MARYLAND STATE DEPARTMENT OF
EDUCATION
EQUITY AND EXCELLENCE

GRANT INFORMATION GUIDE

FY23 Operating Grant to Student Support Network

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

This grant is intended to support the operating costs of the Student Support Network - a non-profit organization serving students in Baltimore County, Maryland. The Student Support Network provides school supplies, food, clothing hygiene products, and other supplies to meet the needs of students living in poverty. Established in 2015, the Student Support Network has expanded to 15 schools, each with a "Room of Support". Along with a network of volunteers, students may access supplies to equip children with the materials, nutrition, and support they need to learn and be well. Currently, there are an additional 17 schools on the waiting list to join the Network.

The Operating Grant to the Student Support Network is provided under the American Rescue Plan (ARP) State and Local Fiscal Relief Fund. The FY23 grant is in alignment with the federal program. Please note, federal guidelines may be updated based on new or modified requirements from the Department of Treasury. The Maryland State Department of Education will coordinate programing and reporting under this program.

NAME OF GRANT PROGRAM

FY2023 Operating Grant to Student Support Network

AUTHORIZATION

U.S. Department of the Treasury: American Rescue Plan - Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – Fiscal Year 2023

PURPOSE

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan, is designed to support communities as they recover from the COVID-19 public health emergency. The School Support Network is a community-based non-profit serving low-income students and families across 15 schools in Baltimore County. Program components include:

- Room of Support – providing free school supplies, clean clothing and physical education uniforms, winter outerwear, backpacks, non-perishable food and fresh produce, and personal care products;

- Network Essentials Delivery - delivering food and essential items to families as needed;

- Network Volunteer Program - supporting student programming, stocking the Room of Support, and fundraising.

DISSEMINATION

This grant program was released on July 8, 2022.

DEADLINE

The grant application is due no later than 5 p.m. on August 5, 2022.

GRANT PERIOD

July 1, 2022 – September 30, 2023

FUNDING AMOUNT AVAILABLE

There is $1,000,000 in funding available.

SUBMISSION INSTRUCTIONS

The FY23 Operating Grant to Student Support Network Grant Information Guide (GIG) and Application can be downloaded from the MSDE grants page. A signed electronic copy in PDF format, must be submitted by email to Justin.Dayhoff@maryland.gov.

STATE RESPONSIBILITIES

MSDE will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals.

PROGRAM CONTACT

Justin Dayhoff
Assistant State Superintendent
Maryland State Department of Education
justin.dayhoff@maryland.gov
410-767-0439 (office)

Use of Funds

This is a one-time grant for FY23 to support programs and services that respond to the public health and negative economic impacts of the pandemic. Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation (i.e., receipts, purchase orders).

Funds may be used to:

- Support operating expenses related to program delivery;
- Purchase materials and supplies to support student engagement in programming;
- Support transportation costs for students and advisors participating in programming;
- Provide services for students related to participation in the Student Support Network; and
- Operating costs of the organization.

Funds may not be used for:

- Construction of temporary or permanent structures.

Program Requirements

The Student Support Network provides school supplies, food, clothing hygiene products, and other supplies to meet the needs of students living in poverty. Established in 2015, the Student Support Network has expanded to 15 schools, each with a "Room of Support". Along with a network of volunteers, students may access supplies to equip children with the materials, nutrition, and support they need to learn and be well. Currently, there are an additional 17 schools on the waiting list to join the Network.

The FY23 Operating Grant to Student Support Network is to support the on-going operation costs and ensure continued services to students. The application for funding must include information about the services to be supported by the funding as well as the outcomes expected. The application includes identification of the Goals, Impact and Measurable Success Criteria for the program, as well as a proposed budget and program assurances.

Application for Funding

REQUIRED COMPONENTS

A.   Application Cover Page (1 page)

The cover page includes all contact information and grant partnership information including the total amount of the grant and the organization's Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number if available.

B.   Project Narrative (5-page limit)

The FY23 Operating Grant to Student Support Network is to support on-going operation costs and ensure continued services to students in Baltimore. The application for funding must include information about the services to be supported by the funding as well as the outcomes expected.

- Extent of Need

Describe the conditions or needs to be addressed through the FY23 Operating Grant to Student Support Network. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the Operating Grant funds will address the problem and show how those efforts are effective.

- Goals and Measurable Outcomes

State the overall goals of the FY23 Operating Grant to Student Support Network. The goals should address the main problem identified in the needs assessment. The application must identify at least three goals for the grant program. For each goal statement, identify objectives or anticipated outcomes to be accomplished. For instance, if the project seeks to increase student achievement by training teachers, there must be measurable outcomes for both students and teachers.

