

# 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:** \$40,742                      **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, Mitchell Library, American Job Center, La Casa, Tower Senior Community, Leeway and others. 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:** 600                      **Grade Level(s):** Adult Education  
**Eligibility Criteria:** Adults

<b>GRANT PERIOD:</b>	
<b>From:</b> (mm/dd/year): 7/1/20	
<b>To:</b> (mm/dd/year): 6/30/21	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation	
<b>Previous Bd. of Ed. Approval:</b>	
<input type="checkbox"/> Planning <input checked="" type="checkbox"/> Operational	
<b>Bd. of Ed. Information</b>	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information <input type="checkbox"/> Support <input type="checkbox"/> Competitive <input type="checkbox"/> Entitlement <input type="checkbox"/> Grant	

**PROPOSAL DEVELOPERS:**

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> _____	<b>Finance Manager</b> _____
<b>Board of Education Meeting Date:</b> _____	<b>Human Resource Manager</b> _____
<b>Due Date to Grantor:</b> _____	

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

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**SECTION II: FISCAL INFORMATION**

**PERSONNEL**

**NON PERSONNEL**

# FT	#PT		COST
1		Administrators	\$6,942
		Teachers	\$
		Paraprofessionals	\$
		Clerks	\$
		Stipends	\$
1	2	Others	\$33,800
		Longevity	\$
		<b>SUBTOTAL</b>	<b>\$40,742</b>

	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>\$40,742</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 52% of the salaries of (1) Full time and (2) Part time program staff responsible for the ESOL and Basic Literacy (ABE) programs from Greater New Haven, a total combined annual expenditure of \$33,800. These expenditures are listed on Budget Form ED114 under 112A Educational Aides. In addition, the grant pays for 12% of the Executive Director's salary for Greater New Haven program administration for an expenditure of \$6,942.

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

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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.

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

**Future local personnel obligations:**  None  Yes **Explain:**

**PROJECT OR GRANT REQUIREMENTS**

- Local Maintenance       Replication       Parent Involvement
- In-Service Training       Advisory Committee       Linkage w/other Programs
- Non-Public School Involved       Dissemination

**ADDITIONAL RESTRICTIONS OR CONCERNS**

[New Haven PPS FY 2019](#)

**SUBMITTING ADMINISTRATOR:**  **Date:** 5/12/20

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**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	7/1/20-6/30/21	L. Perno	No	
1		Other	Program Manager	7/1/20-6/30/21	E. Hoffman	No	
	1	Other	Program Manager	7/1/20-6/30/21	L. Faucett	No	
	1	Other	Program Coordinator	7/1/20-6/30/21	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:**

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, homeless shelters, soup kitchens, food pantries, Neighborhood Management teams, ConnCat, and the New Haven Job Corps. This has enabled us to reach at least 600 students or more experiencing low literacy needs and a need to learn to read, write and speak English. We are strengthening relationships with local colleges and universities to acquire human service/social work interns and Yale University Fellows. Marketing efforts have increased via a new Marketing Consultant and a very skilled and active Board Marketing Committee accessing social media more, developing a new web site and utilizing new technologies for student registration and testing as well as data collection. Our work with Adult Education Programs continues to be strong and very instrumental for referrals and program growth.

LV Continue to provide comprehensive developmental workshops and roundtable discussions for tutors working with WIOA and CCRS training available through statewide Adult Training and Development Network. We have been very successful in maintaining at least 2 staff trained in both CCRS 100 & 200 series. Our Data Entry position had to be cut this year due to budget cuts resulting in our Program managers being trained in the administration of CARS. Managers now have quicker and more effective access to student indicators of progress regarding both CASAS post testing scores as well as individualized goals. As a result of COVID-19 staff has become trained in many new Technology platforms to utilize for remote distance learning with our students and we are exploring the purchasing of the Lexia software program to enhance these capabilities during the crisis and when distance-learning is no longer necessary. This past year tutor training has also included the topic of the U.S. 2020 Census providing information to tutors to pass onto their students. We have accessed numerous 2020 Census resources in terms of handouts and fliers to distribute to students in all program sites.

The utilization of an Educational Consultant which we now have has enhanced work with Program Managers and tutors to be a resource regarding curriculum and development of other learning approaches to meet the needs of both Basic Literacy and ESOL students as well as those with developmental and environmental issues. We will diversify program offerings as a result to include more focused tutoring classes in career-readiness, health literacy, financial literacy, digital literacy creating a more student focused environment. Yearly Tutor surveys have enhanced the effectiveness of tutors as well as develop strategies to increase tutor retention.

We have and will continue to analyze student retention, work with NH Adult Ed to discuss trends, best practices and new strategies for implementation. Implement yearly Student surveys to learn more about student goal attainment and explore availability of summer tutors to provide year-round learning for students.

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.)

**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 "To foster partnerships with adult learners, tutors and communities to enable individuals and families to achieve education, career, and quality of life goals". We envision 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. We 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, 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. At the New Haven Free Public Library, 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.

Along with our Literacy Resource Collaboration, other tutoring sites are at Junta for Progressive Action, IRIS, Gateway Community College, La Casa, The Towers Senior Community, Dixwell United Church of Christ, Leeway, Inc, Yale Health Center and extensive work with the American Job Center. We continue to be a partner agency with the City Transformation plan project on Adult Literacy and Life Skills and a supporter of the WKRP project for New Haven individuals released from incarceration. Our former Executive Director was a member of Mayor Harp's Commission on Reading. Our new Executive Director of over 40 years in the area of non-profit human services thoroughly believes in the development of new and unique partnerships and collaborations to continue to meet the needs of thousands of individuals in Greater New Haven with low literacy needs.

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 Illiteracy is a 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 along with the New Haven Literacy Coalition.

The LV Board of Directors completed a five-year strategic plan in 2019 based on an extended organizational self-study and planning process involving focus groups with tutors, students, staff and board and extensive research and data analysis. This comprehensive Strategic Plan was designed to help the organization to strike a balance between the need to reach as many communities and students as possible while ensuring low tutor-to-student ratios, high-quality tutor training, and individualized curriculum so that students reach their highest educational, career and/or personal goals.

This grant proposal will provide funding toward the salaries of the Executive Director, a Full Time and 2 Part Time Program Managers/Coordinator 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. "Transforming Lives Through Literacy" is the mission that inspires, and continues to guide the free programs offered by Literacy Volunteers to any adult hoping to enhance their future through the power of reading and writing. During COVID-19, these uncertain times

underscored the vital importance of literacy skills more than ever. And for those most vulnerable, trying to navigate medical and personal safety challenges as well as the dire financial landscape, basic literacy is fundamentally a matter of survival.

Literacy Volunteers is a small volunteer organization which makes a big impact by utilizing close to 300 volunteers and in-kind free sites throughout Greater New Haven. 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 2020-21. 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. It is through this partnership that we “Save, Strengthen, Rebuild and Transform Lives through Literacy”.

**REQUIRED:**

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