# FY 25 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 2024 Competitive Grant Application continue to be in force through FY 2027.**

## 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, 2024 – June 30, 2025

## Dissemination Date

March 25, 2024

**Technical Assistance Webinar**

April 10, 2024, 9:30-11:00 A.M.

## Submission Deadline

May 13, 2024 by 4:00 P.M.

**Letter of Intent to Fund**

June 14, 2024

## What’s New for FY 25?

**Unique Entity Identifier (UEI)**

A Unique Entity Identifier (UEI) is a number issued by the System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI has replaced the DUNS number as the authorized identifier for the federal government.

A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. These include for profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities.

Once your SAM Registration is approved, it will be valid for one year. A SAM Registration must be renewed each year to remain active and compliant. US Federal Contractor Registration (USFCR) recommends renewing 90 days prior to the SAM expiration date to avoid service interruptions and penalties.

To register or renew your SAM Registration, go to the following website: https://usfcr.com/register-renew/

If an organization is already registered in SAM, the UEI is assigned.

You can get a UEI for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a UEI.

***Quick Start Guide for Getting a Unique Entity Identifier***

This guide provides the steps to take if:

1. Your entity has a DUNS Number and is registered in SAM.gov,
2. Your entity has a DUNS Number and is not registered in SAM.gov, or
3. Your entity does not have a DUNS Number.

<https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Quick%20Start%20Guide%20for%20Getting%20a%20Unique%20Entity%20ID.pdf>

For questions regarding SAM Registry, contact Douglas Weimer at [douglas.weimer@maryland.gov](mailto:douglas.weimer@maryland.gov)

You will enter this number on your cover page.

**Certificate of Good Standing**

Each agency is required to submit a copy of their Maryland Department of Assessments and Taxation Certificate of Good Standing. You can obtain a copy following the instructions found at this website: <https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>

**NOTE**: If your agency is ineligible to obtain a Maryland Department of Assessments and Taxation Certificate of Good Standing, complete and sign the letter attached after the Data Quality Checklist in the FY 25 Continuation Grant Application.

**Determination of Tax Exempt (IRC 501(c)) Status**

This applies to non-profit organizations exempt from taxation under IRC §501(c) only. Your agency is required to submit government issued documentation certifying your tax exempt status under the Internal Revenue Code 501(c).

**FEIN**

Each agency is required to include your Federal Employer Identification Number (FEIN). This is a nine-digit unique number assigned by the Internal Revenue Service (IRS) to businesses operating in the United States. You will enter this number on your cover page.

**Unemployment Insurance**

As part of our review process MD Labor will be verifying that applicants are in compliance with its Unemployment Insurance (UI) obligation to the State. **All unpaid obligations must be made before a grant award can be considered.** Contact your payroll department to determine if your agency has unpaid UI obligations.

**W-9**

Programs are required to submit an updated copy of their W-9 with their continuation grant application documents.

<https://www.irs.gov/forms-pubs/about-form-w-9>

**GEPA**

The GEPA requirements have been revised. Programs will be required to answer the four questions included in the FY 25 Continuation Grant Application. Answer all questions thoroughly.

**Data Quality Checklist**

There are a few minor changes from FY 24 Competitive Application to the FY 25 Continuation Application. Read carefully.

**Assurances**

Be advised there is updated language in the document titled “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements”. Read carefully.

**Admin Cost and Match Worksheet**

Due to the rules of Maintenance of Effort, your match CANNOT decrease from FY 24 even if you are requesting or awarded less money in FY 25 than you received in FY 24. (See the Budget Instructions for more details.)

This form now requires you to enter your match from FY 24. Excel will determine your required match for FY 25.

The amount from cell E9 will automatically populate into the cell under “Actual match”. Excel will calculate the minimum amount of match required in cash and the maximum allowed for in-kind.

**Proposed IET Application**

Beginning in FY 25 programs proposing to deliver an IET will be required to complete the FY 25 Proposed IET Application. Proposals are due with your completed grant application. Pre-approval of your IET Application is required by the Maryland Department of Labor before implementing your IET.

The IET Application is submitted once for the type of IET e.g. CNA. The IET Planning Tool would be submitted for each cohort the program runs.

Once you receive approval you would be required to resubmit the IET Application for the following reasons:

* the semester changes (from Summer to Winter etc.)
* the occupation changes
* the training partner changes

## Reporting Requirements

Grantees must submit the following:

|  |  |
| --- | --- |
| **Report** | **Due Date** |
| Mid-Year Progress Report | January 31, 2025 |
| Mid-Year Financial Report | January 31, 2025 |
| Notice of Projected Under Expended Funds, if applicable (under expenditures may result in reduced grant awards) | March 31, 2025 |
| Annual Program Narrative/Evaluation Report | September 12, 2025 |
| Annual Final Financial Report  (must include revenue and local match) | September 30, 2025 |
| LACES data | Monthly for all active students (at minimum). Quarterly for all data according to LACES Annual Data Entry Schedule posted on the LWIS Home Page. (<https://labor.maryland.gov/lwis/>) |
| NRS Tables 4 & 4B | October 16, January 16, April 16, Q4 – TBD |
| Administrator’s Data Review | October 16, January 16, April 16, Q4 – 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. See “Electronic Signatures” below for more information.

