



GRANT INFORMATION GUIDE

MSDE Home Visiting - Healthy Families – FY 26

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

July 21, 2025

No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

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Deputy State Superintendent
Office of Teaching and Learning

Sarah Neville-Morgan

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Division of Early Childhood

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Table of Contents

Program Description	3
Use of Funds	6
Application Requirements	6
Indicators for Child Well-Being	7
Budget and Budget Narrative	10
Appendices.....	11
The Review Process	12
Home Visiting / Healthy Families Scoring Rubric	Error! Bookmark not defined.
Reporting Requirements	16
Grant Application Timeline	17
Non-Discrimination Statement	18
The General Education Provisions Act (GEPA) Sect 427.....	20
Customer Service Support Sessions.....	18

Program Description

The Governor’s Office of Children, Youth, and Families established a state fund to support Home Visiting Programs. Home visiting has long been recognized through an extensive body of research as resulting in long-term benefits to families of very young children. A child’s first experiences and relationships set the state for learning and literacy that lead to achievement in the school years and beyond.

Evidence-based home visiting models serve to provide support to children and their families as a means for:

- Positive maternal health outcomes.
- Strengthening the parent-child bond.
- Promoting healthy child development and school readiness.
- Enhancing family functioning and economic self-sufficiency.

The Maryland State Department of Education (MSDE) has administered the Home Visiting Grant Program since 2006. Through this grant program, Local Management Boards (LMBS) across Maryland receive funding to develop community partnership agreements and implement an evidence-based home visiting model to provide services to vulnerable families with young children, ages birth to five. The Blueprint for Maryland’s Future (Blueprint) seeks to significantly increase investment in high-quality early childhood education so that all children can begin kindergarten ready to learn. The Home Visiting/Healthy Families grant supports the Blueprint’s strategy toward a two-generation approach where families of children ages birth to five can participate in learning experiences and receive support.

AUTHORIZATION

Home Visiting Accountability Act of 2012 ([Senate Bill 566](#)); requirements in Human Services statute [§8-501](#) through [§8-507](#); updated effective June 1, 2023

GRANT OVERVIEW

Name of Grant Program

MSDE Home Visiting - Healthy Families Grant

Purpose

The primary purpose of the funding is to provide resources at the local level to strengthen community-based services to children, youth, and families with a focus on increasing childhood well-being and with intentional efforts to address childhood trauma and Adverse Childhood Experiences (ACEs), address racial and ethnic disparities, and promote research-informed practices. Early intervention activities result in an increase in positive maternal health outcomes, strengthening the parent-child bond, promoting childhood well-being and school readiness, and family economic self-sufficiency. State funding targets evidence-based and promising home visiting programs for improving parent and child outcomes.

Dissemination

This Grant Information Guide (GIG) was released on June 23, 2025

Deadline

Proposals are due no later than 5pm on Monday, July 21, 2025

Grant Period

July 1, 2025 - June 30, 2026

Funding Amount Available

\$4,590,667

Estimated Number of Grants

Twenty-four (24)

Award amounts range from \$55,000 - \$350,000.

Eligibility

This funding opportunity is open to Maryland Local Management Boards (LMBs) in accordance with [Md. Human Services Code Ann. §8-301](#). All funding is contingent upon the Governor and General Assembly budget appropriation and funding availability.

Alignment with Statewide Poverty Reduction Efforts

Maryland is leading a bold, comprehensive initiative to reduce child poverty and promote economic mobility by investing in the communities most affected by economic hardship. On May 9, 2024, Governor Wes Moore signed into law the *Engaging Neighborhoods, Organizations, Unions, Governments, and Households (ENOUGH) Act of 2024*. This landmark legislation establishes Maryland as the first state in the nation to implement a state-led, place-based strategy focused on ending child poverty through locally driven solutions that strengthen families and communities.

As part of this initiative, Maryland has designated [27 ENOUGH communities](#)—areas with high rates of concentrated child poverty—as priority investment zones. The list of Maryland’s 27 ENOUGH communities can be found [here](#). Applicants are strongly encouraged to share how their services align with this broader statewide effort to disrupt intergenerational poverty and foster thriving childhood outcomes in the communities with the greatest need.