- Plan of Operation, Key Personnel, and Timeline

Discuss the strategies and activities to be used to accomplish the outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. How will grant funds support these strategies and how many students will be served? In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

- 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.

- Evaluation and Dissemination Plan

Grantees are required to submit annual evaluation report and quarterly progress reports that are consistent with the project's goal and objective(s). Keep in mind that the final evaluation will consider

the entire project, beginning to end. It should not be viewed as what is done after the project's completion, but as an integral element in the project's planning, design, and implementation.

C. Budget and Budget Narrative (2-page limit)

The itemized budget form (C-1-25) can be accessed through the MSDE grants website, and a proposed budget must be submitted with the application. The application form includes a space for applicants to provide the program's budget and a budget narrative. All costs described in the narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget.

For entities expending federal funds of $750,00 or more in a single fiscal year a copy of the most recent Single Audit Report is required with the grant application. A Request for Taxpayer Identification Number and Certification (W-9 Form) is completed for first time applicants and/or grantees.

D. Attachments and Supporting Documentation:
- Signed Recipient Assurances - Please read and complete the Recipient Assurances page.
- An Excel version of the proposed Itemized Budget Form (C-1-25).
- Taxpayer Identification Number and Certification (W-9 Form).

The Review Process

The review of the Operating Grant to the Student Support Network Application includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding.

Project Narrative (90 Points)			
Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Extent of Need (30 Points)	The extent of need is clearly described; the program need is evident. 30-26	There is a limited description of the extent of need. 25-12	The extent of need is not clearly identified. 12-0
Goals and Measurable Outcomes (20 Points)	Identifies multiple, measurable goals, and outcomes. Includes a clear narrative to achieve these goals. Outcome statements are clear and tell how the project's target population would improve. 20-16	Partially lists goals and outcomes and does not include measures of progress towards the goal. Notes outcomes does not align to the problem/need. 15-7	Incomplete identification of goals and outcomes. Statements are vague and not measurable. 7-0
Plan of Operation, Key Personnel, and Project Timeline (20 Points)	Includes a detailed plan of operation and timeline that addresses each goal. item identified in the GIG. Activities occur within the grant period. 20-16	A broad plan of operation that addresses some items identified in the statement of need. 15-7	The plan of operation provided does not address the items identified in the statement of need. 7-0

Evidence of Impact (10 Points)	The application identifies multiple strategies that are evidence-based and will lead to the desired impact. 10-8	The application identifies how proposed strategies are evidence-based and will lead to the desired impact. 7-5	The application does not identify evidence of impact. 4-0
Evaluation (10 Points)	The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate and report on outcomes. 10-8	The application somewhat identifies measurable program improvements and the data that will be reviewed. 7-5	The application does not identify measurable program improvements. There is a limited plan to report on outcomes. 4-0
Budget (10 Points)			
Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Budget Narrative (10 Points)	The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct. 10-6	The application includes a broad budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated but lacks detail. 5-3	The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors. 2-0

AWARD NOTIFICATION

Notification of awards will be sent by email in August 2022. Processing of the official Notice of Grant Awards (NOGA) will begin on August 12, 2022. Please note this process can take 4-6 weeks.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Ongoing	Fiscal and program monitoring
Oct. 15, 2022	Q1: Quarterly Project Updates (Narrative and Fiscal)
Jan. 15, 2023	Q2: Quarterly Project Updates
April 15, 2023	Q3: Quarterly Project Updates
July 15, 2023	Q4: Quarterly Project Updates

September 30, 2023	Grant Period Ends
Oct. 30, 2023	Final Evaluation Report (Narrative and Fiscal)

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

The General Education Provisions Act (GEPA), Section 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 in order to overcome barriers to equitable participation.

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:

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

Customer Service Support Session

The MSDE will provide customer service support to Thread regarding the completion of the application on Thursday, June 2, 2022. During this session, MSDE personnel will provide an overview of the grant funding, the requirements, and the application process.

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the MSDE website.

Date	Program Milestone
July 8, 2022	MSDE disseminates the grant information and opens the application submission window

July 13, 2022	The MSDE will hold an information session from 1-2 pm to answer questions and provide customer service and support
August 5, 2022	The grant application period closes – Application and all attachments are due to MSDE
August 12, 2022	MSDE completes application review and notifies awardee
July 1, 2022 – Sept. 30, 2023	Grant Period
October 30, 2023	Final Evaluation and Report (Narrative and Fiscal)

Submission

Proposals for funding must include a completed application with all required components and attachments. Applications must be submitted in pdf format by email to the program contact at justin.dayhoff@maryland.gov. and due by 5:00 p.m. on August 5, 2022.

Attachments

- MSDE Recipient Assurances page
- MSDE Itemized Budget Form (C-1-25)
- Taxpayer Identification Number and Certification (W-9 Form)