



Maryland

**MARYLAND HIGHER
EDUCATION COMMISSION**

**REQUEST FOR PROPOSALS
FY 2025 GRANT**

**INMATE TRAINING AND JOB PILOT
PROGRAM**

APPLICATIONS DUE

**Tuesday, July 15, 2025
4:00 PM**

**Maryland Higher Education Commission
Office of Outreach and Grants Management
217 E. Redwood St, Suite 2100
Baltimore, MD 21202**

INMATE TRAINING AND JOB PILOT PROGRAM

TIMETABLE	3
OVERVIEW	4
PROGRAM AUTHORIZATION	4
PROGRAM PURPOSE	4
ELIGIBILITY	4
PROGRAM COMPONENTS	4
FUNDING	5
USE OF FUNDS	6
TECHNICAL ASSISTANCE	6
PROPOSAL SUBMISSION	6
PROGRAM CONTACT	6
PROPOSAL FORMAT & REQUIREMENTS	7
GENERAL FORMAT REQUIREMENTS	7
PROPOSAL COMPONENTS	7
PROPOSAL NARRATIVE	7
A. STATEMENT OF NEED	7
B. PROGRAM DESCRIPTION	8
C. PROGRAM GOALS, OBJECTIVES, AND OUTCOMES	8
D. STAFFING PLAN	8
E. OPERATIONS PLAN	8
F. PROGRAM EVALUATION	8
G. SUSTAINABILITY	9
BUDGET AND COST-EFFECTIVENESS	9
A. BUDGET SUMMARY	9
B. BUDGET NARRATIVE	9
SELECTION CRITERIA	11
REVIEW PROCESS	11
DPSCS CORRECTIONAL INSTITUTIONS	12
POST-AWARD GRANT MANAGEMENT	13
FISCAL PROCEDURES	13
POST-AWARD CHANGES	13
GRANT CLOSEOUT, SUSPENSION, TERMINATION	13
RECORDS	14
REPORTING	14
ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER	15
COVER SHEET	16
ABSTRACT	18
BUDGET SUMMARY	19
STATEMENT OF ASSURANCES	22

INMATE TRAINING AND JOB PILOT PROGRAM TIMETABLE

Request for Proposals Issued	June 26, 2025
Technical Assistance	For technical assistance, contact Anthony Reiner at Anthony.Reiner@Maryland.gov
Proposals Due to MHEC by 4:00 p.m.	July 15, 2025
Award Notifications (via email prior to midnight)	July 24, 2025
Grant Start Date	July 24, 2025
Interim Report Due	December 15, 2025
Grant End Date	June 30, 2026
Final Report Due	September 30, 2026

Submit proposals to
Anthony Reiner
Anthony.Reiner@Maryland.gov

INMATE TRAINING AND JOB PILOT PROGRAM

OVERVIEW

The Maryland Higher Education Commission is accepting applications for pilot programs at eligible institutions of higher education to provide educational and vocational training opportunities for inmates incarcerated at Maryland correctional institutions. Educational and vocational training opportunities will target inmates in the twelve (12) months preceding release from incarceration. The goal of the Inmate Training and Job Pilot Program is to expand and improve higher education pathways for incarcerated individuals. Grant funding for the program will support implementation and continuation grants. Initial grants of up to \$25,000 will be awarded to eligible institutions to support a six (6) month implementation period. Continued funding beyond the implementation period will be available through continuation grants. Continuation grants will be awarded on a pro-rata basis according to pilot program enrollment data.

PROGRAM AUTHORIZATION

Annotated Code of Maryland, Education Article, Subtitle 13. Inmate Training and Job Pilot Program, §§ 24-1301 through 24-1306.

PROGRAM PURPOSE

The Inmate Training and Job Pilot Program establishes pilot programs at eligible institutions of higher education to provide educational and vocational training opportunities for an inmate in the twelve (12) months preceding the inmate's date of release.

ELIGIBILITY

Institutions eligible for funding under the Inmate Training and Job Pilot Program include:

- I. Bowie State University;
- II. Coppin State University;
- III. Morgan State University; and
- IV. University of Maryland Eastern Shore.