Submission Instructions

Complete the Grant application form and save it as a PDF. The PDF, including all appendices, must be submitted by 5:00 p.m. **on Monday, July 21, 2025**, via email to decfss.msde@maryland.gov.

A signed electronic copy in PDF format must be emailed with the subject line “MSDE Home Visiting - Healthy Families Grant – FY 26 Submission”.

PROGRAM CONTACT**Nicholas Miller**

Early Childhood Project Manager

Division of Early Childhood

(410) 767-8959

nicholas.miller1@maryland.gov

State Responsibilities

MSDE is responsible for providing ongoing support and guidance to the grant recipients, including technical assistance and performance monitoring to facilitate the performance of the work. MSDE program staff will monitor program implementation throughout the grant performance period to ensure each Local Management Board is on target to meet its programmatic and fiscal goals within the grant timeframe. Monitoring the effectiveness of State-funded home visiting programs is reported to the Children's Cabinet.

Use of Funds

The following are examples of approved uses for the grant funds in accordance with the purpose of the grant. Other costs not listed here may be presented to the grant manager for determination of allowable expenditures.

Funds may be used for:

- Personnel costs: salaries/wages, fringe benefits provided under established written policies.
- Equipment costs: items such as projectors, printers, computers (not for administrative purposes).
- Materials and supplies: instructional materials, books, related supplies for family engagement, program marketing.
- Professional services costs: consultant services when not contingent upon recovery of the costs from the State government.
- Professional Development and Training: training provided for staff development.
- Travel costs: mileage, transportation, any related items incurred by employees traveling on official business.

Funds may not be used for:

- Supplanting existing program funds.
- Capital improvements.
- Purchase of gift cards.
- Purchase of office furniture and equipment.
- Cost(s) incurred prior to the approval of the grant.

Application Requirements

PROPOSAL COVER PAGE

Proposals must include a completed Proposal Cover Page provided in the application for participation. The cover page should not contain any graphics or additional information and must be signed by the Head of the Agency.

PROJECT ABSTRACT

The program abstract should briefly describe the program's outcome(s) and strategies (i.e., what the program will do and how it will do it.) Do not exceed the 100-word limit. This statement may be used in press releases, board exhibits, etc.

EXTENT OF NEED

Identify a clearly defined problem, and how the use of these funds will address the problem. Applicants should include a brief overview of the target audience and expected outcomes. A compelling proposal will be supported by data from the Local Management Board's needs assessment. A needs assessment is a systematic review of information collected from a variety of sources, analyzed to determine strengths and weaknesses, and prioritized for action in the proposal.

The extent of need should reflect the findings of a local needs assessment conducted within the last 12 months and discuss how the home visiting program addresses the priorities and strategies of the county for meeting the identified needs of children and families articulated in their 5-year strategic plan.

EVIDENCE OF IMPACT

Discuss your history of impact on the target population, what has worked, what has not worked, and your track record in effectuating change. Document current or past efforts to address the problem. Show why those efforts failed or are inadequate to address the total need. 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. Briefly identify new or other proposed evidence-based strategies that will be implemented and how they will be measured to determine the impact on the target population.

Indicators for Child Well-Being

[Maryland's Children's Cabinet](#) and the State's child-serving agencies utilize the Results-Based Accountability™ framework to focus planning, decision-making, and budgeting on desired results and outcomes. Results-Based Accountability™ identifies a result to achieve, selects indicators that act as proxy measures for the result, tells the story behind the data, identifies necessary partners and effective strategies, and develops an action plan and budget.

From this framework, Maryland's Children's Cabinet published the [Child Well-Being Scorecard](#) and identified eight results to focus on for child well-being. Each result describes the general well-being of Maryland's children and families in an area known to affect a child's ability to grow up healthy and secure.

Four of the eight result areas correspond to the goals of evidence-based home visiting program [models](#). These four areas are:

- Babies Born Healthy
- Healthy Children
- School Readiness
- Children are Safe in their Families and Communities

Describe each key activity that the Local Management Board and the contracted agency will implement to address the required Indicators for Child Well-Being. Identify the program goals, outcomes, and milestones for each of the state-identified indicators under each area. For a list of all

indicators within each result area, visit the [Maryland Governor's Office Results and Indicators](#) (published in September 2023).

