



Application

Title I 1003(a) Supplemental Special Grant for LEA Support to Focus and Approaching Target Schools

School Year 2012-2013

Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201

Deadline for Submission
mm dd, 2013

Title I 1003(a) Supplemental Special Grant for LEA Support to Focus and Approaching Target Schools

**APPLICATION COVER SHEET
SCHOOL YEAR 2012-2013**

LOCAL SCHOOL SYSTEM: _____

CONTACT PERSON: _____

POSITION/TITLE: _____

ADDRESS: _____

TELEPHONE / FAX NUMBER: _____

E-MAIL: _____

MSDE PROJECT CONTACT:

Title I 1003(a) Supplemental Special LEA Grant for Support to Focus and Approaching Target Schools
Nola Cromer – Lead Specialist
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Title I 1003(a) Supplemental Special LEA Support to Focus and Approaching Target Schools

GENERAL ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant will operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act.
2. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, failures of MSDE to supervise, evaluate, or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
3. Grantee shall establish and maintain fiscal control and fund accounting procedures, as set forth in 34 CFR Parts 76 & 80 and in applicable statute and regulation.
4. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. **Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.**
5. Entities receiving federal funds of \$500,000 or more must have an annual financial and compliance audit in accordance with OMB Circular A-133.
6. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of three years, or longer if required by federal regulation, after termination of the grant agreement. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
7. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded.
8. Grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, *whichever is greater*. Grantee must support the request with reason for the requested change. Budget alignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extensions, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall repay any funds that have been finally determined through the federal or State audit resolution process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government.
11. If the grantee fails to fulfill its obligations under the grant agreement properly and on time, or otherwise violates any provision of the grant, **including maintaining proper documentation and records as required by pertinent federal and State statute and regulations**, MSDE may suspend or terminate the grant by written notice to the grantee. The notice shall specify those acts or omissions relied upon as cause for suspension or termination. Grantee shall repay MSDE for any funds that have been determined through audit to have been misspent, unspent, misapplied, or otherwise not properly accounted for. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

Superintendent of Schools/Head of Grantee Agency	Date

List of Focus Schools

Name of School	Achievement Gap Content Area(s)	Achievement Gap Subgroup	Will Be Served With These Funds (Y or N)

List of Approaching Target Schools

Name of School	AMO(s) Not Met in the Following Content Area(s)	Subgroup(s) Where Target AMO Was Not Met	Will Be Served With These Funds (Y or N)

Strategies for Approaching Target and Focus Schools

Describe the strategies that the LEA will provide to its Approaching Target and Focus schools. For each strategy, indicate the schools that will be involved, and an approximate timeframe. Be sure to target the funds towards the particular content area in which schools were identified. **Note:** An LEA may decide to provide activities for some of its schools, but, not necessarily, all its schools based on their needs.

Strategy 1:	
Schools Involved:	
Timeframe:	
How will the effectiveness of this strategy be determined? LEAs should discuss:	
<ul style="list-style-type: none"> • What assessments will be used to determine if the selected strategy/activities has been effective? • If the strategy/activities are not producing the expected results, there should be a plan to immediately address the ineffectiveness. 	

Strategy 2:	
Schools Involved:	
Timeframe:	
How will the effectiveness of this strategy be determined? LEAs should discuss:	
<ul style="list-style-type: none"> • What assessments will be used to determine if the selected strategy/activities has been effective? • If the strategy/activities are not producing the expected results, there should be a plan to immediately address the ineffectiveness. 	

Strategy 3:	
Schools Involved:	
Timeframe:	
How will the effectiveness of this strategy be determined? LEAs should discuss:	
<ul style="list-style-type: none"> • What assessments will be used to determine if the selected strategy/activities has been effective? • If the strategy/activities are not producing the expected results, there should be a plan to immediately address the ineffectiveness. 	

Budget Narrative

The budget narrative should demonstrate the extent to which the budget is reasonable and cost-effective. All strategies/activities described under Section A and Section B with associated costs will appear in the appropriate budget narratives.

Group line items according to the following categories: *Salaries & Wages, Contracted Services, Supplies & Materials, Other Charges, Equipment, and Transfers*. For example “meeting expenses” can be broken down into room rental, photocopying, and refreshments. There is no page limit for the budget. Describe in detail. The derivation of each cost must be shown. **Indirect Cost is allowable in the Special Grant for LEA Support to Focus and Approaching Target Schools.**

Show how the expense was calculated for each line item and total each category. Reviewers will use this information to determine if your budget is reasonable and cost effective.

The MSDE Proposed C-1-25 Budget Form

Proposed Budget C-1-25 contains the itemized budget form that must be submitted with the RFP. If you are having difficulties categorizing your budget, consult with the financial officer in your local school system.

This form must be signed by both your district’s Finance Officer and the Superintendent.

Only the most current grant budget forms will be accepted, so please use the forms found on MSDE’s website.

1. <http://marylandpublicschools.org/MSDE>
2. <http://marylandpublicschools.org/MSDE/aboutmsde/highlights>
3. <http://marylandpublicschools.org/MSDE/divisions/superintendent/grants/overview.htm>
4. <http://marylandpublicschools.org/MSDE/divisions/superintendent/grants/Budget+Information>

Or

Go to the <http://marylandpublicschools.org/MSDE> website
Click More Highlights (on the left side under Highlights) Click Grants

Insert C-125

<http://www.marylandpublicschools.org/MSDE/divisions/superintendent/grants/Budget+Information>

Consolidated LEA Budget Narrative Document

Line Item	Description	Total
<i>Salaries & Wages</i>		
<i>Contracted Services</i>		
<i>Supplies & Materials</i>		
<i>Other Charges</i>		
<i>Equipment</i>		
Total Costs		
Total Fixed Charges		
Total Requested		