PROGRAM COMPONENTS

COURSEWORK

Programs must provide meaningful coursework that (1) is credit-bearing and may contribute to graduation requirements or (2) either in isolation or as part of a series, leads to an industry-recognized certificate or license. Proposals must outline a pathway to a degree or credential. Programs should provide coursework through a suitable format (in-person, virtual, hybrid) taking into consideration limitations or restrictions created by the incarceration of program participants. This program targets inmates in the twelve (12) months preceding release from incarceration. Programs should take into consideration that participants will not be able to complete degree or credential requirements prior to release. Programs should recognize that program participants may need to transfer to another institution in order to persist through to degree or credential completion. Coursework that has a high probability of acceptance for transfer at another institution should be incorporated as much as possible. Programs should be cognizant of employment barriers that incarcerated participants may face and structure

programs accordingly. A transition plan should be developed to encourage program participants to continue the degree or credential pathway post release.

SUPPORT SERVICES

Support services are vital to student success. Programs must provide structured support that will keep participants on a pathway to a credential or degree. This support includes academic and non-academic support services. Important academic support services include academic counseling, mentoring, tutoring, and support for participants with disabilities. Other types of support services that successful programs incorporate include career, admissions, and financial counseling that is sensitive to the unique needs of incarcerated participants.

INDIVIDUALIZED PLAN

Programs are required to develop individualized plans that are designed to prepare participants for success upon release from incarceration. Individualized plans should include academic and career goals, identify degree or credential pathway, detail required coursework, and outline support services. Plans should identify a transition pathway for the inmate upon release from incarceration to encourage degree or credential completion. Plans should outline data participants are required to provide after release and identify the process to provide data. Individualized plans should be updated regularly to reflect program progress.

STAFFING

Programs require committed staff with sufficient time allocated to ensure program success. The institution is required to designate a pilot program director to serve as the primary contact responsible for inmate participation and coursework in the program. The program director is required to meet with inmates regularly during their participation in the program to ensure the inmate receives the support necessary to succeed in the program. The program director is also required to work with the Division of Correction within the Department of Public Safety and Correctional Services to ensure that the timing of course participation and pilot program meetings works with an inmate's schedule. The program director is responsible for oversight of program mentors. Each program is required to identify at least three (3) students to serve as mentors. These mentors must be at least 18 years old, enrolled at the institution of higher education, and enrolled in their junior or senior year. Students serving as pilot program mentors must receive course credit and a small stipend for their participation in the program.

DATA COLLECTION

Pilot programs are required to regularly collect and report programmatic data. Post-confinement data must be collected for a period of two (2) years following a participant's release. Required data includes the following:

- Participant enrollment in pilot program;
- Participant course enrollment and completion;
- Participant post-confinement employment;
- Participant post-confinement continuing education; and
- Participant post-confinement certification or licensure.

FUNDING

Grant funding for the Inmate Training and Job Pilot Program is available to eligible institutions of higher education who participate in the program. Initial grants of up to \$25,000 will be awarded to institutions to support a six (6) month implementation period. Continued funding beyond the implementation period will be available through continuation grants. Institutions eligible to receive continuation grants must have (1) been

awarded an implementation grant and (2) successfully enrolled participants in their program by December 15, 2025. The funding for continuation grants is awarded to institutions on a pro rata basis, according to enrollment data provided to MHEC by December 15, 2025. Final grant awards are subject to the availability of state funds.

USE OF FUNDS

Grant funding awarded under this program may only be used for costs directly related to grant activities. Budgets must be based on the actual costs necessary to support the program. These costs may include personnel, fringe benefits, travel, equipment, supplies, consultant and contractual services, and all other justified costs required for the efficient and successful implementation of the program. All planned costs must be included in the proposal budget for approval. Indirect costs of up to 8% may be charged to the grant.

