



GRANT INFORMATION GUIDE

FY 2023 Maryland AWARE

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21211

Deadline

January 30, 2023
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Table of Contents

Program Description.....	3
Name of Grant Program	3
Authorization	3
Purpose.....	3
Dissemination	3
Deadline	3
Grant Period.....	3
FUNDING AMOUNT AVAILABLE	3
Eligibility	4
Submission Instructions.....	4
State Responsibilities.....	4
Program Contact	4
Use of Funds	4
Program Requirements	4
Application for Funding.....	5
REQUIRED COMPONENTS.....	5
The Review Process.....	6
Award Notification.....	8
Reporting Requirements.....	8
The General Education Provisions Act (GEPA), Section 427	9
Non-Discrimination Statement.....	9
Customer Service Support Session.....	10
Grant Timeline	10
Attachments	10

Program Description

In fiscal year (FY) 2020, the Substance Abuse and Mental Health Services Administration (SAMHSA) authorized grant funds for Project A.W.A.R.E. (Advancing Wellness and Resilience in Education) to State Education Agencies (SEAs). The grant seeks to build or expand the capacity of SEAs in partnership with State Mental Health Agencies (SMHAs) overseeing school-aged youth with three local education agencies (LEAs).

NAME OF GRANT PROGRAM

FY2023 Maryland AWARE

AUTHORIZATION

The Substance Abuse and Mental Health Services Administration 520A (290bb-32) of the PHS Act, As Amended

PURPOSE

To increase the SEA's capacity in collaboration with State Mental Health Agencies overseeing school-aged youth with three LEAs, to:

- a) Increase awareness of mental health issues among school-aged youth;
- b) Provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues; and
- c) Connect school-aged youth who may have behavioral health issues (including serious emotional disturbance - SED) or serious mental illness (SMI) and their families to needed services.

SAMHSA expects that this program will focus on partnerships and collaboration between state and local systems to promote the healthy development of school-aged youth and prevent youth violence.

DISSEMINATION

This grant program was released on December 30, 2022.

DEADLINE

The grant application is due no later than 5 p.m. on January 30, 2023.

GRANT PERIOD

Length of Grant: Five Years

The period of availability for Year 3 is September 30, 2022 – September 29, 2023. The MSDE will award grants for Year 3, which is subject to successful completion of grant requirements.

FUNDING AMOUNT AVAILABLE

There is \$1,664,789.30 in funding available.

ELIGIBILITY

This is a continuation grant and only those who received Year 1-2 award are eligible to reapply.

SUBMISSION INSTRUCTIONS

The FY 2023 Maryland AWARE Grant Renewal Application can be downloaded from the [MSDE grants page](#). A signed electronic copy in PDF format must be submitted by email to Renee.Neely@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

Dr. Renee Neely
Comprehensive Planning Specialist
Division of Student Support, Academic Enrichment, and Educational Policy
Maryland State Department of Education
Renee.Neely@maryland.gov
410-767-0294 (office)

Use of Funds

This FY 2023 grant supports programs to supplement any of the activities listed below:

- Personnel (non-research)
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Indirect Cost

Funds may not be used for:

- Construction of temporary or permanent structures.

Program Requirements

Grantees should implement the following strategies:

- a) Develop and maintain collaborative partnerships between the LEA, the SEA, a State Mental Health Agency, and at least one local community public or private non-profit provider of behavioral health services.
- b) Provide support to assist teachers and school personnel to develop skills that promote staff wellness, mental well-being, and resilience to better support and refer school-aged youth and behavioral health issues to needed services.
- c) Establish and maintain collaborative relationships with families, community groups, family and peer support services, behavioral health providers, and local businesses to broaden and link available community resources to school-aged youth and their families.

- d) Review and report performance measures data, assessed progress, and plan of action to improve the management of services that are being provided.
- e) Develop a sustainability plan that would include but not be limited to, changes in policy that support the infrastructure needed to maintain and possibly expand behavioral health services and support for school-aged youth when federal funding ends.

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 (up to 5-page limit)

The purpose of the FY23 Maryland AWARE grant is to increase awareness of mental health issues among school-aged youth, to provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues, and to connect school-aged youth who may have behavioral health issues (including serious emotional disturbance - SED) or serious mental illness (SMI) and their families to needed services. The application for funding must include information about the services to be supported by funding, as well as the outcomes expected.

- **Extent of Need**

Describe the conditions or needs to be addressed through the FY2023 Project AWARE grant program. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the grant funds will address the problem and show how those efforts are effective.

- **Goals and Measurable Outcomes**

Indicate the performance goal(s) to which you will target the resources provided by this grant. Identify the measurable outcomes.

- **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 who will be served? In the application, 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 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

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.

D. Attachments and Supporting Documentation:

- [Signed Recipient Assurances](#) - Read and complete the Recipient Assurances page.
- An Excel version of the proposed Itemized Budget Form (C-1-25).

