



## GRANT INFORMATION GUIDE

# FY23 Adult High School Pilot Program Grants

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**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21211

**Deadline**

September 23, 2022  
No later than 5:00 p.m. EST

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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Secretary-Treasurer, Maryland State Board of Education

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## Program Description

This grant is intended to support the operating costs of approved Adult High School Pilot Programs (AHSP) in the State. The purpose of the AHSP funding is to establish an alternative method for adults who did not graduate from high school to earn a high school diploma and potentially to earn postsecondary education credits and industry-recognized certification in an environment that meets the needs of the adult learner. The AHSP develops career pathways and equitable opportunities to ensure AHSP participants will have gained the ability to equip themselves with skills, knowledge, and abilities necessary to pursue career pathways in high-growth industries.

AHSP seeks to develop additional partnerships and collaborations with a network of community schools, workforce development organizations, colleges, and universities. These partnerships and collaborations are aligned to improve the literacy skills, as well as abilities to perform specific job functions to move adult high school learners forward in their careers. The two approved AHSP that operate in Maryland are Elev8 South Baltimore Adult High School and the Goodwill Excel Center.

### NAME OF GRANT PROGRAM

2023 Adult High School Pilot Program Grants

### AUTHORIZATION

[House Bill 1381 \(2017\)](#) and [Senate Bill 630 \(2021\)](#)

### DISSEMINATION

This grant program was released on August 26, 2022.

### DEADLINE

The grant application is due no later than 5:00 p.m. on September 23, 2022.

### Grant Period

July 1, 2022 – June 30, 2023

### Funding Amount Available

There is \$500,000 in funding available with \$250,000 for each approved site.

### Number of Awards

2

### Submission Instructions

The FY23 Adult High School Pilot Program Grants Information Guide (GIG) and Application can be downloaded from the [MSDE grants page](#). A signed electronic copy of the completed applications in PDF format, must be submitted by email to [Susan.Spinnato@maryland.gov](mailto:Susan.Spinnato@maryland.gov).

## STATE RESPONSIBILITIES

The Maryland State Department of Education (MSDE) and the Maryland Department of Labor (MDL) will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals. The MSDE program contact will review all applications for eligibility and selection for awards. MSDE will monitor grantee progress through interim reports to ensure that programs are being implemented according to their approved plan and with fidelity. MSDE will monitor grant programs to ensure that funds are spent as scheduled with monitoring of student outcomes, as well as provide technical assistance, financial reports, and conduct on-site or virtual monitoring visits.

## PROGRAM CONTACT

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

## Use of Funds

Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation (i.e., receipts, purchase orders, etc.).

Funds may be used to:

- Support operating expenses related to program implementation
- Purchase materials and supplies to support the program
- Salaries
- Stipends
- Travel
- Equipment
- Operating costs of the organization

Funds may not be used for:

- Construction of temporary or permanent structures

## Program Requirements

The FY23 AHSP program grants are to support on-going operating costs of adult high school pilot program implementation. The application for funding must include information about the services to be supported by the funding as well as the outcomes expected.

The academic curriculum has been approved by MSDE and aligned to State of Maryland requirements for a diploma. The curriculum is multi-layered and evidence-based to provide the adult student with opportunities to acquire the necessary skills and abilities to pursue career aspirations and/or post-secondary educational goals.

The AHSP is operated in partnership with a local community college, adult education providers, and community partners to provide participants of the program a new pathway to a diploma. In addition, the

pilot program must provide academic classes and wrap around services to support adult students in their goal of becoming college and career ready.

The AHSP program is required to offer wrap-around services. These services are based on student needs and may include childcare, transportation, housing referrals, mental health, crisis intervention, substance abuse prevention or treatment and legal aid services. These types of support services assist adults with addressing complex needs in a positive way, in addition to contributing to the participant reaching their educational and career goals.

Specific requirements for the AHSP include the following:

- verification of enrollment and/or recruitment,
- diploma status, and
- number of current enrollments.

It will also include a description of any programs or partnerships with organizations and businesses for providing job skills, industry certifications or higher education credits. Included in the application are the Goals, Impact and Measurable Success Criteria for the Adult High School Pilot Program, as well as a proposed budget and program assurances.

## Application for Funding

### REQUIRED COMPONENTS

#### A. Application Cover Page

The cover page includes all contact information and grant partnership information including the contact information for the college and community partners. In addition, the applicant must provide the total amount of the grant and the organization’s Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number, if available. Applicants must also provide the address of the school location.

