

New Mexico Coalition for Literacy

2015 Operating Assistance Grants Guide

BACKGROUND AND GRANT OVERVIEW

The New Mexico Coalition for Literacy (NMCL) is a private, nonprofit New Mexico corporation missioned to coordinate, expand, and enhance New Mexico programs so adults can read and write to achieve their goals. Specifically, the NMCL works to support services to adults who read at or below the sixth grade level using one-to-one tutoring from professionally-trained and certified volunteers.

Operating Assistance Grants to local providers of adult literacy services are one way that the NMCL supports literacy service providers. New this year, the NMCL's application submission process will be online, with applications due September 3, 2015 at 5:00 pm MDST. You may only submit one application per literacy organization for the 2015 cycle. The NMCL will award grants for a project period ending on June 30, 2016. Funding requests can range from a minimum of \$1,000 to a maximum of \$30,000. This Request for Proposals (RFP) and subsequent grant awards are subject to the availability of funding. Planned key dates are as follows.

FY 2015-2016 Operating Assistance Grant Timetable	Anticipated Event Timing
Applicant training webinar	August 12, 2015 – Noon MDST (see page 5)
Open application period (<u>no late applications accepted</u>)	Open: August 5, 2015 at 8:00 AM MDST Close: September 3, 2015 at 5:00 pm MDST
Preliminary award determination letters sent	Mid-September, 2015
Applicant appeal deadline	Late-September, 2015
Grant award agreement deadline	Mid-October, 2015
Grant Agreement sent	Mid-October, 2015
Mid-Year Report due	Late-January, 2016
Project period ends	June 30, 2016
Year-End Report due	Late July, 2016

The NMCL will reject late applications with no exceptions. The NMCL encourages applicants to register for the online application once open, attend the training webinar (see instructions on how to attend on page 5), and plan to submit two to three days early in case of need for assistance during the submission process. Please refrain from contacting the NMCL directly to inquire about the status of your proposal (the NMCL will contact applicants once funding decisions have been made).

IS MY ORGANIZATION ELIGIBLE?

Operating Assistance Grants are available for local literacy providers that:

- Provide literacy services to adults who read at or below the sixth grade level (as demonstrated through standard assessment instruments);
- Offer one-to-one tutoring, exclusively or in large part, for delivering literacy services to adults;
- Use professionally trained and certified volunteer tutors, exclusively or in part, for literacy instruction; and
- Serve residents of New Mexico.

Applicants may incorporate English as a Second Language (ESL) services into supported work as long as they also offer adult reading services. Additionally, qualified applicants must:

- Be in compliance with required government filings (e.g., New Mexico Attorney General, Internal Revenue Service, and Secretary of State); AND
- Have tax exemption under code 501(c)(3) of the IRS, OR
- Have a fiscal sponsor that is tax exempt under 501(c)(3).

Programs providing Family Literacy services and Computer Literacy services/Technology Instruction, as defined in the glossary in Appendix A, are also eligible for funding support, as long as agencies also offer adult reading services.

WHAT IF MY PROGRAM IS NEW?

New and start up organizations and projects are eligible to apply. If you are interested in starting a literacy project in your community, we strongly encourage you to seek assistance from the NMCL in planning your project, prior to applying for funding. Contact the NMCL's Executive Director for additional information by writing to info@newmexicoliteracy.org.

ARE THERE FUNDING PRIORITIES?

The NMCL will prioritize grant awards to organizations meeting the greatest overall need, filling unmet adult literacy needs in a service area, and providing services most aligned with the needs of adults who read at or below the sixth grade level. More specifically:

Eligibility Questions?

If you have any questions about your organization's eligibility or how to answer the eligibility questions in the online application, please refer to the glossary (Appendix A) and/or contact the NMCL Executive Director *prior* to applying at info@newmexicoliteracy.org.

