



GRANT INFORMATION GUIDE

Fiscal Year 2024 Maryland AWARE

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

September 15, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

In Fiscal Year 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).

Authorization

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

GRANT OVERVIEW

Name of Grant Program

Fiscal Year 2024 Maryland AWARE

Purpose

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

- Increase awareness of mental health issues among school-aged youth;
- Provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues; and
- 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 Information Guide (GIG) was released on July 31, 2023.

Deadline

Proposals are due no later than 5:00 p.m. on September 15, 2023.

Grant Period

Length of Grant: Five Years (this is year 4 of 5)

The period of availability for Year 4 is September 30, 2023 – September 29, 2024. MSDE will award grants for Year 4, which is subject to successful completion of grant requirements.

Funding Amount Available

There \$1,664,789.30 In funding available.

Submission Instructions

The Fiscal Year 2024 Maryland AWARE Grant Renewal Application can be downloaded from the MSDE grants page. A signed electronic copy in PDF format must be submitted by 5:00 p.m. September 15, 2023, via email to Renee Neely at renee.neely@maryland.gov.

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide additional assistance when requested.

Program Contact

Dr. Renee Neely
Comprehensive Planning Specialist
410-767-0294
renee.neely@maryland.gov

Eligibility

This is a continuation grant and only those who received Years 1-3 award are eligible to reapply.

Use of Funds

This Fiscal Year 2024 grant supports programs to supplement any of the activities listed below:

- Personnel Salaries (non-research)
- Fringe Benefits
- Travel
- Supplies
- Contractual Services
- Indirect Costs

Funds may not be used for:

- Construction of temporary or permanent structures.

Program Requirements

Grantees should implement the following strategies:

- 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.
- 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.
- 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.
- Review and report performance measures data, assessed progress, and plan of action to improve the management of services that are being provided.
- 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 Requirements

COVER PAGE

Applications must include the Proposal Cover Page provided in the application for participation that includes a project statement. The applicant should provide their contact information, grant partnership information, and the organization's Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number, if available. The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do, and how it will be accomplished). Do not exceed the 100-word limit. The Proposal Cover Page should be printed and signed by the Superintendent.

PROJECT ABSTRACT (1 PAGE)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization's efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

PROJECT NARRATIVE

The purpose of the Fiscal Year 2024 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. The project narrative consists of the following sections. These sections will be scored by reviewers.

- Extent of Need (30 Points)
- Goals and Outcomes (20 Points)
- Plan of Operation, Key Personnel, and Project Timeline (20 Points)
- Evidence of Impact and Evaluation (20 Points)

EXTENT OF NEED

Describe the conditions or needs to be addressed through the Fiscal Year 2024 Maryland 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 OUTCOMES

Applicants are required to set an overall goal for the project. Determining the program goal is an important part of evaluating your program. Applicants must complete the chart with SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound) program goals that must be aligned with the Plan of Operation and the Blueprint Pillar 4 Objective 5. Examples of Goals and Outcomes are below:

Goal 1: All new referrals with identified mental and behavioral health needs are obtaining support services at least once per week.

Outcome 1: Student behavioral health needs are identified, and all students have access to behavioral health services through school-based or community-based services.

Goal 2: After three (3) months of receiving mental and behavioral health services students can use their acquired coping skills.

Outcome 2: Students can appropriately respond to a difficult situation without posing a danger to themselves or others.

Goal 3: All staff and students will be trained in suicide awareness and prevention by September 30th each school year.

Outcome 3: Staff and students can recognize and appropriately respond to suicidal ideation crisis/situations.

Goal 4: At least 100 community members will be trained in Youth Mental Health First Aid by the end of the grant period.

Outcome 4: Community members will be able to recognize and appropriately respond to youth that are experiencing mental health needs.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Discuss the strategies and activities to be used to accomplish the goals and outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish goals and outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the goals and 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. Include success stories of your program for previous years.

EVALUATION

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.

Budget and Budget Narrative

The project's budget (10 points) should be submitted on MSDE's C-1-25 form. The budget narrative should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. 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.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, "meeting expenses" can be broken down into room rental, photocopying and refreshments. There is no page limit for the budget, so be as detailed as possible.

