



Public School Opportunities Enhancement Program Grant Renewal Application

Fiscal Year 2025: 2023-2024 Outcomes and 2024-2025
Renewal Proposal

Division of Student Support and Federal Programs

June 2024

MARYLAND STATE DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.

State Superintendent of Schools

Geoff Sanderson

Deputy State Superintendent

Office of Accountability

Mary L. Gable

Assistant State Superintendent

Division of Student Support and Federal Programs

Wes Moore

Governor

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Grant Renewal Application

<p>Title:</p>	<p>FY2025 Public School Opportunities Enhancement Program Grant Renewal Application</p>
<p>Cohort Year:</p>	<p>2023-2024: Performance and outcome data from 2023-2024 school year and 2023 summer grant program.</p> <p>2024-2025: Renewal proposal data for 2024 summer and/or 2024-2025 school year grant program.</p>
<p>Resource Link:</p>	<p>Performance Report for submission:</p> <ul style="list-style-type: none"> • Extended Day or Summer Only Program • Extended Day and Summer Program <p>Grants Management Documents:</p> <ul style="list-style-type: none"> • Performance Goals and Indicators • Evaluation Plan • Management Plan • Partner Plan <p>Fiscal Management Documents:</p> <ul style="list-style-type: none"> • C-1-25 • Budget Worksheet

Program Description

NAME OF GRANT PROGRAM

The Public School Opportunities Enhancement Program (PSOEP) grant program 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 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 four and 19 that take place:

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

The PSOEP grant recipients are requested to complete the Grant Renewal Application (GRA) to provide programmatic and fiscal outcome data for the 2023-2024 grant award period and a 2024-2025 grants management plan for review in consideration for year four 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](#). Upon submission, the Maryland State Department of Education (MSDE) will review the provided Grant Renewal Application and the year three 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, and (4) Total number of amendments. Upon review, subgrantees approved for year four funding will receive a risk assessment level of 1-5 that will be reflected on the Year IV Notification of Grant Award (NOGA).

AUTHORIZATION

The PSOEP 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 (PSOEP) grant to be administered by 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.

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 AND DEADLINE

The renewal application was released on Tuesday, June 4, 2024. The deadlines for application submission are outlined below:

- Extended Day/School Year Programs: Friday, June 28, 2024; and
- Summer Enhancement or Extended Day/School Year and Summer Enhancement Programs: Friday, August 30, 2024.

GRANT PERIOD

Length of Grants: Four years

The period of availability for Year 4 is July 1, 2024, through June 30, 2025. 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 the MSDE; and
- Compliance with all grant requirements and meeting all conditions set forth within the PSOEP proposal.

Summer enhancement programs will utilize FY 2024 funding to operate programs between July and August 2024.

FUNDING AMOUNT

Total Funds Available: \$2,500,000 (FY 2025)

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 and may impose additional specific award conditions as needed (See Uniform Guidance section 200.207). MSDE will assess the risks facing 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% 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:

1. Demonstrate adequate progress toward achieving all measurable objectives;

2. Meet or exceed 85% 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;
3. Attend required out-of-school (OST) national and regional conferences, MSDE grantee meetings and trainings;
4. Submit required documentation in a timely manner during the project year as requested and/or required by MSDE, such as:
 - a. Monitoring components (Start-Up, Interim, Grant Renewal Application, End of Year Reports, and Critical Elements Monitoring)
 - b. Corrective action(s)
 - c. Monthly Reimbursement Expenditure Report submission
 - d. Detailed local narrative evaluation report reflecting the growth and progress of the program;
5. Participate fully in statewide evaluation activities; and
6. Comply with all applicable state statutory and regulatory requirements.

Grant funds must be expended in the grant year they were awarded. Funds that are 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.

PROGRAM CONTACT

Reginald Burke

Director, Youth Development Branch

Maryland State Department of Education

reginald.burke@maryland.gov

410-767-0313 (office)

Eligible Applicants

This grant is open only to LEAs with at least 50% of public-school students that qualify for free lunch under the National School Lunch Program. The eligible entities are:

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

Use of Funds

EXAMPLES OF ALLOWABLE EXPENSES (NOT AN INCLUSIVE LIST)

1. Intervention, strategies, and curriculum purchases (must meet the Every Student Succeeds Act evidence criteria).
2. Salaries and fringe benefits for PSOEP out-of-school time staff;
3. Professional development and PSOEP trainings;
4. Consultants, subcontractors, and evaluators providing allowable services/activities;
5. Classroom materials and supplies for PSOEP classes;
6. Remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement;
7. Core academic subject educational activities;
8. Arts and music education activities;
9. Entrepreneurial education, college, and career readiness programs;
10. Tutoring services (including those provided by senior citizen volunteers) and mentoring programs;
11. Programs that provide OST activities for limited English proficient students that emphasize language skills and academic achievement;
12. Recreational activities;
13. Telecommunications and technology education programs;
14. Expanded library service hours;
15. Drug and violence prevention programs;
16. Counseling programs; and
17. Character education programs.