High Priority

- Preference will be given to local literacy providers that are independent, community-based organizations located in the state of New Mexico.
- Preference will be given to literacy service in rural areas.
- Reviewers will seek to fund an overall portfolio of agencies reaching communities and areas around the state.
- Preference will be given to agencies serving special populations (e.g., Native Americans, veterans, or the homeless), currently underserved populations/areas, and/or populations of students with especially low literacy levels.
- Preference will be given to literacy organizations with less demonstrated financial support from a fiscal sponsor or parent institution/agency.

Low Priority

- Programs that are primarily child-focused or that rely heavily on classroom instruction are generally not a priority.
- The NMCL is unlikely to fund a local literacy provider supported through existing significant funding from a parent agency, or state or federal funding.
- Programs focused on a narrow adult sub-population *when* there are no other adult literacy agencies serving the general population in the area.

HOW MUCH IS AWARDED?

Grants will range from \$1,000 to \$30,000. The size of a grant is not dependent on the number of students served or organization size; a small organization serving a limited number of students may receive a maximum award if demonstrating sufficient need and capacity for success. Reviewer considerations for award size include: requested amount, other funding sources, need for operational support, and need for services in the community. In the event that the review committee underfunds a request, the NMCL will ask the applicant to submit revised goals. Grants will be awarded for a project period ending on June 30, 2016.

Funding Approach

With grants intended as operational support, income may be used flexibly during the grant term to meet agency needs, as long as certain restrictions and reporting requirements are met.

WHAT FUNDS USES ARE ALLOWABLE/UNALLOWABLE?

Allowable Use of Funds:

- Administrative salaries for employees involved with funded literacy services;
- Payroll taxes, fringe, and benefits up to 25% of requested allowable salaries;
- Purchased services including costs of consultants, professionals, printing services, graphic design services, and public relations, etc.;
- Supplies and materials such as office supplies, software, computer equipment, etc. that are not eligible or covered by the NMCL's materials grants, which are available year-round and can be found at <http://newmexicoliteracy.org/grants>;
- Partial or full fiscal sponsor fee (approved percentage level at the discretion of the NMCL);
- In-state travel expenses, including costs to attend conferences (such as the NMCL's Annual Meeting), in-service trainings, and trips to other in-state literacy programs; and
- Overhead costs that support program services, such as rent, telecommunications, and utilities.

Unallowable Use of Funds:

- Teacher salaries;
- Salaries/wages/stipends paid to a member of an organization's board of directors for serving as an instructor or trainer;
- Salary expenses (payroll taxes, fringe, and benefits) in excess of 25% of requested salaries;
- Costs already covered through federal and/or state government funding for adult literacy (monies provided by these government grants and the funds and student count must be kept separate from your support from the NMCL);
- Costs for professional and volunteer development and training in areas that are already offered by the NMCL at no cost for funded programs (for instance, the NMCL offers nationally certified tutor training see

Materials Grants

The NMCL offers \$500.00 Materials Grants (two grants per program per year allowed, as funding permits) to literacy programs in New Mexico. For funding of this type of expense, literacy organizations should request support through a material grant, not expense it in an operational support grant.

<http://newmexicoliteracy.org/nmcl-programs-a-services/training>); and

- Service provision for communities and residents outside of New Mexico (if your program also serves other states, your agency must use funds from the NMCL for in-state work).

ARE MATCHING FUNDS REQUIRED?

Yes. Awardees must match an Operating Assistance Grant from the NMCL dollar-for-dollar, meeting a contribution of 100% for actual awarded funds over the fiscal year. Match can be cash or in-kind goods and/or services. Your agency may use volunteer time as in-kind match at the rate of \$23.07 per hour.

HOW DO ORGANIZATIONS APPLY?

Eligible literacy organizations are allowed to submit one Operating Assistance Grant application for the current cycle. Fiscal agents may be associated with more than one applying literacy organization.

The NMCL has moved to a streamlined and online application process, which is tested for compatibility on numerous web browsers and browser versions, and is accessible for Macintosh and PC computers.

If you experience technological limitations or other access problems that may prevent you from using an online application successfully, please contact the NMCL Executive Director as soon as possible to discuss assistance and options (info@newmexicoliteracy.org).

