GRANT INFORMATION GUIDE

FY23 Lead Higher Program Grants

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

In 2016, Maryland was selected as one of two states in the nation to join the *Lead Higher* initiative. *Lead Higher* is an initiative to close equity gaps for lower income students and students of color in its high schools' most rigorous courses and increase Advance Placement (AP) and International Baccalaureate (IB) access.

The Maryland State Department of Education (MSDE) will reimburse local education agencies (LEAs) for the costs of Equal Opportunity Schools (EOS) programs in the twenty-eight (28) identified high schools. The Equal Opportunity Schools organization collaborates with school districts to increase equitable enrollment in rigorous courses by providing onsite technical assistance to analyze data, create a strategy to reach and recruit students, providing ongoing planning support, data tools and enrollment tracking.

NAME OF GRANT PROGRAM

FY23 Lead Higher Program Grants

AUTHORIZATION

Title IV, Part A, Student Support and Academic Enrichment Program

PURPOSE

The purpose is to increase the capacity of LEAs, campuses, and communities to provide all students access to a well-rounded education, improve academic outcomes by maintaining safe and healthy students, and improve the use of technology to advance student academic achievement. LEAs have identified high schools that partner with EOS to identify low-income students and students of color that have potential and are missed in typical identification methods for AP/IB. The objective is to identify and remove systemic barriers, increase students' measures of belong, transform adult mindsets on who belongs and increase enrollments and participation in AP and IB courses meaningfully.

DISSEMINATION

This grant program will be released on November 14, 2022

DEADLINE

The grant application is due no later than 5:00 p.m. on December 14, 2022

GRANT PERIOD

July 1, 2022 – June 30, 2023

FUNDING AMOUNT AVAILABLE

Funding of $280,000 will be provided for LEAs for Cohorts 4, 5, and 6. There is $10,000 in funding available for each participating school. The cohorts are as follows:

Cohort 4: Calvert County and Howard County
Cohort 5: Baltimore City, Baltimore County and Charles County
Cohort 6: Cecil County and Prince George's County

Submission Instructions

The FY23 Lead Higher Program Grants 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 Susan.Spinnato@maryland.gov.

STATE RESPONSIBILITIES

The Maryland State Department of Education (MSDE) will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals. MSDE will monitor grant program activities, ensure that programs are being implemented according to their approved plan and with fidelity, ensuring that funds are being spent down on schedule, and monitoring student outcomes.

PROGRAM CONTACT

Susan Spinnato
Director of Instructional Programs
Maryland State Department of Education
susan.spinnato@maryland.gov
410-767-0349 (office)

Use of Funds

Funds may be used to partially reimburse LEAs for costs of EOS programs in identified high schools.

Funds may not be used for the following purposes (Sec. 4001(b)(c) and 8526 of the ESEA, as amended by ESSA):

- For construction, renovation, or repair of any school facility
- Regular bus transportation to/from school.
- To promote or encourage sexual activity.
- To distribute legally obscene materials or provide age-inappropriate sex education or HIV prevention education.
- Medical services, drug treatments, and rehabilitation.

Program Requirements

LEAs will identify participating schools to partner with EOS to implement the program, including data analysis and tools, to enroll and support low-income and students of color in AP courses.

Application for Funding

REQUIRED COMPONENTS

A. Application Cover 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

The application for funding must include information about the services to be supported by the funding as well as the outcomes expected.

- Evidence of Impact

Describe how the proposed plan and strategies being implemented are evidenced-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.

- Extent of Need

Describe the conditions or needs to be addressed through the funding. Describe how the grant funds will address the problem and show how those efforts are effective.

- Goals and Measurable Outcomes

State the overall goal(s) of the FY23 Lead Higher Program. The goal(s) should address the main problem identified and address the program requirements listed above. For each goal statement, identify 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

Provide the activities to be used to accomplish the outcomes for each goal. 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.

- Evaluation Plan

Grantees are required to submit an 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 Thread 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 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meets Criteria
Impact of Need (20 Points)	The impact of Need is clearly described; the program need is evident (20-16)	There is a limited description of the impact of need (15-7)	The impact of need is not clearly identified (7-0)
Extent of Need (15 Points)	The extent of need is clearly described; the program need is evident. (15-11)	There is a limited description of the extent of need. (10-6)	The extent of need is not clearly identified. (6-0)
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)

Evaluation (15 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. (15-11)	The application identifies measurable program improvements and the data that will be reviewed. (10-6)	The application does not identify measurable program improvements. There is a limited plan to report on outcomes. (5-0)
Budget (10 Points)			
Plan Criteria	**Level 3** **Exceeds Criteria**	**Level 2** **Meets Criteria**	**Level 1** **Does Not Meets 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 on December 21, 2022. Please note this process can take 4-6 weeks.

Reporting Requirements

LEAs must submit the following reports and must comply with the following reporting requirements:

Date	Reporting Requirements
Within 30 days of Notice of Grant Award	Signed C-125 and assurances due
Signed Interim Progress Reports (C-1-25-C)	Every three months (quarterly) due on the following dates: • Quarter two ending 12/31/22 due January 15, 2023 • Quarter three ending 3/31/23 due April 15, 2023
Final Program and Expenditure Report (C-1-25-D)	Due thirty days after the end of the grant term on July 30, 2023

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 30 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 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 Lead Higher Program Grants applicants regarding the completion of the application on Friday, November 18, 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
November 14, 2022	MSDE disseminates the grant information and opens the application submission window
November 18, 2022	The MSDE will hold an information session from 10-11am to answer questions and provide customer service and support
December 14, 2022	The grant application period closes – Application and all attachments are due to MSDE
December 21, 2022	MSDE completes application review and notifies awardees
July 1, 2022 – June 30, 2023	Grant Period

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 susan.spinnato@maryland.gov and due by 5:00 p.m. on Friday, December 14, 2022.

Attachments

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