

# ABSTRACT

## SPECIAL FUND PROPOSAL

### Section I. BASIC INFORMATION

**Proposed Project Title:** Literacy Volunteers of Greater New Haven

**Grant Source and Agency:** CT. State Department of Education

**Total Amount Requested:**  
\$46,717

**Due Date of Application:**

**System Contact:** Michele Bonora, New Haven Adult Education  
Louis D. Perno, Literacy Volunteers (CEE)

**Telephone** (203) 492-  
0213/ (203)-776-5899

**Description of Project:** Provide a brief description below. Use Section VI to outline specific objectives and strategies relating to goals described in the application.

LV recruits, trains, and supports volunteers to serve as literacy tutors for adults in New Haven. Free reading, writing and English-speaking classes will be offered to students at approximately 16-18 sites in New Haven community, a decentralized approach bringing the classes to where students live and work. Sites include: 5 Science Park, Ives Library and its branches, ESOL Center at Gateway CC, IRIS, Junta, Yale Health Center, American Job Center, La Casa. Currently, LV tutoring is using the remote and hybrid approach. At some locations, Literacy Volunteers assist Adult Ed teachers. Literacy Volunteers is an authorized CEE, or Cooperative Eligible Entity, operating in conformance with program standards applicable to CT Adult ED organizations. The NH Board of Education receives and administers the grant passing through to Literacy Volunteers

**TARGET: Schools/Unit:** Adult Education

**No. of Students:** 500 **Grade Level(s):** Adult Education

**Eligibility Criteria:** Adults

#### GRANT PERIOD:

**From: (mm/dd/year):** 7/1/22

**To: (mm/dd/year):** 6/30/23

☐ New

☒ Continuation

#### Previous Bd. of Ed. Approval:

☐ Planning

☒ Operational

#### Bd. of Ed. Information

☒ Action

☐ Information

☐ Support

☐ Competitive

☐ Entitlement



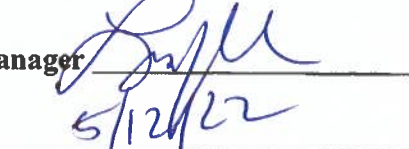
☐ Grant

#### PROPOSAL DEVELOPERS:

Michele Bonora, NH Adult Ed

Louis D. Perno, Literacy Vol. of Greater NH

#### CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1

ABSTRACT TIMETABLE	REVIEW
<b>Return to:</b> _____	
<b>Received:</b> _____	<b>Grants Manager</b> 
<b>Board of Education FINANCE &amp; OPERATIONS Meeting Date</b> <u>6/2/22</u>	<b>Finance Manager</b> 
<b>Board of Education Meeting Date:</b> <u>6/13/22</u>	<b>Human Resource Manager</b> 
<b>Due Date to Grantor:</b> _____	

**Proposed Project Title:** Free Literacy Tutoring for Adults

**Total Amount Requested:** \$46,717

**Proposed Grant Receiving Agency:** Literacy Volunteers of Greater New Haven

## **SECTION II: FISCAL INFORMATION**

### **PERSONNEL**

# FT	#PT		COST
2		Administrators	\$18,331
		Teachers	\$
		Paraprofessionals	\$
		Clerks	\$
		Stipends	\$
	2	Others	\$28,386
		Longevity	\$
		<b>SUBTOTAL</b>	<b>\$46,717</b>

### **NON PERSONNEL**

	COST
Supplies & Materials	\$
Student Transportation	\$
Staff Travel	\$
Internal Evaluation	\$
External Evaluation	\$
Independent Contractors	\$
Equipment	\$
Other	\$
Indirect Costs, if allowed	\$
<b>TOTAL</b>	<b>\$</b>
<b>NON- PERSONEL</b>	

### **FIXED COSTS:**

Health Benefits	\$
Pension (Paras & Mgmt.)	\$
FICA/Medicare	\$
Workmen's Compensation	\$
<b>TOTAL PERSONNEL</b>	<b>\$46,717</b>

### **Notes:**

- 1) **Total Personnel and Non Personnel columns must equal grant total.**
- 2) **The Abstract budget must be aligned with the Grant Application budget/ED114.**
- 3) **All applications should budget for staff development (stipends) and evaluation wherever appropriate.**