All applications must be received by September 3, 2015 by 5:00 pm MDST. The NMCL will reject late applications. There will be no exceptions. Steps for applying are as follows:

- Attend the pre-proposal web training on August 12, 2015 – Noon MDST. For access, email info@newmexicoliteracy.org no later than August 10, 2015, Noon MDST. While attendance is strongly recommended, this training is non-mandatory.
- Email info@newmexicoliteracy.org for access to the eligibility quiz. Include your literacy agency name and Executive Director phone and email address. The NMCL will then email a link (URL) to the eligibility quiz.

Application Webinar

The NMCL has streamlined the funding request process for Operating Assistance Grants and moved the application submission online. Please attend the pre-proposal training on August 12 at noon. To register and receive access instructions, email info@newmexicoliteracy.org no later than noon, August 10. The webinar will be recorded and later posted to the NMCL website.

- Follow the link, register as a user, then complete the organization eligibility quiz. If your organization qualifies, you will be guided to a menu where you can access the application.
- Within the application, complete contact registration for the Executive Director or another person authorized to represent and enter contracts for the literacy organization (one registered user per organization).
- Complete all application information sections (see following section). Note: the system regularly saves your work and users can return to a saved application to complete.
- Upload required documents (see following section).
- Complete application pre-submission certifications/assurances, click submit, then address any errors the system finds in your application. You may then print a copy of your application (strongly recommended).
- Following submission of the validated application, you will receive a confirmation email. Check your registered email for this message to confirm submission.

Note that the application is responsive to answers for certain questions in order to reduce the amount of work for applicants. For example, programs that are new will not need to complete data about prior year literacy activities. Therefore, an application may not show all questions you will be required to complete prior to beginning work. Please allow adequate time to work through all areas. To provide guidance, a sample application is attached as Appendix B.

WHAT IS REQUIRED IN AN APPLICATION?

Online entry sections are as follows:

- User/representative contact information;
- Information on your organization (and fiscal sponsor, if applicable);
- Applicant financial information;
- Literacy service details for the prior fiscal year; and
- Request and projected service information for fiscal year ending June 30, 2016;

Question Display

To prevent applicants from having to address questions that are not relevant to their program, the online application responds to certain answers with additional questions or information requests. A sample copy of the application with the larger set of questions is attached as Appendix B. Always review the online application as well to ensure understanding of the scope of questions you will be required to complete.

Required document uploads are as follows:

- Proposal narrative (see next section);
- Most recent applicant tax return (or fiscal sponsor tax return, if using a fiscal sponsor);
- Board of Directors/Trustees list with officer titles, years of service, and professional affiliations. If your literacy organization uses a fiscal sponsor that has an advisory council for the literacy program component, you must include specified information for boards for both agencies (compiled in a single document file);
- Current budget for applicant organization (or budget for literacy programming for agencies with multiple program services); and
- Personnel qualifications documentation, including resumes of key staff and job descriptions or position summaries for each person involved with the literacy project, and qualifications of any sub-contractors that will coordinate or deliver scoped literacy services. Compile qualification documents in a single file not to exceed 10 pages.

Acceptable file formats are Adobe PDF, Microsoft Word, and Microsoft Excel. The NMCL recommends using PDF, especially for the narrative, given page limit restrictions. Individual file sizes are limited to a maximum of 300 MB.

WHAT ARE THE PROPOSAL NARRATIVE REQUIREMENTS?

Attach a narrative of no more than seven pages (8 ½" x 11") formatted with 1-inch page margins on all sides. Pages beyond the seven-page limit will be removed from the file and not read or considered by reviewers. Typeface should be no smaller than 12 point and may be single spaced. Attachment file type may be Adobe PDF or Microsoft Word Document (PDF recommended). In the narrative, please address the following areas, in the order provided.

Community Need (suggested length of 1 page): Identify the geographic service area for adult literacy and ESL services, target population/s of students, and the need for services among the target population. Please support that assessment with statistics and other evidence of need particular to the community or geographic region served. Helpful resources for need statistics include the [Program for the International Assessment of Adult Competencies](#), the [National Assessment of Adult Literacy](#), the [National Adult Literacy Survey](#), and the [U.S. Census](#). Provide information on whether there are other area educational service providers for adult literacy, ESL, and Adult Basic Education and what need or gap in services your organization will fill.

