# FY 22 Continuation Grant Application Overview

## Continuation Policy

Consolidated Adult Education and Family Literacy Services Grants must adhere to the provisions of the Workforce Innovation and Opportunity Act (WIOA) implemented on July 1, 2015. **All policies in the FY 2021 Competitive Grant Application continue in force through FY 2022.**

## Authorization

**Federal**

* Workforce Innovation and Opportunity Act of 2014 (WIOA−P.L. 113-128), Title II: the Adult Education and Family Literacy Act

**State**

* Annotated Code of Maryland, Title 11 Division of Employment and Training, Subtitle 8 Adult Education and Literacy Services
* COMAR Title 09.37.01.20 Maryland Adult External High School Program

**Grant Period**

July 1, 2021 – June 30, 2022

## Dissemination Date

March 26, 2021

## Submission Deadline

May 14, 2021 by 4:00 P.M.

**Technical Assistance Webinar**

April 14, 2021 from 9:30-11:00 A.M.

**Letter of Intent to Fund**

June 11, 2021

## Reporting Requirements

Grantees must submit the following:

|  |  |
| --- | --- |
| **Report** | **Due Date** |
| Mid-Year Progress Report | January 31, 2022 |
| Mid-Year Financial Report | January 31, 2022 |
| Notice of Projected Under Expended Funds, if applicable  (under expenditures may result in reduced grant awards) | March 31, 2022 |
| Annual Program Narrative/Evaluation Report | September 30, 2022 |
| Annual Final Financial Report  (must include revenue and local match) | September 30, 2022 |
| LACES data | Monthly and according to schedule posted on the LWIS Home Page |
| Administrator’s Data Review | October 18, January 18, April 18, Quarter 4 - TBD |
| Ad-hoc Reports as requested by MD Labor | Throughout the entire grant period |
| Documentation of professional development activities | Within one month of completion |
| IET Planning Tools to Google Drive | Within one month of the course completion |

## Technical/Formatting Submission Requirements

Electronic signatures on the application are permitted.

***Should you have any questions, please contact the Adult Education Program Specialist assigned to your program or who has a specific area of expertise:***

Bayo Adetunji (NEDP) [bayo.adetunji@maryland.gov](mailto:bayo.adetunji@maryland.gov)

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***Application Formatting Assistance:***

Ramona Kunkel [ramona.kunkel@maryland.gov](mailto:ramona.kunkel@maryland.gov)

***For Questions Regarding SAM Registry:***

Ellen Beattie [ellen.beattie@maryland.gov](mailto:ellen.beattie@maryland.gov)

## Submission Requirements

Programs will submit all parts of the Continuation Grant Application electronically. Submissions must be in Adobe PDF format **in color**. The PDF file size should be no larger than 25MB.

Submission Specifics:

* Use the application checklist to ensure inclusion of all documents necessary
* Include only the items requested
* Do not change the font style or font size (It is preset to Calibri 12 pt. font)
* Responses must be singled-spaced

The following filenames are provided as an example:

* County College 2022 Continuation: ABE & ESL Budget
* County College 2022 Continuation: IELCE-IET Budget
* County College 2022 Continuation: NEDP Budget
* County College 2022 Continuation: ABE & ESL Class Schedule
* County College 2022 Continuation: IELCE-IET Class Schedule
* County College 2022 Continuation: NEDP Schedule
* County College 2022 Continuation: PD Plan

Submit all parts of your application to your Google Drive folder by May 14, 2021 at 4:00 P.M. Upload your documents using the following path: [Your agency folder] -> FY2022 Files -> FY2022 Grant Documents.

## Required Components

Programs must complete applications in form and content as specified. Programs must submit the Professional Development Plan within 60 days following notification of grant award.

## Technical Assistance Briefing

A technical assistance webinar is scheduled on April 14, 2021 from 9:30 - 11:00 A.M. to discuss and explain the application packet.

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**Application Formatting**

* The application has been pre-formatted.
* Page numbers will adjust automatically.
* The font and type size are also pre-formatted to Calibri 12 pt. font. **Please do not substitute another font or font size.**
* All responses are to be single-spaced.
* For all tables, add or delete rows as needed. All table cells will allow word wrapping.

**Application Sections**

**Quality of Staff and Professional Development**

Complete the Qualification of Personnel Chart.