EXAMPLES OF UNALLOWABLE EXPENSES (NOT AN EXCLUSIVE LIST)

1. 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;
2. Pre-award costs: Pre-award costs may not be charged against the grant;
3. Funding for activities conducted and costs incurred before the start date of the grant;
4. Entertainment, refreshments, and snacks;

5. A field trip without the approved academic support (will be considered entertainment);
6. End-of-year celebrations or food associated with parties or socials;
7. Game systems and game cartridges;
8. Unapproved out-of-state or overnight field trips, including retreats and lock-ins;
9. Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways);
10. Advertisements, promotional, or marketing items;
11. Decorative items;
12. Purchase of facilities, vehicles (e.g., Buses, Vans, or Cars), or Land acquisition;
13. Capital improvements, permanent renovations;
14. 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);
15. Direct charges for items or services that the indirect cost rate covers;
16. Dues to organizations, federations, or societies for personal benefit; and
17. Any costs not allowable for federal programs per Uniform Guidance 2 CFR§ 200.400.

Program Requirements

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:

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

MSDE shall renew applications that meet the established criteria to incorporate features that will have positive measurable impact on the conditions of well-being for children and youth as identified by Maryland OST standards.

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

COMPETITIVE PRIORITIES

Applicants need not address competitive priorities, however, if the information is included, MSDE will review as part of the grant renewal process.

1. Provide opportunities for students to learn about the environment, their place in it, and what they can do to protect it;
2. 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;
3. 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; or
4. 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 successfully implement programs that meet the established criteria:

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

Annual renewal requires subgrantee reflection and analysis of performance outcomes. 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 2024-2025 Critical Elements Monitoring folder for extended day only programs by Friday, June 28, 2024, and for extended day and summer or summer only programs by Friday, August 30, 2024.

ALIGNMENT WITH THE 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 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 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

Subgrantees are called to complete the [Performance Goals and Indicators](#) as a component of the FY25 Grant Renewal Application.

Implementation and Governance Plan

LEADERSHIP TEAM DESCRIPTION

The subgrantee must identify the project's leaders, including the roles and positions, as well as, 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 (ex: Grant Manager, Bookkeeper, Academic Instruction Teachers, Enrichment Teacher, Parent Liaison, Evaluator, etc.).

STEERING COMMITTEE DESCRIPTION

The project must have a steering committee to govern the project consisting of major stakeholders and grant project directors. 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:

- a. Describe how, when, and by whom the program's implementation will be monitored, including starting the project on time.
- b. 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, in chronological order, the grantee 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. MSDE reporting requirements should also be included in the management plan.

Subgrantees are called to complete the [Management Plan](#) as a component of the FY2025 GRA.

Partners

A partner is any organization other than the grantee 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 grantee 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 FY2025 budget documents for 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 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.

Subgrantees are required to complete the [Partner Plan](#) as a component of the FY2025 Grant Renewal Application.

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 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:

- a. 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.
- b. Describe the proposed data and measurement instruments that will be used.
- c. Explain how data will be collected, including who is responsible, and provide a timeline.
- d. Describe how the integrity and accuracy of data will be ensured.

- e. 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.
- f. Describe how and when evaluation findings will be used to make improvements in the project.
- g. 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. The evaluation report must integrate the following components:

1. Evaluation Framework/Purpose;
2. Methodology;
3. Evaluation Findings;
4. Summary;
5. 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:

1. Evaluation Framework/Purpose;
2. Methodology; and
3. Evaluation Findings.

Subgrantees are required to complete the [Evaluation Plan](#) as a component of the FY2025 GRA.

Programmatic Monitoring

CRITICAL ELEMENTS MONITORING

The subgrantee 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 subgrantee completion, as well as priorities for technical assistance through program observation. The grantee's ability to comply will affect the monitoring risk assessment indicator, as well as advise MSDE on needed 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 grantees 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, MSDE's Extended Learning Specialist will discuss the observation results with the subgrantee, provides additional guidance, as well as addresses corrective actions. The subgrantee will have an opportunity to provide any missing documentation within a specified time frame.

Leveraging Private and Existing Funding Sources

MSDE encourages applicants to describe 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 demonstrate 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

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 subgrantees 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 the PSOEP program is received in part from MSDE.

