

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
High School Equivalency (HSE) Office
89 Washington Avenue, EBA 460
Albany, NY 12234
(518) 474-5906
Email: NYSNEDP@nysed.gov

Website: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse>

National External Diploma Program (NEDP) New Agency Sustainability Plan

**PLEASE COMPLETE, SIGN AND RETURN SUSTAINABILITY PLAN
TO BE CONSIDERED FOR NEDP AGENCY IMPLEMENTATION.**

Scan and e-mail this form to: NYSNEDP@nysed.gov with subject line "NEDP New Agency Sustainability Plan."

If unable to submit as an email attachment, please mail to the HSE Office at the address on the letterhead.

Agency Name	Mailing Address	Phone
Agency Contact's Last Name	Contact's First Name	Contact's Email
Contact's Mailing Address	Contact's Phone	
Secondary Contact Name	Secondary Contact Phone	Secondary Contact Email

PLEASE PROVIDE RESPONSES TO ALL THE FOLLOWING QUESTIONS.

Are you knowledgeable about the requirements for implementation and the time commitment - initial and ongoing for NEDP training, specifically for the Advisor-Assessor and Portfolio Reviewer?	
Are there other agencies providing NEDP within your geographic region?	
Do you have 2-5 professional employees who can commit to training to become an NEDP Advisor - Assessor and Portfolio Reviewer? A minimum of 2 assigned staff is required.	
How many full-time and/or part-time staff will be assigned to NEDP and what percentage of their time will be dedicated to the program?	
Are assigned staff able to provide 2-3 hours weekly, per client, reviewing assigned work and conducting In Office Checks?	

What staff will be trained to serve as NEDP Advisor-Assessors?	
If NEDP staff leave, what is the recruitment/replacement plan?	
How will NEDP-related data be collected and by whom?	
How will NEDP staff members be compensated for their responsibilities?	
How will the program's NEDP be funded? Initial startup cost considerations should include: <ul style="list-style-type: none"> a. Funding b. Facility rental costs, including utilities, if appropriate c. Additional costs for the first year 	
What grant funding can be used; and is funding for a single year or multiple years?	
Is your program currently directly receiving grant funds under the NYSED Adult Education Program and Policy (AEPP) Office?	
If yes, is your agency in good standing with AEPP?	
What Regional Adult Education Network (RAEN) is your agency located within?	
NEDP is now fully virtual. Does your agency have sufficient technology to support virtual advising and communication with clients?	
Whom will the program serve, and how many localities will be served?	
How will staff stay in touch with clients who are in the program?	
How will new clients be identified?	
How many clients will be in the initial cohort? How many clients does the program hope to serve in the first year?	

What is the plan for the program's NEDP growth? What outreach strategies will the program use to let the public know about the program?	
Since NEDP is not an instructional program, what resources will be available for NEDP clients needing instructional support?	
How will the program leverage regional resources, and how will the program establish sustained relationships with local employers and workforce development agencies to promote NEDP?	
NAME, TITLE, AND SIGNATURE OF INDIVIDUAL COMPLETING THIS SUSTAINABILITY PLAN.	
Name (Print):	Title:
Signature:	Date: