



GRANT INFORMATION GUIDE

Goodwill Excel Center Adult High School Pilot Program Grant

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

Deadline
August 31, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

Mohammed Choudhury

State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

Deann Collins, Ed.D.

Deputy Superintendent of Teaching and Learning

Wes Moore

Governor

MARYLAND STATE BOARD OF EDUCATION

Clarence C. Crawford

President, Maryland State Board of Education

Susan J. Getty, Ed.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang

Monica Goldson, Ed.D.

Nick Greer

Irma E. Johnson, Ph.D.

Joan Mele-McCarthy, D.A.

Rachel L. McCusker

Joshua L. Michael, Ph.D.

Samir Paul, Esq.

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

Program Description.....	3
Use of Funds	5
Program Requirements	6
Application Requirements	7
Budget and Budget Narrative	10
Appendices	11
The Review Process.....	12
Goodwill Excel Center Adult High School Pilot Program Scoring Rubric	13
Reporting Requirements	15
Non-Discrimination Statement.....	16
The General Education Provisions Act (GEPA)	17
Customer Service Support Session.....	18
Grant Timeline	19

Program Description

This grant is to provide additional funding to support the operating costs of The Goodwill Excel Center Adult High School Pilot Program. The purpose of the 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 Excel Center develops career pathways and equitable opportunities to ensure participants will have gained the ability to equip themselves with skills, knowledge, and abilities necessary to pursue career pathways in high-growth industries.

Adult High Schools seek 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 literacy skills, as well as abilities to perform specific job functions to move adult high school learners forward in their careers.

Authorization

[House Bill 1381 \(2017\)](#), [Senate Bill 630 \(2021\)](#) and [Fiscal Year 2024 Operating Budget](#)

GRANT OVERVIEW

Name of Grant Program

Goodwill Excel Center Adult High School Pilot Program Grant

Dissemination

This Grant Information Guide (GIG) was released on July 31, 2023.

Deadline

Proposals are due no later than 5:00 p.m. on August 31, 2023.

Grant Period

July 1, 2023 - June 30, 2024

Funding Amount Available

\$1,000,000

Estimated Number of Grants

One (1)

Submission Instructions

The Information Guide (GIG) and Application can be downloaded from the [MSDE grants website](#). Proposals for funding must include a completed application with all required components and attachments. A signed electronic copy of the completed applications in PDF format, must be submitted by email to 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 the application for eligibility and selection for the award. 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 the grant program to ensure that funds are spent as scheduled with monitoring of student outcomes, as well as provide technical assistance, financial reports, and conduct onsite or virtual monitoring visits.

Program Contact

Susan Spinnato

Program Manager for Teaching and Learning

410-767-0349

susan.spinnato@maryland.gov

Eligibility

Only Goodwill Industries of the Chesapeake, Inc. is eligible to apply.

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 for:

- Support of operating expenses related to program implementation;
- Purchase of materials and supplies to support the program;
- Salaries and Fringe benefits;
- Stipends;
- Travel;
- Equipment;
- Excel Center site development; and
- Operating costs of the program.

Funds may not be used for:

- Capital expenditures

Program Requirements

The Goodwill Excel Center Adult High School Pilot Program Grant funds are to support on-going operating costs of the 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 expected outcomes.

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 Excel Center 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.

Wrap-around 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 Excel Center Program include the following:

- Verification of enrollment and/or recruitment;
- Diploma status; and
- Number of current enrollments.

The application must also include a description of any programs or partnerships with organizations and businesses for providing job skills, industry certifications or higher education credits. It must also include the Goals, Impact and Measurable Success Criteria for the Excel Center, as well as a proposed budget and program assurances.

Application Requirements

COVER PAGE

The cover page should include 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.

ADULT HIGH SCHOOL PILOT PROGRAM REQUIREMENTS

A pilot program must meet the following requirements.

Advisory Committee

The Excel Center must have and be governed by an advisory board with between 11 to 25 members, and Maryland Department of Labor and MSDE each select 1 member to serve on the board. Applicants must describe the role and function of the Advisory Council. A list of the current members is required as Appendix A.

Age Verification

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

GED/NEDP Status

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

Partnership/Collaborations

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

Wrap-around Services

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

Diploma Services

The Excel Center must provide a description of the process for the distribution of diplomas, upon completion of the program.

Admission Standards

The Excel Center is required to provide policies and requirements for admission standards.

PROJECT NARRATIVE

The application for funding must include information about the services to be supported by the funding as well as the outcomes expected. The project narrative consists of the following sections. These sections will be scored by reviewers from the Maryland State Department of Education and the Department of Labor.

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

EXTENT OF NEED

Describe the unique conditions or needs to be addressed through the funding. The applicant must describe how grant funds will address the challenges faced by adults who have not earned a high school diploma and show how their pilot program is aligned to the needs of the adult students and their families.

EVIDENCE OF IMPACT

The applicant must describe how implementation of their proposed Excel Center Grant will lead to college and career readiness for adult students. The applicant must include a description of the program's experience in implementing the program and how their pilot program is innovative and customized to meet the needs of the target population.