BUDGET AND ADEQUACY OF RESOURCES

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:

1. The [Budget Worksheet](#) and
2. 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. The Budget Narrative must:

- a. Describe a clear relationship between the activities described in the application and the proposed allocation of grant funds;
- b. Address the necessity and rationale of proposed costs;

- c. 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
- d. 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:

- a. Detail the year of the project in an itemized budget;
- b. Itemize general expenses into specific line items. For example, “Meeting Expenses” can be itemized to include, “room rental” and “photocopying;”
- c. Clearly identify the requested funds and in-kind contributions; and
- d. Identify the source of each in-kind contribution, if applicable.

Identify reasonable and allowable expenses aligned with the United States Department of Education (USED) Uniform Grant Guidance, 2 C.F.R. 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. 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.

- a. **Salaries and Wages:** Expenditures incurred for personnel on the payroll.
 - i. 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;
 - ii. Program staff identified under Salaries/Wages and Contractual Services must remain in that budget object for the remainder of the grant year;
 - iii. The budget must include a position or contracted services expense for a finance agent/bookkeeper; and
 - iv. Program staff identified under Salaries/Wages must include paycheck withholding as supporting documentation when submitting reimbursement invoices.
- b. **Contracted Services:** Expenditures for services performed by persons who are not on the payroll.
 - i. 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;

- ii. 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. The 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
- iii. The external evaluator cost cannot exceed seven percent of the Total Requested.
- c. **Supplies and Materials:** Refer to [2 C.F.R. Part 200, The Maryland Financial Reporting Manual](#), Appendix D for a definition. The total object cannot exceed eight percent of the Total Requested.
 - i. Specify and detail how the expense was calculated for each line item. The calculation column must include quantity and cost per item.
- d. **Equipment:** Refer to [2 C.F.R. Part 200, and The Maryland Financial Reporting Manual](#), Appendix D for a definition. The total object cannot exceed three percent of the Total Requested.
- e. **Other Charges:** May include expenses such as travel, conferences, fringe, etc. (not an inclusive list). The total object cannot exceed 36 % of the Total Requested.
 - i. Professional Development:
 - a. 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).
 - b. Include funds for the project director to attend three state grantee networking meetings; and
 - c. Include funds for the project director to attend one two-day state grantee retreat.
- f. **Transfers:** The total object cannot exceed 13 % of the Total Requested.
- g. **Indirect Cost Rate:**
 - i. Indirect Costs cannot exceed 10% of the Total Direct Cost for Non-LEAs; and
 - ii. 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

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:

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

The General Education Provisions Act (GEPA), Section 427

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.

Awarding of Funds

MSDE will initiate notification of grant awards via email no later than September 30, 2024.

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.

NON-DISCRIMINATION STATEMENT

MSDE 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/TD

PSOEP Grant Performance Report and Renewal Application Form

The details of the e-application are included in the Resource section. 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:

- Extended Day PSOEP Performance Report by Friday, June 28, 2024
- Extended Day and Summer Enhancement or Summer Enhancement only PSOEP Performance Report by Friday, August 30, 2024

Upon submission, MSDE will review the provided data:

1. Submitted via this report (GRA);
2. Year three 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
3. School year and summer 2024-2025 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 GRA and uploaded into the 2024-2025 Critical Elements Monitoring folder by Friday, June 28, 2024, for Extended Day Only Programs and by Friday, August 30, 2024, for Extended Day and Summer or Summer Only Programs.

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

Resources

Utilize the link below to access the full version of the PSOEP Grant Performance Report:

- [Extended Day or Summer Enhancement Program](#)
- [Extended Day and Summer Enhancement Program](#)

Utilize the link below to access the editable Grants Management Plan documents:

- [Performance Goals and Indicators](#)
- [Evaluation Plan](#)
- [Management Plan](#)
- [Partner Plan](#)
- [MSDE Grant Budget Forms \(C-1-25\)](#)
- [Budget Worksheet](#)

Utilize the link below to access the e-form to submit the Grant Performance Data:

- [Extended Day or Summer Enhancement Program](#)
- [Extended Day and Summer Enhancement Program](#)

Customer Service Support Sessions

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 are provided below.

Thursday, June 20, 2024

1:00 p.m. – 2:00 p.m.

[Video call link](#)

Or dial: (US) +1 469-213-3760, PIN: 480 637 668#

Thursday, July 11, 2024

11:00 a.m. – 12:00 p.m.

[Video call link](#)

Or dial: (US) +1 469-213-3760, PIN: 422 872 825#

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