#### B. Adult High School Program Requirements: *(A Pilot Program Must Meet the Following Requirements)*

Requirements	Location/Status Verification
School Location	Provide the name, address of fixed school location(s) <i>(Include location and/or facility address, city and state)</i> and confirm
School Status	Confirmation of non-public school status

- [Advisory Committee](#)

An AHSP must have and be governed by an advisory board with between 11 and 25 members; MDL and MSDE each select 1 member of the board. Applicants must describe the role and function of the Advisory Council. A list of the current members is required as Attachment A.

- **Age Verification**

The AHSP must serve adults over the age of 21, who do not currently have a diploma. Students may not have completed a General Education Diploma (GED) or National External Diploma Program (NEDP). Applicants must provide a description of enrollment verification.

- **Diploma Status**

The AHSP must provide details of the verification process of student non-degree status.

- **GED/NEDP Status**

The AHSP must provide details regarding the process of verifying student status of program completion as well as for measuring student progress and college career readiness.

- **Partnerships/Collaborations**

The AHSP is required to provide descriptions of any programs or partnerships with organizations or businesses for providing training, industry certifications, and/or higher education credits.

- **Enrollment Requirements**

The AHSP is intended to serve up to 350 adult students at age 21 and over. Applicants must describe recruitment efforts to reach enrollment goals. Also, the enrollment management, including any procedures currently in place so the school does not exceed 350. (i.e. waitlist)

- **Wrap Around Services**

The AHSP program must offer individualized wrap-around services that are provided to the student and the student's family per HB1381. Applicants must provide a listing and description of all services provided.

- **Diploma Services**

AHSP must provide a description of the process for the distribution of diplomas, upon completion of the program.

- **Admission Standards**

AHSP is required to provide policies and requirements for admission standards.

- C. **Project Narrative**

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 funding. The extent of need should describe how grant funds will address problems and show how those efforts are effective such as providing flexible schedules for busy adults and time needed to complete courses. It should also describe how the implementation of an innovative program measures competency standards and workforce readiness.

- Evidence of Impact

The AHSP program provides continuous support and improvements to evaluations which drive enhancements in determining project goals, measures, and implementation of AHSP program requirements. In addition, the efficacy of the program is designed to enhance and improve factors which support advanced engagement, resulting in making a difference in educational outcomes.

- Goals and Measurable Outcomes

State the overall goal(s) of the FY23 Adult High School Pilot Program Grant. 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 annual evaluation reports 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.

#### D. 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.

#### E. 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 Adult High School Pilot Program application includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding. Applicants must meet a minimum score of 75.

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 (20 Points)	The extent of need is clearly described; the program need is evident.  20-16	There is a limited description of the extent of need.  15-7	The extent of need is not clearly identified.  6-0
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. Noted outcomes do not align to the problem/need.  15-7	Incomplete identification of goals and outcomes. Statements are vague and not measurable.  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 is included 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.  6-0
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 somewhat 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
Evidence of Impact (15 Points)	Demonstrates continuous improvements in evaluations and practices, advances positive change  15-11	There is a partial summary of the efficacy of the program. Outcomes do not support project, goals, or implementation  10-6	The evidence of impact or the efficacy is not clearly defined or identified in statement  5-0
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. <p style="text-align: center;">10-6</p>	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. <p style="text-align: center;">5-3</p>	The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors. <p style="text-align: center;">2-0</p>
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### AWARD NOTIFICATION

Notification of awards will be sent by email by September 30, 2022. Processing of the official Notice of Grant Awards (NOGA) will begin on September 30, 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
September 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 Adult High School Pilot Program Grant applicants regarding the completion of the application on Tuesday, August 30 and Wednesday, August 31, 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
August 26, 2022	MSDE disseminates the grant information and opens the application submission window
August 30-31, 2022	The MSDE will hold an information session from 10-11am to answer questions and provide customer service and support
September 23, 2022	The grant application period closes – Application and all attachments are due to MSDE
September 30, 2022	MSDE completes application review and notifies awardees
July 1, 2022 – June 30, 2023	Grant Period
Sept. 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 [susan.spinnato@maryland.gov](mailto:susan.spinnato@maryland.gov) and due by 5:00 p.m. on September 23, 2022.

## Attachments

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

[MSDE Assurances Page](#)

[A C-1-25 MSDE Budget Form](#)

Taxpayer Identification Number and Certification (W-9 Form)