1. State Required Key Staff
2. Time on project: “Number of Hours per Week” and “Number of Weeks” should only reflect hours spent on adult education grant activities.
3. If a State required key staff position is vacant, type VACANT in the appropriate cell as well as the date the program anticipates filling the position.
4. The IAS and/or IS positions may be shared by two persons provided their assigned Specialist time is in direct proportion to the percentage of ABE and ESL populations projected to be served. If this will be the program’s structure, insert additional IAS and/or IS rows. Be certain to complete the Time on Project column to reflect the appropriate ABE and ESL proportions.
5. Additional Key Staff
   1. Some programs have additional key staff committed to the grant, i.e., Coordinator. You may delete this table if it does not apply.
6. Teachers, Volunteers, and other Staff
   1. Provide the information for the items requested.

NOTE: Teachers must have a minimum of a Bachelor’s Degree, with a Master’s Degree preferred. Sufficient training and experience in adult education are required for effective instruction. **Paid** tutors must meet the educational degree standard for teachers.

Completion of the Professional Development Plan is not required upon initial submission of this Continuation Grant Application. It is available for review on the MD Labor website. Successful applicants will be required to submit plans within 60 days of notice of grant award. Programs should not expend professional development funds without approval of Plan by MD Labor.

***Professional Development Plan***

MD Labor requires the following minimum level of commitment to *continuous improvement* *in documented learner achievement* through program and professional development. Each program should budget for a minimum of 10 hours of professional development for all teachers and assessors. The program’s Leadership Team, teachers, and assessors will analyze data, learner outcomes, program surveys, observation forms, and other information to determine the topic and type of professional development is needed. Professional development activities should align with the program’s goals, meet teachers’ and assessors’ professional development needs, and improve learning outcomes. The grantee should plan professional development opportunities for all staff based on the data reviewed. Professional development activities should be a collaborative, coordinated effort led by the Instructional Specialist.

Professional development activities offered by the local program should engage staff in the type of training designed to increase program effectiveness; focus on the teachers as central to learning; reflect the best available research and practices in adult instruction and learning; enable teachers to develop further expertise in subject content, teaching strategies, technologies, and other elements in teaching to high standards; and is evaluated ultimately on the basis of its impact on teacher effectiveness and learning outcomes.

*Your professional development plan must include professional development opportunities for NEDP assessors (if applicable).* ***Please be advised that there is a tab labeled “Chart 5 NEDP PD Plan” in the Excel Professional Development document. All programs that offer NEDP must complete this chart.***

***Professional Development Approaches***

Professional development funding can support any approach listed below:

* **Workshop/Presentation:** Participation in singular or sequential training workshops, conferences, seminars, and summer institutes either in-house or by external subject matter expert(s).
* **Coaching/Mentoring:** Participation in peer-mentoring or coaching to improve a specified skill or topical understanding. This should provide staff with direct feedback and growth in an area as identified by direct observation or teacher request**.**
* **Inquiry/Research:** Any process that seeks to answer a question or solve a problem, with results used to improve program services. Reflect upon questions regarding daily practices in a systematic, intentional manner, over time. Involves many different types of practitioner-led activities, including study circles, action research, and case studies.
* **Product/Program Development:** Any process implemented to produce a product for program improvement (e.g., curriculum development, lesson plan development, program policy/procedures, program design, or the redesign and enhancement of program quality).
* **Virtual Learning:** Synchronous and Asynchronous course work, webinars, video.

***Cost***

Detail the total cost for the activity. Use the formula function in Excel to calculate all costs. Estimated cost must reflect budget projections for professional development on the budget pages.

For MD Labor to authorize the expenditure of grant funds, your program must upload the following verification and evaluation items to your FY2022 Professional Development folder in the MD Labor Google Team Drive within 30 days of the professional development activity and notify Program Specialist(s) of completion.

**Data Quality Checklist**

Answer the prompts within the preset text boxes. Complete the Data Quality Checklist provided in this consideration. Do not fill in the grayed out cells.

**Family Literacy Partnership Expectations (If Applicable)**

1. Complete the yellow highlighted areas as indicated.
2. Complete the tables in Part II. Add or delete rows as needed. Rows will expand vertically (will wrap text) to accommodate all text.
3. In Part II, descriptions for Parent Education (table 2, column 1) and Interactive Literacy Activities (table 3, column 1) must include (1) how the activity will be accomplished, (2) the schedule, and (3) the amount of time spent on the activity per month.
4. Obtain the required signatures and dates. Signatures 3 and 4 are provided for organizations that require additional signatures.

**General Assurances and Certifications**

Complete General Assurances and Certifications by acquiring the appropriate signature and date.