Goals, Outcomes, and Milestones Worksheet

Results Area: Babies Born Healthy

Goals:	Measurable Outcome(s):	Milestone(s):
The local program will enroll families with pregnant women and offer intensive services resulting in deaths occurring to less than 5% of infants under one year of age.	The number of pregnant women enrolled during their 1 st or 2 nd trimester had a child born at a healthy birth weight will increase from _____ to _____ constituting an increase of _____% from last year as determined by program data.	By June 2025, there will be a decrease in deaths occurring to infants under one year of age.

PLAN OF OPERATION

Home visiting programs that are evidence-based or promising practices will be eligible for funding. Applicants must identify the evidence-based home visiting model being implemented and describe any program challenges that impact the delivery of services. Programs must be accredited or certified by the national office for the selected evidence-based model to ensure high-quality implementation. Applicants must include the accreditation and certification status of the contracted agency.

Contracted Agency Service Plan

Provide a clear discussion of the contracted agency, respective roles in the program, the benefits each expects to receive, and the specific contributions each will make to the program (financial, equipment, personnel, or other resources). Describe the strategies for the successful implementation of the home visiting model. It is essential to document the contracted agency's commitments to the program. Append contracted agency service plan and letters of commitment, describing roles and responsibilities.

MANAGEMENT PLAN

A well-considered management plan assigns responsibility for action to a management team member. Indicate who is responsible for accomplishing each action. Submit a detailed and time-specific management plan considering the following:

- Submission of required reports.
- Regularly monitoring program performance during implementation.
- Maintaining adequate program documentation.
- Quality assurance, continuity, and quality of the program considering personnel turnover.
- Regular monitoring of program fiscal procedures.
- Regular monitoring of budget deviations due to unauthorized transfers from one budget category to another.

- Ongoing monitoring and oversight of the contracted agency to fulfill their clearly defined roles, responsibilities, and contributions to the program.

Provide a list of the key personnel who are responsible for fiscal oversight and programmatic monitoring of the successful implementation of the home visiting grant. Include the individual's name, title, agency, and responsibilities related to this grant. Identify monitoring activities such as data reporting, desk audit, and/or onsite program visits conducted by other local or State agency funding sources, including the Governor's Office for Children ([GOC](#)), the Maryland Department of Health ([MDH](#)), and the Maternal, Infant, and Child Home Visiting ([MIECHV](#)) program.

Management Plan Worksheet

Key Personnel, Title, Agency	Activities	Time Frame
Sarah Jones, Project Manager, Blueprint County Local Management Board	Monitor program performance. Submission of required reports.	July - June

EVALUATION AND EVIDENCE OF IMPACT

The final evaluation report must consider the entire program, beginning to end. It should not be viewed as what is done after the program's completion but as an integral element in the program's planning, design, and implementation. An effective ongoing plan evaluates milestones on a routine schedule and assists program leadership in making informed decisions to support continuous improvement. Annual evaluation reports should discuss the evidence of impact as it relates specifically to the program citing both research and data that supports decision making, as well as analysis of data accumulated during the implementation of the program.

Questions to consider:

- How will this project assist the Local Management Board in reaching the goals and indicators identified by the Maryland Governor's Office of Crime Prevention, Youth and Victim Services?
- What other measurable improvements can occur when the home visiting program is implemented with fidelity?
- What data will be collected to prove that the program/activity had the intended effects?
- How will this data be collected?

Evidence of impact identifies the consequences of the actions taken and the extent to which program or project goals were achieved. Evidence of impact is made clear through outcome evaluation and includes being clear about evaluation standards and identifying improvements.

Data to be provided:

- The demographic characteristics of the individuals served.
- The number of families and children served.
- The outcomes achieved by the home visiting program.

Budget and Budget Narrative

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 and cost-effective. 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 management plan and the budget line items.

Category / Program	Description	Total
Contracted Services	Contractual funds awarded to ABC Agency to provide the Healthy Families Home Visiting Program	\$104,000
Transfers	Transfers may be indirect costs that are shown as grant expenses but are not direct expenses of the Local Management Board to the project. *Must be excluded from indirect cost calculation.	\$8,950
Indirect Costs	Indirect costs are the costs of the Local Management Board to provide fiscal and programmatic oversight and ongoing monitoring.	\$3,095
Total		\$116,045.00

Appendices

The following appendices must be included, but do not apply to the page limit of the Program Narrative. Include other appendices as deemed necessary.

- Appendix A: Resumes & Job Descriptions of key personnel. A one-page resume for each person who plays a significant role in the program.
- Appendix B: Job Descriptions of any new positions that are created for this program (if applicable).
- Appendix C: Program Impact: One-page statement describing the impact of previously provided Home Visiting Services (previously funded service providers) or a one-page statement describing the community/jurisdiction needs assessment (new service providers)
- Appendix D: Contracted Agency Service Plan
- Appendix E: Accreditation or Certification Status
- Appendix F: Signed MOU between the Local Management Board and Contracted Agency
- Appendix G: [A signed \(C-125 MSDE budget form](#)
- Appendix H: [A signed recipient assurances page](#)
- Appendix I: Letters of commitment from partner organizations (where applicable)

The Review Process

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

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applications that do not meet all pre-screen requirements *may* be returned to the applicant for revisions.
2. A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program's intent and its intended impact on the target population.
3. Final approval for awards will be determined by the review committee.

Review Committee

The committee will be composed of representatives from MSDE and the Division of Early Childhood. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric. Each application will be reviewed and scored based on all documents submitted. Applications may be returned to the applicant if any or all of the criteria are not met.

MSDE Home Visiting - Healthy Families Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Program Abstract (15 Points)	<p>The program abstract outlines a concise and comprehensive summary of the target population, goals, strategies, and partnerships.</p> <p>In addition, the program abstract provides a summary of the connection to prior efforts and a strong commitment to achieving future goals.</p>	<p>The program abstract addresses the required components – population served, overview of goals and strategies, and the roles of partners.</p>	<p>The program abstract is missing or does not address the required components.</p>
Extent of Need (15 Points)	<p>The extent of need details how the Home Visiting / Healthy Families program is an integral strategy in the Local Management Board's 5-year strategic plan.</p> <p>Current qualitative and quantitative data are cited to identify the local need. Data is derived from a variety of sources, including state and local data references.</p>	<p>The extent of need connects to the Local Management Board's needs assessment and identifies a clear local need. Local data is provided specific to the population they intend to serve.</p>	<p>The extent of need is missing, does not adequately connect to the needs assessment, or does not identify a clear local need. No local data is provided.</p>
Goals, Outcomes, and Milestones (15 Points)	<p>The goal(s) are measurable, clearly aligned to the Indicators of Child Well-Being, and ambitiously focused on effectuating change.</p>	<p>The goal(s) are measurable and aligned to the Indicators of Child Well-Being.</p> <p>Outcomes are realistic and attainable.</p>	<p>The goal(s) are not measurable and are not aligned to the Indicators of Child Well-Being.</p> <p>Outcomes are not realistic or attainable.</p>

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	<p>Realistic and attainable outcomes illustrate a distinguishable effort to significant progress.</p> <p>Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets.</p>	Milestones are provided for measuring the progress of each intended outcome.	Milestones are not provided or do not align to outcomes.
Plan of Operation (15 Points)	<p>The proposal provides a clear rationale for selecting the home visiting model and how it will help achieve the outcome of the Local Management Board.</p> <p>The proposed home visiting program is an evidence-based or promising practice model.</p> <p>The contracted agency is accredited or certified by the national office for the selected evidence-based model to ensure high-quality implementation.</p> <p>The contracted agency's service plan includes strategies for the successful implementation of the home visiting model.</p>	<p>The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome of the Local Management Board.</p> <p>Strategies, methods, procedures, and techniques are addressed for successful implementation of the home visiting model.</p>	<p>No rationale for selecting the specific home visiting model and how it will help achieve the outcome of the Local Management Board.</p> <p>Some strategies, methods, procedures, and techniques are provided but do not address successful implementation of the home visiting model.</p>
Management Plan and Key Personnel	In addition to “meets criteria”, the management plan allows	The management plan includes a detailed and time-specific plan for the	The management plan does not include a detailed and time-

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
(15 Points)	<p>for frequent progress reviews. Personnel with appropriate authority are identified to oversee tasks and address issues proactively during the grant period.</p> <p>All relevant personnel and responsibilities are listed indicating a comprehensive management plan throughout the grant period.</p>	<p>successful implementation of the grant program.</p> <p>Key personnel and responsibilities are identified.</p>	<p>specific plan for the successful implementation of the grant program.</p>
Evaluation and Evidence of Impact (15 Points)	<p>The evaluation plan has clear questions, proposed data instruments, and analytic methods aligned with the goals and needs.</p> <p>Evaluation questions are based on the goals and outcomes, provide guidance on the implementation, and can be evaluated.</p> <p>Clear evaluation strategy</p>	<p>The evaluation plan measures the home visiting program's success and is aligned with the goals and needs.</p> <p>Clear data type(s) and collection method(s) are identified.</p>	<p>Limited or no examples of evaluation questions.</p> <p>No evidence of an evaluation strategy</p> <p>The data type and collection method are unclear.</p>
Budget and Budget Narrative (10 Points)	<p>The budget includes sufficient resources for the successful implementation and execution of the home visiting program. There are no mathematical errors, and all expenses are cost-effective and appear necessary.</p>	<p>The budget is complete. The budget aligns with the proposal and is free of mathematical errors. Expenses are reasonable and allowable.</p>	<p>The budget does not align with the proposal, includes costs that are not reasonable or allowable, or has several mathematical errors.</p>

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Ongoing	Fiscal and program monitoring.
15 th of each month	Invoices are submitted monthly along with supporting documentation.
Ongoing	An interim progress report (MSDE C-1-25C) must accompany every invoice submitted.
January 31, 2026	Semi-Annual Programming Report
March-May 2026	Programmatic and Fiscal Monitoring visit will be conducted.
August 2026	Final Programming Report, Evaluation/Program Narrative and Fiscal Reports (C-1-25-D) (60 days after the grant end date)

Notes: Any requests for 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 30 days after the grant period ends.

Grant Application Timeline

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

Date	Grant Application Timeline
June 23, 2025	The Grant Information Guide and Application are released, and the application window opens
Session 1 June 30, 2025 10:00 AM – 11:00 AM Session 2 July 9, 2025 1:00 PM – 2:00 PM	MSDE will hold virtual customer service support sessions for interested applicants.
July 21, 2025: 5 PM EDT	Applications and all attachments are due to MSDE no later than 5:00 p.m. The grant application period closes, and MSDE begins reviewing applications.
August 1, 2025	MSDE completes application reviews and notifies applicants of the award status and begins to create Notice of Grant Awards for approved applications.
July 1, 2025	The grant period begins
June 30, 2026	The grant period ends

Customer Service Support Sessions

MSDE will hold two (2) customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide technical assistance and review of fiscal processes, forms, and timelines. To register for a session, please complete the RSVP using this link: <https://forms.gle/NboFSbUqFjW9Lsdv6>

Customer Service Support Session 1 June 30, 2025 10 AM – 11 AM	Customer Service Support Session 2 July 9, 2025 1 PM – 2 PM
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MSDE staff will also be available to provide technical assistance throughout the grant application process. If an individual requires an interpreter, MSDE will provide one for you. Please contact the program monitor, Nicholas Miller at nicholas.miller1@maryland.gov with your request or if you have questions related to the Infant & Early Childhood Mental Health Support Services Grant.

Nicholas Miller

Early Childhood Project Manager

Division of Early Childhood

(410) 767-8959

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A list of frequently asked questions (FAQ) and answers will be posted to the [Division of Early childhood website](#) following customer service support sessions

Non-Discrimination Statement

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:

Agency Equity Officer
Office of Equity Assurance and Compliance
Office of the Deputy State Superintendent of Operations
Maryland State Department of Education
200 W. Baltimore Street
Baltimore, Maryland 21201-2595
Oeac.msde@maryland.gov
Deaf and Hard of Hearing Use Relay

The General Education Provisions Act (GEPA) Sect 427

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 to overcome barriers to equitable participation.