Examples of allowable costs:

Compensation of employees for time devoted to grant activities;
Stipends for mentors devoted to grant activities;
Cost of supplies, equipment and services in support of grant activities;
Consultants and contracts specifically for the purpose of the grant;
Travel expenses incurred specifically to carry out the grant activities; and
Indirect costs.

Examples of unallowable costs:

Supplanting existing services;
Capital improvements; or
Cost(s) incurred prior to the approval of the grant.

TECHNICAL ASSISTANCE

Technical assistance will be provided on an as needed basis. Please contact Anthony Reiner at Anthony.Reiner@Maryland.gov for more information.

PROPOSAL SUBMISSION

An electronic copy of the proposal in PDF format must be submitted to Anthony Reiner at Anthony.Reiner@Maryland.gov on July 15, 2025 by 4:00 p.m. Please submit a copy of the abstract as a Microsoft Word document.

PROGRAM CONTACT

Anthony Reiner
Anthony.Reiner@Maryland.gov
(410) 767-3087

INMATE TRAINING AND JOB PILOT PROGRAM PROPOSAL FORMAT & REQUIREMENTS

GENERAL FORMAT REQUIREMENTS

- Proposal narrative is limited to a maximum of fifteen (15) single-spaced pages. The page limit excludes the cover sheet, abstract, budget, assurances, résumés, and appendices.
- Proposal narrative pages must be numbered.
- Pages must be 8 ½ x 11 inches in size.
- Pages must have one-inch margins.
- Font must be in 12-point Arial, Times New Roman, Calibri or similar font type.
- All proposal components must be submitted together using appropriate forms.
- An electronic copy of the proposal in PDF format must be submitted to Priscilla Moore at priscilla.moore@maryland.gov. A copy of the abstract must be submitted as a Microsoft Word document.

PROPOSAL COMPONENTS

All proposals should include the following components, in this order. Use appropriate forms when provided.

- COVER SHEET: (Required) (Appendix A): Must use form provided in Appendix A.
- ABSTRACT: (Required) (Appendix A): Must use format provided in Appendix A.
- TABLE OF CONTENTS: (Required)
- PROPOSAL NARRATIVE: (Required) Detailed proposal narrative instructions provided in section titled “Proposal Narrative.”
- BUDGET SUMMARY: (Required) (Appendix B): Must use format provided in Appendix B.
- BUDGET NARRATIVE: (Required) Detailed budget narrative instructions provided in section titled “Budget Narrative.”
- STATEMENT OF ASSURANCES: (Required) (Appendix C): Must use form provided in Appendix C.

PROPOSAL NARRATIVE

The proposal narrative (not to exceed fifteen (15) single-spaced pages) should address the following:

A. STATEMENT OF NEED

Briefly detail the need for the proposed program. Identify the target population. Describe the impact of the proposed program on the target population. Provide any economic or labor market data that supports the need for the proposed program. The links below provide workforce data specific to Maryland:

Maryland's Growth Industry Tool - Workforce Information & Performance:

<https://www.dllr.state.md.us/lmi/wiagrowthind/git.shtml>

Maryland's Growth Occupation Tool - Workforce Information & Performance:

<https://www.dllr.state.md.us/lmi/wiagrowthind/got.shtml>

B. PROGRAM DESCRIPTION

Detail proposed program components, including coursework, support services, and individualized planning. Identify credential or degree pathways that will be offered to program participants. Include information on required courses and course sequence for each pathway. Outline assessment process to determine participant suitability for identified pathway(s). Address appropriateness of each pathway for participants with criminal records. Describe all support services (academic and non-academic) to be provided to program participants. Detail the individualized planning process. Identify the potential transfer pathway for inmates upon release from incarceration. Specify target correctional institution(s) and detail the program modality. A list of correctional institutions is provided on page 13 of this RFP. Identify any anticipated challenges at the participant and program level, as well as strategies to address them.

C. PROGRAM GOALS, OBJECTIVES, AND OUTCOMES

Detail the goals, objectives, and measurable outcomes for the proposed program. Program outcomes should be quantifiable and measurable. Implementation proposals must also provide goals, objectives, and outcomes for the implementation period.