## **SECTION IIA: BUDGET EXPLANATION**

Please describe **stipends**, **contracted services**, **equipment**, **other** items and **Salary**: if the grant pays a percent of salary and benefits, please describe below, explaining percentages and amounts to be paid by grant and by NHPS. If additional space is needed, continue to next page:

This anticipated State Grant amount covers 45% of the salaries of (2) Full time administrators and (2) Part time program staff. Program staff are responsible for the ESOL and Basic Literacy (ABE) programs from Greater New Haven, a total combined annual expenditure of \$28,386. These expenditures are listed on Budget Form ED114 under 112A Educational Aides. In addition, the grant pays for 25% of the Executive Director & Program Director's salary for an expenditure of \$18,331.

Benefits (FICA/Medicare, Workman's Compensation) associated with these salaries are funded through privately raised funding sources.

Proposed Project Title: Free Literacy Tutoring for Adults

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### **SECTION III: SYSTEM OBLIGATIONS**

Project support from other programs: ☐ None ☒ Yes Explain: Multiple funding sources: NH CDBG, Community & Private Foundations, special fundraisers, Annual Appeal, Individual and Business donors.

Linkage with other programs: ☐ None ☒ Yes Explain: Numerous partnerships with public libraries, Adult Ed Programs, social service organizations, American Job Centers, New Haven Job Corps, churches and non-profit organizations for collaborative delivery of free tutoring to adult learners and for access to tutoring sites in many sections of Greater New Haven; once again utilizing a decentralized program approach (remote tutoring and hybrid approach currently being used).

Local Fiscal costs, (include renovation): ☒ None ☐ Yes Explain:

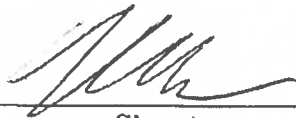
Future local personnel obligations: ☒ None ☐ Yes Explain:

### **PROJECT OR GRANT REQUIREMENTS**

- |                                                     |                                             |                                                   |
|-----------------------------------------------------|---------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Local Maintenance          | <input type="checkbox"/> Replication        | <input type="checkbox"/> Parent Involvement       |
| <input type="checkbox"/> In-Service Training        | <input type="checkbox"/> Advisory Committee | <input type="checkbox"/> Linkage w/other Programs |
| <input type="checkbox"/> Non-Public School Involved |                                             | <input type="checkbox"/> Dissemination            |

### **ADDITIONAL RESTRICTIONS OR CONCERNS**

SUBMITTING ADMINISTRATOR:



Signature

4/29/22

Date

Proposed Project Title: Free Literacy Tutoring for Adults

Total Amount Requested: \$46,717

Proposed Grant Receiving Agency: Literacy Volunteers of Greater New Haven

#### SECTION IV: **PROPOSED PERSONNEL**

List, **individually**, each position proposed by this grant application. If no personnel, please indicate N/A in the chart below

F/T	P/T	Classification	Position Description	Duration of Proposed Service	Proposed Employee	Current NHPS Employee Yes/No	If Yes Current Employee Number
1		Administrator	Executive Director	7/1/22-6/30/23	L. Perno	No	
1		Administrator	Program Director	7/1/22-6/30/23	E. Hoffman	No	
	1	Other	Program Manager	7/1/22-6/30/23	L. Fawcett	No	
	1	Other	Program Manager	7/1/22-6/30/23	K. McKenna	No	

#### V. **PROPOSED CONTRACTS**

List **individually**, each contract that will be prepared by this proposed project. If contractors will not be utilized, please indicate **N/A** in the chart below.