The Review Process

The review of the grant 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 Meet Criteria
Extent of Need (30 Points)	The extent of need section includes multiply problems e.g., lack of awareness of mental health issues among school-aged youth, lack of training for staff in school, no connection source for students that the Project AWARE program will address, provides a needs assessment and supporting data. 30-26	The extent of need for the project adequately defines at least one problem (e.g., lack of training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues) the Project AWARE program will address, provides a needs assessment and supporting data. 25-12	The extent of need for the project section fails to define the problem or obstacle the Project AWARE program will address. 12-0
Goals and Measurable Outcomes (20 Points)	The application articulates multiple exemplary measurable goals, and outcomes. Outcome statements align with the problem need and tell how the project's target population would improve. 20-16	The application lists goals and outcomes and includes measures of progress towards meeting the goal. Outcome statements align to the problem/need. 15-17	The application includes an incomplete identification of goals and outcomes. Statements are vague and not measurable. 7-10

<p>Plan of Operation, Key Personnel, and Project Timeline (20 Points)</p>	<p>There is a detailed plan of operation that addresses items identified in the statement of need. Key Personnel are listed and a breakdown of FTE of their salary is assigned to the grant e.g., Anne Smith 50% FTE \$25,000, and a project timeline that lists which staff members will complete each task and when.</p> <p>20-16</p>	<p>There is a detailed plan of operation that addresses items identified in the statement of need. Key Personnel are listed, and a project timeline established.</p> <p>15-17</p>	<p>The plan of operation provided does not address the items identified in the statement of need, key personnel are listed but no project timeline is provided.</p> <p>7-0</p>
<p>Evidence of Impact (10 Points)</p>	<p>The application significantly describes how all proposed strategies are evidence and research-based and explains how the evidence will lead to desired outcomes. They provide a link to research data and provide data on how students in their program have progressed in prior years. They can share ongoing progress with students who previously participated in the Project AWARE program.</p> <p>10-8</p>	<p>The application adequately describes how proposed strategies are evidence and research based. They provide a link to research data and provide data on how students in their program have progressed in prior years.</p> <p>7-5</p>	<p>The application does not describe the evidence of impact.</p> <p>4-0</p>
<p>Evaluation (10 Points)</p>	<p>The application includes an evaluation plan that includes evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives. They also list who is assigned to this task and timeline to complete.</p> <p>10-6</p>	<p>The application includes an evaluation plan that includes evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives.</p> <p>7-5</p>	<p>The application does not include an evaluation plan, or it doesn't include all the areas addressed in the GIG.</p> <p>2-0</p>

Budget (10 Points)			
Plan Criteria	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Budget Narrative and Worksheet (10 Points)	The application includes a budget and budget narrative that lists and describes budget categories e.g., salaries \$10,000 lists personnel name and job description and amount assigned. Line-item amounts show how the cost of each item was calculated. All line-item costs, including indirect cost, are calculated correctly. Items on the budget narrative are allowable, allocable, and reasonable. The budget, budget narrative and C-1-25 agree. The agency provides additional details than required.	The application includes a budget and budget narrative that lists and describes budget categories e.g., salaries \$10,000 lists personnel name and job description and amount assigned. Line-item amounts show how the cost of each item was calculated. All line-item costs, including indirect cost, are calculated correctly. Items on the budget narrative are allowable, allocable, and reasonable. The budget, budget narrative and C-1-25 agree.	The application lacks a budget and budget narrative or lacks detail and is not itemized. Budget contains errors.
	10-6	5-3	2-0

AWARD NOTIFICATION

Notification of awards will be sent by email in February 2023. Processing of the official Notice of Grant Awards (NOGAs) will begin on February 13, 2023. 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
January 30, 2023	Q1: Grant Application
February 28, 2023	Q1: Quarterly Project Updates
April 15, 2023	Q2: Quarterly Project Updates
July 15, 2023	Q3: Quarterly Project Updates
September 30, 2023	Q4: Quarterly Project Updates
September 30, 2023	Grant Period Ends
October 30, 2023	Final Evaluation Report (Narrative and Fiscal) due

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 grantees regarding the completion of the application on January 6, 2023, from 1:00 pm. to 2:00 pm. During this session, MSDE personnel will provide an overview of the grant funding, the requirements, and the application process. The Customer Service Support Session can be accessed here: meet.google.com/myq-kics-njs.

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the [MSDE website](#).

Date	Program Milestone
December 30, 2022	MSDE disseminates the grant information and opens the application submission window
January 6, 2023	The MSDE will hold an information session from 1-2 pm to answer questions and provide customer service and support: meet.google.com/myq-kics-njs .
January 30, 2023	The grant application period closes – Application and all attachments are due to MSDE
February 13, 2023	MSDE completes application review and notifies awardee
September 30, 2022 – September 29, 2023	Grant Period
October 30, 2023	Final Evaluation and Report (Narrative and Fiscal) due

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 Renee.Neely@maryland.gov. and due by 5:00 p.m. on January 30, 2023.

Attachments

- MSDE [Recipient Assurances](#) page
- MSDE [Itemized Budget Form \(C-1-25\)](#)