D. STAFFING PLAN

Describe the staffing plan, including the roles, responsibilities, and background of key personnel. Include a biography for the program director that demonstrates he/she has the qualifications necessary to implement the proposed program. Detail expectations of program mentors. Outline the process for identifying and selecting program mentors.

E. OPERATIONS PLAN

Describe the activities that will achieve the program goals, objectives and outcomes. Describe each activity/strategy and the personnel responsible for each. Detail the appropriateness of program activities/strategies in achieving program outcomes. Provide a program timeline. Implementation proposals must also provide an operations plan with a timeline for the implementation period.

F. PROGRAM EVALUATION

Describe how the overall effectiveness of the program will be assessed. Detail how data will be collected and analyzed to determine if program outcomes are achieved. The evaluation plan should link to program goals, objectives, and outcomes.

G. SUSTAINABILITY

Describe short and long-term plans to continue program efforts once grant funding has ended. Include specific strategies and personnel for the sustainability of the program's activities. Detail how program partnerships will continue after funding ends.

BUDGET AND COST-EFFECTIVENESS

IMPLEMENTATION GRANTS: Develop a budget for the six (6) month implementation grant period. The implementation budget should be justifiable in terms of the scope of the proposed program. Costs should be reasonable, allowable, allocable, and necessary. Proposed budgets will be reviewed as part of the application process. Costs deemed excessive or inappropriate will be removed and the budget adjusted accordingly.

CONTINUATION GRANTS: Develop a budget for the continued funding of the pilot program beyond the implementation period based on enrollment of program participants. The continuation budget should be justifiable in terms of the scope of the proposed program. Costs should be reasonable, allowable, allocable, and necessary. Proposed budgets will be reviewed as part of the application process. Costs deemed excessive or inappropriate will be removed and the budget adjusted accordingly.

A. BUDGET SUMMARY

Provide a budget summary outlining all program costs by line item. Institutions must use the format provided in Appendix B.

B. BUDGET NARRATIVE

Provide a budget narrative to support all costs included in the budget summary. Explain the rationale for each line of the budget summary, both for grant expenditures and institutional and other contributions. The narrative, organized by the corresponding line item on the budget summary, must show how the costs were calculated. An explanation of budget categories and proposal expectations follows.

SALARIES & WAGES

Key Personnel: List individually, all key personnel and the requested salary amounts by indicating what percent of the individual's time will be committed to the program.

Other Personnel: List individually, all support personnel by support category and the requested rate of pay. Support personnel must be clearly justified.

FRINGE BENEFITS

Fringe benefits are calculated at the costs normally paid by the institution for the salaried members of its staff who will be involved in the program. The amount of fringe requested in the proposal should represent the percentage of effort on the program.

TRAVEL

Enter travel costs, if necessary, for key personnel to conduct program activities. Mileage allowances may not exceed the state's approved rate for mileage reimbursement at the time of travel. All travel

funding must be specifically designated by place, for whom, approximate date, distance, and method of travel.

EQUIPMENT

Equipment means an article of non-expendable tangible property having a useful life of more than one year and an acquisition cost per unit that is consistent with institutional policy. Equipment expenses must be documented with written estimates, invoices, etc. and be purchased in compliance with institutional procurement procedures. Discuss the “life expectancy” of any grant purchased equipment, role of the equipment in the program, any maintenance plans if applicable, and how equipment will be used after the grant period has ended.

SUPPLIES

Supplies refer to expendable and non-expendable supplies, including but not limited to books, computer software, operating supplies, and other items necessary for the effective implementation of the program.

CONSULTANT AND CONTRACTUAL SERVICES

Use of program consultants or other contractual services must be justified and reasonable. Consultant pay must be a reflection of time spent delivering direct services. Travel and per diem expenses for consultants should not exceed the institutional or state rate, or that allowed by federal OMB circulars, whichever is least. Preparation time for consultants will not be paid by the grant. Properly documented contractual agreements for expenditures to consultants or outside agencies for fees, travel, and routine supplies must be filed per institutional policy; and contractual payments cannot exceed institutional salary levels for similar work. All contractual services must be procured in accordance with institutional procurement requirements and procedures.