Proposed Independent Contractor	Brief Description of Service	Proposed Pay Rate	Proposed Total
N/A			

## **VI. ADDITIONAL INFORMATION:**

### **Please Answer All Questions -- Use Additional Pages if Necessary**

**1. Please state specific goals for this grant or the grant period.**

**a. If this is a continuation grant, please detail past year goal performance and accomplishments. Use additional space if needed:**

**b.**

Literacy Volunteers of Greater New Haven envisions a future in which the power of literacy enables all adults to thrive in their communities. Our mission is to foster partnerships with adult learners, tutors, and communities to enable individuals and families to achieve educational, career, and quality of life goals. To accomplish this, we recruit, train, and support volunteer tutors to provide free classes in reading, writing, English conversation, and basic math. LV recruits, trains, and supports volunteer tutors to help adults whose first language is not English to understand, speak, read, and write, and understand American English, and native English speakers who read and write at "survival" levels, 5<sup>th</sup> grade level or lower. All tutor training and student services are free of charge. New tutors join with our experienced tutors to work with adults who live in the New Haven community to help them achieve both their literacy goals and their personal goals as expressed during an intake interview and registration process.

Programmatically, we continue to develop and strengthen our decentralized approach reaching out into the community to acquire new tutoring sites, collaborations and partnerships with Greater NH agencies, Adult Ed programs, community centers, branch libraries, workforce development programs, basic needs assistance programs, Neighborhood Management teams, and many other community agencies. Our continued goal is to expand our in-person tutoring approach utilizing our Literacy Resource Center at Science Park, Center at Gateway Community College and tutor sites at additional partner locations and reaching at least 500 students or more experiencing low literacy needs and a need to learn to read, write and speak English. Marketing efforts have increased via our a very skilled and active Board Marketing Team accessing social media, developing a new web site, and utilizing new technologies for student registration and testing as well as the use of Salesforce for data collection along with LACES, the State Dept. of Education's new registration and data base program. Our work with Adult Education Programs continues to be strong and very instrumental for referrals and program growth.

LV continues to provide comprehensive developmental workshops and roundtable discussions for tutors working with WIOA and CCRS training available through statewide Adult Training and Development Network along with countless webinars sponsored by local, state, and national resources. We have hired a new Office Manager & Program Director who is assisting with State and LV data entry and provides support for Program Managers, the Executive Director as well as all LV Board committees.

Our focus in the 2022-23 Program year is on **Outreach** to engage organizations to promote Free Literacy Services and connect with new and returning students and tutors by adding to our staff structure a Literacy Outreach Coordinator to increase awareness of our program utilizing a variety of approaches to engage and recruit students and adult volunteers to become tutors. Outreach, in-person and remotely, includes engaging a variety of community organizations; libraries, basic needs assistance programs, community centers, health programs, churches and businesses; **Access**, investing in a variety of strategies for our staff, tutors and students to access our services more effectively through technology expansion, acquiring new curriculum and educational software, comprehensive tutor curriculum manuals and take-home workbooks for all students; **Equity**, committed to partnering with all people to meet their personal learning goals, access to meet basic needs, and advance their own and families' goals. Low-literacy people are the most at risk for job loss, housing loss and health problems. LV has also launched an Equity Force to ensure that our operation includes diversity, inclusion, and Equity. This past year all board members, staff and tutors participated in equity trainings on dimensions of diversity microaggressions as well as a Diversity, Inclusion and Equity Assessment of all staff, board members and tutors.

We have and will continue to analyze student retention, work with NH Adult Ed to discuss trends, best practices and new strategies for implementation which will the utilization of a hybrid approach moving closer to all-in person tutoring which is favored by both students and tutors. We will implement yearly Student surveys to learn more about student goal attainment and explore availability of summer tutors to provide year-round learning for students.

LV will once again utilize new approaches to provide support for Program Managers so they can be developing more supportive relationships with students assisting with other aspects of their lives (resource awareness, etc.). This will involve the use of Literacy Outreach Coordinators who will reach out to basic needs assistance programs, health organizations and other community resources.

### **How does this grant address School Reform goals?**

For over 45 years, Literacy Volunteers has been utilizing a variety of strategies on the local, regional, and State level to carry out its mission and move closer to our vision; a future in which the power of literacy enables all students to thrive in their communities.

The method utilized to fulfill its role and carry out its mission is by recruiting volunteers, preparing them with effective training approaches utilizing a variety of resources, and supporting them in the delivery of free literacy tutoring for adults. Until the pandemic began, we continued to utilize a decentralized approach by bringing classes to the neighborhoods where students live and work. This outreach and program support is done through a small staff but very skilled in education, along with hundreds of volunteers, who are also responsible for recruiting and testing students, monitoring their progress, and developing partnerships in the community that are committed to the advancement of literacy. Our staff and tutors know the neighborhoods and seek out resources and partners on a variety of levels.