GOALS AND MEASURABLE OUTCOMES

The applicant must include ambitious goals that meet the needs of students in the program and include all components mandated in the Adult High School legislation and COMAR. Goals should address the needs identified for the target adult student population and provide flexible individualized pathways that include all Maryland high school graduation requirements, industry-recognized credentials and incorporate standards in Pillar 3 of the Blueprint for Maryland's Future, *College and Career Readiness*, as appropriate for adult students. Wrap-around services must be aligned to identified needs as well as students' academic and career goals. For each goal statement, identify anticipated outcomes to be accomplished that will increase education attainment levels in the state.

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

The legislation mandates reporting to MSDE and the Department of Labor on student outcomes, including progress toward earning a diploma, credits earned, graduation rates, postsecondary credits earned, industry credentials earned, and employment attainment. In addition, the grantee is required to submit annual evaluation reports and quarterly progress reports that are consistent with the project's goals and objective(s). As some goals and outcomes for students in the Adult High School Program are not evaluated until the end of the program, milestones must be established to measure progress during the year. The evaluation and milestones 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 list of the current advisory board members

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

Appendix C: Taxpayer identification number and certification for ([W-9 Form](#))

Appendix D: An excel version of the proposed Itemized budget on the [C-1-25](#) MSDE Budget Form

The Review Process

The review of the Goodwill Excel Center Adult High School Pilot Program Grant applications 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.

Goodwill Excel Center Adult High School Pilot Program Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Extent of Need (20 points)	The extent of need is clearly described, and multiple problems are identified that the grant funds will be used to address.	There is a clear description of the extent of need. At least one problem is identified that the grant funds will be used to address.	The extent of need is not clearly identified.
Evidence of Impact (15 points)	All the requirements in meets criteria are met and in addition they can demonstrate continuous improvements in student outcomes and provide data on their success after completion of the program.	There is a summary of the efficacy of the program. Proposed outcomes are supported by research data and/or previous program data.	The evidence of impact or efficacy is not clearly defined or identified.
Goals and Measurable Outcomes (20 points)	All requirements in the Meets Criteria are met and a clear narrative to achieve these goals is included. Outcome statements are clear and tell how the project's target population would improve.	A complete list of goals, outcomes and milestones are included. The goals and outcomes are aligned to the extent of need and program requirement.	Incomplete identification of goals, outcomes, and milestones. Statements are vague and not measurable.
Plan of Operation, Key Personnel, and Timeline (20 points)	All items in the meets criteria are met, plus a summary of the key personnel's experience with grant management and program specific knowledge is included. The project timeline also lists who is assigned to	A detailed plan of operation is included that addresses all items identified in the statement of need. Key personnel are listed along with %FTE. Project timeline is detailed.	The plan of operation provided does not address the items identified in the statement of need.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	complete each phase of the project.		
Evaluation (15 points)	All requirements in the meets criteria are met and in addition the applicant describes how they obtain parent involvement and dissemination of data to all stakeholders.	The application clearly identifies measurable program improvements and the data that will be reviewed. They describe the method used to collect, evaluate, and report on the data.	The application does not identify measurable program improvements. There is a limited plan to report on outcomes.
Budget and Budget Narrative (10 points)	All the requirements in meets criteria are satisfied and in addition the applicant provides additional information and worksheets.	The application includes MSDE’s C-1-25 budget, and a detailed budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated, there are no errors, and all line-item costs are justified.	The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors.

AWARD NOTIFICATION

Notification of the award will be sent by email by September 14, 2023. Processing of the official Notice of Grant Awards (NOGA) will begin on September 18, 2023. Please 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
October 15, 2023	Q1: Quarterly Project Updates (Narrative and Fiscal)
January 15, 2024	Q2: Quarterly Project Updates
April 15, 2024	Q3: Quarterly Project Updates
July 31, 2024	Final Evaluation Report (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 website](#). Final invoices must be submitted no later than 30 days after the grant period ends.

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

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 to overcome barriers to equitable participation.

Customer Service Support Session

MSDE will hold a customer service support session for the Goodwill Excel Center Adult High School Pilot Program Grant regarding the completion of the application. During this session, MSDE personnel will provide an overview of the grant funding, the requirements, and the application process. The session will be held on:

Wednesday, August 9, 2023

10:00 a.m. – 11:00 a.m.

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Susan Spinnato at susan.spinnato@maryland.gov with questions related to the Goodwill Excel Center Adult High School Pilot Program.

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

Attachment

Goodwill Excel Center Adult High School Pilot Program Application for Funding

Grant Timeline

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

Date	Program Milestone
July 31, 2023	MSDE disseminates the grant information guide and opens the application submission window
August 9, 2023	MSDE will hold one customer support session from 10:00 a.m. to 11:00 a.m. to answer questions and provide customer service and support
August 31, 2023	The grant application period closes – Application and all attachments are due to MSDE
September 14, 2023	MSDE completes application review and notifies awardee
July 1, 2023 – June 30, 2024	Grant Period
July 31, 2024	Final Evaluation and Report (Narrative and Fiscal)