OTHER (SPECIFY)

All expenditures that do not fall into any of the above budget categories should be detailed in the OTHER category. List each expenditure separately. Explain why these costs are necessary for the implementation of the program. Detail how costs were computed.

TOTAL DIRECT COSTS

Enter the sum of Items A, B, C, D, E, F, and G.

TOTAL INDIRECT COSTS

Indirect costs charged to the grant cannot exceed 8%.

TOTAL

Enter the sum of Item H and I. Be sure to reconcile the total in each line and each column.

INMATE TRAINING AND JOB PILOT PROGRAM

SELECTION CRITERIA

Proposals will be carefully reviewed and evaluated by a review panel that includes panel members with expertise in higher education, labor and workforce development, and criminal justice. Proposals will be scored on the following components with the weight indicated below assigned to each respective component:

Proposal Narrative (70%)

- Statement of Need (5%)
- Program Description (25%)
- Program Goals, Objectives, and Outcomes (10%)
- Staffing Plan (5%)
- Operations Plan (10%)
- Program Evaluation (10%)
- Sustainability (5%)

Budget and Budget Narrative (20%)

Overall Approach and Feasibility (10%)

REVIEW PROCESS

The review process consists of the following phases:

1. Initial Review: Proposals will be reviewed for formatting and completeness. Any proposal determined to be incorrectly formatted or incomplete may be rejected. Applicants will be provided an opportunity to correct any non-material proposal issues.
2. Review Panel Evaluation: Review panel members will individually evaluate and award points to each proposal that passes initial review. Points will be awarded according to the criteria outlined in this RFP. The review panel will meet to collectively review each proposal and discuss any requests for additional information/programmatic changes and funding recommendations.
3. Request for Additional Information/Programmatic Changes: Applicants will be notified of any requests for additional information/programmatic changes.
4. Funding Recommendation Approval: The review panel funding recommendations are submitted to the Secretary of Higher Education (or designee) for final approval.
5. Grant Award: Award letters and notice of grant awards are issued for funded proposals.

INMATE TRAINING AND JOB PILOT PROGRAM

DPSCS CORRECTIONAL INSTITUTIONS

Correctional Institution	Location	Security Level
Eastern Correctional Institution (ECI) East/West	Westover, MD	Medium
Eastern Correctional Institution (ECI-A) Annex	Westover, MD	Minimum/Pre-Release
Jessup Correctional Institution (JCI)	Jessup, MD	Medium
Maryland Correctional Institution –Jessup (MCI-J)	Jessup, MD	Medium
Maryland Correctional Institution – Women (MCIW)	Jessup, MD	Maximum, Medium, Minimum, and Pre-Release
Dorsey Run Correctional Facility (DRCF)	Jessup, MD	Minimum/Pre-Release
Patuxent Institution	Jessup, MD	Maximum, Medium, Minimum, and Pre-Release
Baltimore City Correctional Facility (BCCC)	Baltimore, MD	Minimum/Pre-Release
Central Maryland Correctional Facility (CMCF)	Sykesville, MD	Minimum/Pre-Release
Maryland Correctional Institution Hagerstown (MCI-H)	Hagerstown, MD	Medium
Maryland Correctional Training Center (MCTC)	Hagerstown, MD	Medium, Minimum, and Pre-Release
Roxbury Correctional Institution (RCI)	Hagerstown, MD	Medium
Western Correctional Institution (WCI)	Cumberland, MD	Maximum
North Branch Correctional Institution (NBCI)	Cumberland, MD	Maximum

The links below provide additional data on DPSCS correctional facilities:

Average Population and Inmate Characteristics Reports:

<https://dpscs.maryland.gov/publicinfo/publications/statistics.shtml>

Annual Report:

[http://dlslibrary.state.md.us/publications/Exec/DPSCS/DOC/COR3-207\(d\)_2019.pdf](http://dlslibrary.state.md.us/publications/Exec/DPSCS/DOC/COR3-207(d)_2019.pdf)

INMATE TRAINING AND JOB PILOT PROGRAM GRANT POST-AWARD GRANT MANAGEMENT

FISCAL PROCEDURES

All state funds under this program must be assigned to a specific account. Implementation and continuation grant awards will be dispersed at the beginning of the grant period upon award. Funding for continuation grants will be awarded to institutions on a pro rata basis, according to program enrollment data. Expenditures in excess of the approved budget will be the responsibility of the grantee.

