MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE)/MARYLAND DEPARTMENT OF LABOR (MD LABOR)
ADULT HIGH SCHOOL PILOT PROGRAM
Solicitation for Proposals
Fifth Release

Questions & Answers

Submitted during the Pre-Proposal Webinar (2/3/25):

1. **Q: Does the program require in-person instruction or can it be virtual?**

   A: Instruction may be delivered either in-person or synchronously online or a combination of the two. Prior to full program approval and operation, however, a school's curriculum must be fully approved by MSDE.

2. **Q: Is the funding federal funding?**

   A: No. State funding for the Adult High School Pilot Program is provided by the Code of Maryland, Education Article, § 9.7-107.

3. **Q: I understand that the minimum age is 21. Is there a maximum age limit?**

   A: No. The Maryland Adult High School Pilot Program is open to all eligible students 21 years of age or older. There is no maximum age limit.

4. **Q: Can we have access to this slide representation?**

   A: The slide presentation from this webinar is available by following the link: https://labor.maryland.gov/adultliteracy/aeadulthsproposals.shtml.

5. **Q: Is there a required school calendar?**

   A: It is helpful to have a school calendar. Its development depends on the structure of your program. Each adult high school is set up differently, and school operators have that autonomy. But, in working with different types of adult high schools, it is easier to have a school calendar. It is based on the logistics and how your school operates. While not an absolute requirement, a school calendar will be very helpful and beneficial to your program.

6. **Are the GED® exams through GED.com that can be scheduled at the community college equitable to the MCAP?**

   A: No. The GED® tests are separate assessments under a different Maryland adult diploma pathway. One cannot correlate GED® with MCAP. The MCAP assessments are

a required element of the Adult High School Pilot Program (Code of Maryland, Education Article, § 9.7-104).

7. **Q: For Appendix B, is it alright if all of the key personnel (i.e. instructors) have not been hired yet?**

A: Yes. In this case, in Appendix B, please note any key roles that are yet to be hired. Typically, what we are looking for in the key staff qualifications chart are those key leadership, instructional, and support roles. For example, school director, principal, or manager, registrar, instructors, life coaches, and academic counselors, to name a few. Any other administrative roles, such as HR, financial, legal, or IT can be identified within indirect expenses.

Submitted after the Pre-Proposal Webinar:

1. **Q: Are grades and attendance documentation required?**

A: For grades, technically, yes. Schools will be submitting a transcript along with student grades with diploma requests. Also, for attendance, schools should always request student contact hours. Some of the information regarding student enrollment and progress will be captured during their interim and final reporting for approved adult high school pilots.

2. **Q: Do students all complete MCAP exams at the same time? At a testing facility?**

A: No, students do not need to complete their exams at the same time. There will need to be a testing facility. Schools will need to work with their local education agencies in your county to administer the MCAP exams.

3. **Q: Are we responsible for acquiring students to enroll?**

A: Yes, schools and operators would need to have a mechanism for outreach and messaging, along with intake and enrollment. Of course, MSDE and MD Labor are always happy to forward referrals, once approved.

4. **Q: If chosen for the pilot, do we have to have matching funds in the bank? If not, are up front funds available for the start up process?**

A: Matching funds are not required, but, we do not provide upfront funds for the start up process. When operators submit their proposal, your three-year budget should demonstrate your financial self-sufficiency. Please refer to House Bill 1381, which states that operators are required to, "HAVE SECURED FINANCING TO DEVELOP OR THE

15 CAPABILITY TO SECURE FINANCING FOR THE DEVELOPMENT OF A PHYSICAL SITE 16 FOR THE PILOT" (p. 7).

5. **Q: Are there specific instructional resources/learning platforms available or required?**

   A: Yes, the curriculum must align to Maryland College and Career Ready Standards.

6. **Q: If chosen, what would be the start date for the first year?**

   A: The start date will be determined by the approved program, but it is expected that the adult high school pilot will open within 18 months of program approval.

7. **Q: How does the grant work...are there billing cycles? Do we work a certain amount of time and then bill?**

   A: Once approved for the grant, a Notice of Grant Award will be generated. A school will make purchases based on its approved budget and submit requisitions for reimbursement monthly or quarterly.