***Should you have any questions, please contact the Adult Education Program Specialist assigned to your program.***

Helen Coupe [helen.coupe@maryland.gov](mailto:helen.coupe@maryland.gov)

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

Betsy Ljubic [elizabeth.ljubic@maryland.gov](mailto:elizabeth.ljubic@maryland.gov)

Ahu Moser [ahu.moser@maryland.gov](mailto:ahu.moser@maryland.gov)

Grayla Reneau [grayla.reneau@maryland.gov](mailto:grayla.reneau@maryland.gov)

Echo Salisbury [echo.salisbury@maryland.gov](mailto:echo.salisbury@maryland.gov)

Douglas Weimer [douglas.weimer@maryland.gov](mailto:douglas.weimer@maryland.gov)

***Application Formatting Assistance:***

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

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

Douglas Weimer [douglas.weimer@maryland.gov](mailto:douglas.weimer@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.

**Electronic Signatures**

MD Labor recognizes the value and efficiency of utilizing e-signatures (electronic signatures). Therefore, an applicant may utilize e-signatures for any location within these solicitation documents that ask for a signature in blue ink.

According to the Maryland Uniform Electronic Transactions Act (UETA), an e-signature includes an electronic sound, symbol, or process attached to or logically associated with particular information and executed or adopted by a person with intent to sign. There are numerous commercial products that can be used, such as DocuSign and Adobe Sign. Unacceptable e-signatures would include merely typing in a name in the signature block using word processing software such as Microsoft Word or Google Docs or spreadsheet software such as Microsoft Excel or Google Sheets.

**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.
* Responses must be single-spaced.

The following filenames are provided as an example:

* County College 2025 Continuation: ABE & ESL Budget
* County College 2025 Continuation: IELCE-IET Budget
* County College 2025 Continuation: NEDP Budget
* County College 2025 Continuation: ABE & ESL Class Schedule
* County College 2025 Continuation: IELCE-IET Class Schedule
* County College 2025 Continuation: NEDP Schedule
* County College 2025 Continuation: PD Plan

Submit all parts of your application to your Google Drive folder by May 13, 2024 at 4:00 P.M. Upload your documents using the following path: [Your agency folder] -> FY 2025 Files -> FY 2025 Submissions from program.

For programs who do not have access to Google Drive, submit all documents to your assigned Adult Education Program Specialist by the due date.

## Required Components

Programs must complete application documents in form and content as specified. Programs must submit the Professional Development Plan within 30 days following receipt of the Notice of Grant Award.

## Technical Assistance Briefing

A technical assistance webinar is scheduled for **April 10, 2024 from 9:30 - 11:00 A.M.** to explain the application packet.

## 

**Application Formatting**

* The application has been pre-formatted.
* Page numbers will adjust automatically.
* The font and type size are also pre-formatted. **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.

**Professional Development Plan**

MD Labor requires the following minimum level of commitment for *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 advisors/assessors. The program’s Leadership Team, teachers, and advisors/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 advisors’/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 advisors/assessors (if applicable).*

Professional Development (PD):The Program Administrator shall actively support and be involved in the PD process. This individual should foster collaborative discussion amongst leadership staff so that PD activities reflect multiple perspectives and are directly related to programmatic gaps. The Instructional Specialist (IS) with the support of the leadership team will perform classroom observations, survey instructors to inform WIOA-related training topics, and analyze program data to determine necessary PD activities.

All instructional staff and NEDP advisors/assessors are required to participate in a minimum of 10 hours of PD annually. Within 30 days of activity completion, attendance and participation surveys must be uploaded to the program’s Google Drive.

Professional Development must be planned and delivered within the context of Maryland’s Adult Literacy Priority Areas. This ensures that staff and instructors are equipped with the knowledge and skills necessary to contribute positively to Maryland’s goals. FY 25 should be a continuation of lessons learned and initiatives implemented in FY 24.

New teachers and NEDP advisors/assessors are required to receive assessment (CASAS and/or TABE) and HSE preparation (if instructing HSE preparation classes) foundational training within two months of hire. Advisors/assessors must also remain compliant with recertification policies set by each assessment.

Programs may utilize their professional development funding to support instructional activities which are directly connected to learner outcomes. This includes face-to-face, virtual, and hybrid training offerings; coaching/mentoring; and other direct feedback activities which are designed to support instruction. All activities must be submitted to their Program Specialist at MD Labor at the beginning of each fiscal year. Activities may be adjusted throughout the year as programmatic needs change. MD Labor should be notified in advance of activity adjustment. Attendance, feedback, and activity outlines should be updated to Google Drive within 30 days of activity completion.

Activities necessary for the program but not directly related to instruction will not be supported by PD funding. Other funding lines may be allocated as budget allows. Examples of these trainings include Title IX, FERPA, sexual harassment, non-instructional orientations, etc.

PD Plan Submission

The preliminary PD Plan will be due on May 13, 2024. The final PD Plan will be due 30 days after receipt of the Notice of Grant Award.

**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.

**Letter of Certificate of Good Standing Ineligibility**

For agencies that are ineligible to obtain a Maryland Department of Assessments and Taxation Certificate of Good Standing, complete and sign the Letter of Certificate of Good Standing Ineligibility.

**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.