POST-AWARD CHANGES

The grant recipient shall obtain prior written approval for any change to the scope of the approved program. The request must include an explanation of the specific programmatic changes and a revised budget, if applicable. If program activity dates have changed significantly since the proposal submission, you must submit a revised calendar of activity dates.

The grant recipient shall also obtain prior written approval from the Office of Outreach and Grants Management to:

1. Continue the program during any continuous period of more than three (3) months without the active direction of an approved program director;
2. Replace the program director (or any other persons named and expressly identified as key personnel in the proposal) or to permit any such person to devote substantially less effort to the program than was anticipated when the grant was awarded;
3. Make changes resulting in additions or deletions of staff and consultants related to or resulting in a need for budget reallocation; and
4. Make budget changes exceeding \$1,000 or 10% in any category, whichever is greater.

Grantees must also request written approval to extend the expiration date of the grant if additional time beyond the established grant end date is required to ensure adequate completion of the program with the funds already made available. A single extension may be made for this purpose and must be requested no less than one (1) month prior to the originally established expiration date. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. The fact that unobligated funds may remain at the expiration of the grant is not in itself sufficient justification for an extension. The plan must adhere to the previously approved objectives of the program.

GRANT CLOSEOUT, SUSPENSION, TERMINATION

CLOSEOUT: Each grant shall be closed out as promptly as feasible after expiration or termination. In closing out the grant, the following shall be observed:

- The grant recipient shall immediately refund, in accordance with instructions from MHEC, any unobligated balance of cash advanced to the grant recipient.
- The grant recipient shall submit all financial, performance, evaluation, and other reports required by the terms of the grant within 90 days of the date of expiration or termination.

- The closeout of a grant does not affect the retention period for state and/or federal rights of access to grant records.

SUSPENSION: When a grant recipient has materially failed to comply with the terms of a grant, MHEC may, upon reasonable notice to the grant recipient, suspend the grant in whole or in part. The notice of suspension will state the reasons for the suspension, any corrective action required of the grant recipient, and the effective date. Suspensions shall remain in effect until the grant recipient has taken action satisfactory to MHEC or given evidence satisfactory to MHEC that such corrective action will be taken or until MHEC terminates the grant.

TERMINATION: MHEC may terminate any grant in whole or in part at any time before the date of expiration, whenever MHEC determines that the grant recipient has materially failed to comply with the terms of the grant. MHEC shall promptly notify the grant recipient in writing of the termination and the reasons for the termination, together with the effective date. The grant recipient may terminate the grant in whole or in part upon written notification to MHEC setting forth the reasons for such termination, the effective date, and in the case of partial terminations, the portion to be terminated. However, in the case of a partial termination, if MHEC determines that the remaining portion of the grant will not accomplish the purposes for which the grant was made; MHEC may terminate the grant.

Closeout of a grant does not affect the right of MHEC to disallow costs and recover funds on the basis of a later audit or review, nor does closeout affect the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions.

RECORDS

A grant recipient shall retain the following records for a period of five (5) years after completion of the grant program:

- Records of significant program activities and results.
- Records that fully show amount of funds under the grant, how the funds were used, total cost of the program, all costs provided from other sources, and other records to facilitate an effective audit.
- Records to show the grant recipient's compliance with program requirements.
- Records of participant data.

REPORTING

To ensure accountability and sound fiscal management, the Office of Outreach and Grants Management serves as the state monitor of grant activities funded under this program. In addition to requiring interim and final reports, MHEC staff may conduct site visits, undertake telephone interviews, or request written materials for this purpose.

