Program Milestone
December 27, 2022	The Grant Information Guide and the application are released
January 9, 2023 10:00 a.m. – 11:00 a.m.	The MSDE will hold a virtual customer service support session for interested applicants
January 27, 2023, no later than 5:00 p.m.	The grant application period closes and MSDE begins reviewing applications for completeness and minimum requirements.
January 30, 2023	The MSDE will notify applicants of the award status.
September 1, 2022 – September 30, 2023	The grant period.

## Appendix

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### APPLICATION FOR PARTICIPATION