Clearly show the requested funds and in-kind contributions for each line item if applicable. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. Show how the expenses were calculated for each line item. Reviewers will use this information to determine if the budget is reasonable and cost-effective. See a sample budget below:

1. Salaries & wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
Project Manager, LEA staff member	\$50/hr. x 40 hrs. per week x 52 weeks	\$83,200	\$20,800	\$104,000
Total for salaries & wages:		\$83,200	\$20,800	\$104,000

2. Contracted Services

Line item	Calculation	Requested	In-Kind	Total
4 LEA Distinguished Teachers to co-develop PD session 1	\$1,500 stipends x 4 Distinguished Teachers	\$6,000	0	\$6,000
4 IHE Faculty members to co-develop PD session 1	\$1,500 stipends x 4 faculty members	\$6,000	0	\$6,000
2 LEA Distinguished Teachers to co-facilitate PD session 1	\$1,000 stipends x 2 Distinguished Teachers	\$2,000	0	\$2,000
20 LEA teacher participants to attend PD session 1	\$125/session x 20 participants	\$2,500	0	\$2,500
20 teacher candidate stipends during 21 st century practicum	\$10,000 per full year practicum x 20 candidates	\$150,000	\$50,000	\$200,000
Total for contracted services:		\$166,500	\$50,000	\$216,500

Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

Appendix A: [A signed recipient assurances page](#)

Appendix B: An Excel version of the proposed itemized [C-1-25 MSDE Budget Form](#)

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.

GRANT TIMELINE

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

Date	Reporting Requirements for Each Year
July 31, 2023	MSDE disseminates the grant information and opens the application submission window.
August 9, 2023 August 16, 2023	MSDE will hold an information session from 1:00 p.m. to 2:00 p.m. to answer questions and provide customer service and support: meet.google.com/myq-kics-njs .
September 15, 2023	The grant application period closes. Application and all attachments are due to MSDE.
September 29, 2023	MSDE completes application review and notifies awardee
September 30, 2023, to September 29, 2024	Grant Period
October 31, 2024	Final Evaluation and Report due (Narrative and Fiscal)

Maryland AWARE Grant Fund Scoring Rubric

Areas	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 multiple 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) and provides a needs assessment and supporting data.	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) that the Project AWARE program will address and provides a needs assessment and supporting data.	The extent of need for the project section fails to define the problem or obstacle the Project AWARE program will address.
Goals, Measurable Outcomes, and Milestones (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.	The application lists goals and outcomes and includes measures of progress towards meeting the goal. Outcome statements align to the problem/need.	The application includes an incomplete identification of goals and outcomes. Statements are vague and not measurable.
Plan of Operation, Key Personnel, and Timeline (20 points)	There is a detailed plan of operation that addresses items identified in the statement of need. Key personnel are listed, and a breakdown of the FTE and their salary is assigned to the grant. There is a project timeline that lists which staff members will complete each task and when.	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.	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.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Evidence of Impact (10 points)	<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>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>The application does not describe the evidence of impact.</p>
Evaluation (10 points)	<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 the timeline to complete.</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>The application does not include an evaluation plan, or it doesn't include all the areas addressed in the grant information guide.</p>
Budget and Budget Narrative (10 points)	<p>The application includes a budget and budget narrative that lists and describes budget categories (e.g., salaries, \$10,000), lists personnel name, job description and amount assigned. Line-</p>	<p>The application includes a budget and budget narrative that lists and describes budget categories (e.g., salaries, \$10,000), lists personnel name, job description and amount assigned. Line-</p>	<p>The application lacks a budget and budget narrative or lacks detail and is not itemized. Budget contains errors.</p>

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	item amounts show how the cost of each item was calculated. All line-item costs, including indirect costs, 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.	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.	

AWARD NOTIFICATION

Notification of awards will be sent by email in September 2023. Processing of the official Notice of Grant Awards (NOGAs) will begin on September 29, 2023. Note this process can take 4-6 weeks.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Ongoing	Fiscal and Program Monitoring
January 15, 2024	Q1: Quarterly Project Updates
April 15, 2024	Q2: Quarterly Project Updates
July 15, 2024	Q3: Quarterly Project Updates
October 15, 2024	Q4: Quarterly Project Updates
September 30, 2024	Grant Period Ends
October 31, 2024	Final Evaluation Report due (Narrative and Fiscal)

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25-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.

The General Education Provisions Act (GEPA)

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

MSDE will hold a virtual customer service support session for interested applicants. During this session, MSDE personnel will provide an overview of the program, the requirements, and the proposal. To attend these sessions, please use the links below:

Customer Service Support Session 1

Wednesday, August 9, 2023 · 1:00 – 2:00 p.m.

Google Meet joining info

Video call link: <https://meet.google.com/zgd-ubeo-fqk>

Customer Service Support Session 2

Wednesday, August 16, 2023 · 1:00p.m. – 2:00p.m.

Google Meet joining info

Video call link: <https://meet.google.com/oag-mbty-yft>

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Renee Neely at renee.neely@maryland.gov with questions related to the Maryland AWARE grant.

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

Attachment

Maryland AWARE application for funding