Interim and final reports are required from all grantees. Reporting forms are available on MHEC's website at least one (1) month prior to the reporting deadline. The interim report includes both a financial and narrative report. The interim report should provide evidence that the project is progressing with sufficient effectiveness to continue grant activities. At the end of the grant, both a final financial and narrative report will be due to the Office of Outreach and Grants Management. Grantees who do not submit a final report may be ineligible to apply for future grants.

ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of the Maryland Higher Education Commission must appear in any publication of materials based on or developed under this program.

Materials must also contain the following disclaimer:

“Opinions, findings, and conclusions expressed herein do not necessarily reflect the position or policy of the Maryland Higher Education Commission, and no official endorsement should be inferred.”

All media announcements and public information pertaining to activities funded by this grant program should acknowledge support of the Maryland Higher Education Commission.

If any article resulting from work under this grant is published in a professional journal or publication, two reprints of the publication should be sent to the Maryland Higher Education Commission, Office of Outreach and Grants Management, and clearly labeled with appropriate identifying information.

APPENDIX A
COVER SHEET
ABSTRACT

INMATE TRAINING AND JOB PILOT PROGRAM COVER SHEET

Higher Education Institution:

UEI Number:

Program Director Name and Title:

Campus Telephone:

FAX Number:

Email Address:

Campus Mailing Address:

Grants Office Post-Award Officer Name and Title:

Email Address:

Phone Number:

Campus Mailing Address:

Finance or Business Office Contact Name and Title:

Email Address:

Phone Number:

Campus Mailing Address:

Certification by authorizing official Name and Title (V.P. level or above):

Signature: _____

INMATE TRAINING AND JOB PILOT PROGRAM

ABSTRACT

Institution: _____

Project Title: _____

Provide a summary (250-300 words) of the proposed program's needs, purpose, and projected outcomes. (Please note the abstract may be reproduced as is or edited by MHEC staff for inclusion in press releases and other publications describing the grant program.)

APPENDIX B

BUDGET SUMMARY

INMATE TRAINING AND JOB PILOT PROGRAM

BUDGET SUMMARY

Institution: _____

SOURCE OF FUNDS				
	COLUMN 1 Grant Funds Requested	COLUMN 2 Institution Contributions	COLUMN 3 Other Contributions	COLUMN 4 Totals
A. Salaries & Wages				
Key Personnel [List each by name followed by title in brackets]				
1				
2				
3				
4				
Other Personnel (list categories & # of each in brackets)				
5. []				
6. []				
7. []				
8. []				
Total Salaries and Wages	0		0	
B. Fringe Benefits				
C. Travel				
D. Equipment				
1				
2				
E. Materials and Supplies				
F. Consultant and Contractual Services				
G. Other (specify)				
1				
2				
H. Total Direct Costs (A through G)	0		0	
I. Total Indirect Costs (max. 8% of H)	0		0	
J. Total (H and I)	0		0	

APPENDIX C
STATEMENT OF ASSURANCES

INMATE TRAINING AND JOB PILOT PROGRAM

STATEMENT OF ASSURANCES

The Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Maryland Higher Education Commission (MHEC) and the State of Maryland as they relate to the application, acceptance, and use of Inmate Training and Job Pilot Program grant funds.

The Applicant affirms and certifies that:

1. It possesses legal authority to apply for the grant; e.g., an official act of the applicant's governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will comply with the provisions of the Americans with Disabilities Act and any and all amendments to the ADA.
4. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non-grant funds or for any purpose other than those specified in this grant.
5. It will participate in any statewide assessment program or other evaluation program as required by MHEC.
6. It will give MHEC and/or a representative from the Office of Legislative Audits, through any authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant. It will maintain all records pertaining to this grant for a period of five (5) years.
7. It will comply with all requirements imposed by MHEC concerning special requirements of law and other administrative requirements.

Institution: _____

Signature of Authorized Official (President, VP level, or above)

Date

Name and Title, Printed