One of our most significant partners is New Haven Adult Education, whose classes we supplement with tutoring for adults who want additional practice speaking English, who wish to prepare to enter a GED program, or are only able to commit to one-two hours of class per week. We refer students when appropriate to Adult ED, and they do the same in return. Staff from NH Adult Ed also assists our Program Staff with tutor training and community outreach. Literacy Volunteer tutors assist paid Adult Ed teachers working with ESOL students. Free tutoring also occurs in the branch libraries where literacy improvement is most needed. We leverage the generosity of volunteer tutor time and donated partner space throughout New Haven to increase the number of adult students we serve. We anticipate more of the above resuming in the fall as the impact of the pandemic continues to decrease.

Along with our Literacy Resource Collaboration, we continue to collaborate with Junta for Progressive Action, IRIS, Gateway Community College, La Casa, Dixwell United Church of Christ, Cornell Scott Health Center, Yale Health Center, and extensive work with the American Job Center. Many of our collaborative and networking continues on a remote basis via Zoom with more in-person opportunities developing.

Literacy Volunteers recognizes the clear relationship between children who attain good reading levels and parents or caregivers who read to their children at an early age and assist them with homework. We know that Literacy is a matter of survival and a significant barrier to adults' life success and to their children's school success. Literacy – speaking, reading, and writing in American English – can be the first step up toward breaking the cycle of poverty and its attendant cycles of unemployment, risky behavior, poor health outcomes, and school failure. Workers proficient in English earn anywhere from 17 percent to 135 percent more than Limited English Proficiency workers depending on their metro location. An AT Kearney study reported that for every dollar invested in Literacy Volunteers students experienced a \$33 economic gain in their lives.

We promote family literacy with the intent of attracting parents and caregivers to our Reading classes at 5 Science Park and other New Haven area sites working in partnership with New Haven Reads and Center for Adaptive Learning, our Resource Center at the Science Park facility. We also engage the New Haven public schools to inform parents about our programs, especially those who may need literacy services.

This grant proposal will provide funding toward the salaries of the Executive Director, a Full Time Program Director and 2 Part Time Program Managers who are dedicated to the ESOL and Basic Literacy Reading programs.

2. **Please explain why this proposal is significant and important in relation to improving student and/or staff performance, as well as any additional pertinent information that is specific and relevant: (Include resume of person(s) providing service for contracts \$10,000 and over)**

Statistics from the National Assessment of Adult Literacy indicate that as many as 30% of adults in New Haven struggle with literacy. Among those with the lowest literacy rates, 43% live in poverty. These are startling figures, yet literacy is a solvable problem. Literacy services as an intervention that increases the tools available to and skills of people with low literacy to overcome the structural barriers that create and maintain poverty. Our free classes change lives, improve family income, help children achieve in school, improve the health and safety of our students, and build more engaged communities. Without improved literacy, adults are unable to effectively navigate such systems as: Basic Needs Assistance Resources; understand the impact and prevention of many health issues, particularly the Covid virus; focus on Work Development-finding and maintaining a good job.

Literacy Volunteers is a small volunteer organization which makes a big impact by utilizing over 200 volunteers and in-kind free sites throughout Greater New Haven along with partners on many levels. Literacy Volunteers programs could not exist without paid staff to manage and support them and to build the participating base of tutors, students, and partnerships in 2022-23. For our adult students to continue to make significant gains in Reading, Writing, and speaking English as they have annually, Literacy Volunteers needs the support of the New Haven Board of Education and the CT State Department of Education. We are proud to be aligned as a CEE working with Adult Ed to empower New Haven adults through literacy. NH BOE, the CT. State Dept of Ed., and the New Haven Adult Education continue to be valuable "Partners in Literacy"!

## **REQUIRED:**

**A COPY OF THE GRANT APPLICATION MUST BE ATTACHED TO THE ABSTRACT.**