Program Design and Description (suggested length of 1.5 pages): Describe proposed service details including instructional site/s and scheduling, educational design and components, tutoring methods, use of technology, and provision of real-life context to learning. If this is new programming, describe your plan and timing for service launch. If yours is an existing program, describe plans to improve or expand services during the grant year, if applicable. State whether students receive literacy services at no charge; if not, explain reasoning and fee structure. Outline your program plan for adult literacy student recruitment including types of outreach and promotion, methods of recruitment, screening/intake processes, and tutor matching. Describe how outreach and recruitment approaches are community-wide and designed to reach diverse population groups or special populations not served by other adult literacy providers.

Program Quality (suggested length of 1.5 pages): Describe the program's foundation of research on effective educational practices, particularly approaches for adult students who have the lowest literacy levels. Describe strategies and activities to support student persistence and retention. Outline your program's plan for volunteer tutor recruitment, including: projected number of tutors recruited, trained, and matched with students; approaches for volunteer outreach and recruitment; and methods for reaching a diverse audience of potential tutors. Describe interagency coordination and partnerships your program uses or will use (e.g., student recruitment partners, support service referrals to or from your agency, relationships with educational institutions, job placement and skills development services, providers of in-kind support).

Performance and Evaluation (suggested length of 1.5 pages): Propose three major literacy objectives for the fiscal year ending June 30, 2016. Objectives should be achievable and stated in a quantifiable, and measurable form. Objectives that focus on student outcomes rather than agency activities or service levels will be considered as stronger by the review committee (see inset at right).

Provide a brief list or description of activities and/or steps your agency will implement to achieve objectives. Describe how your agency will measure performance, including monitoring and evaluation methods and frequency. Describe how your agency will ensure that the progress during the grant term is on-track to attain objectives by the grant term end. If your program received an NMCL Operating Assistance Grant in the 2014-2015 fiscal year and did not meet proposed goals/objectives, please provide an explanation and describe how you have revised projections or will change the approach to meet proposed objectives for the coming fiscal year.

Experience and Capability (suggested length of 1 page): Describe how the key staff managing this project has/have the experience, training, and/or education to provide quality adult literacy programming. Describe the agency's administrative capacity to support the program, financial tracking, and performance reporting requirements. If adult literacy education programming is new, describe past staff and organizational experience in planning and operating similar projects. If your program received an NMCL Operating Assistance Grant in the 2014-2015 fiscal year, state how it has addressed the Committee's recommendations (if applicable).

Use of Funds (suggested length of one-half page): Describe your agency's anticipated use of funds and how the NMCL funds will support program services. If your program was an NMCL

S.M.A.R.T. Outcome-Based Objectives

Strong objectives should be SMART:

- **Specific:** Objective makes clear who the target population is and what will be accomplished.
- **Measurable:** The objective is quantifiable, can be measured by the agency, and states target change expected.
- **Achievable:** The objective can realistically be accomplished (during the proposed time frame, with available resources, and using agency methods).
- **Relevant:** The objective helps address the NMCL aims for adult literacy and success.
- **Time-Bound:** Objective is clear about when timeframe for achievement.

Preferably, objectives should be also be related to student outcomes, which are program-related changes in:

- Skills
- Behavior
- Knowledge, or
- Attitudes

Outcomes examples are literacy level gains, reading to/with children, belief in increased employability, improved job status, GED attainment, student persistence/retention, or Adult Basic Education enrollment.

Operating Assistance grantee in the prior fiscal year and you are requesting an increase in funding, explain how additional support will expand or enhance your program. Briefly describe sources, amounts, and status (secured, pending, projected) of matching cash and/or in-kind funds.

HOW ARE GRANTEES SELECTED?

The NMCL is committed to supporting local literacy providers that have a strong impact within their communities; however, due to the volume of funding requests, not every request that meets application guidelines will receive funding.

A review committee reads and scores compliant applications, using scoring and portfolio funding priorities (e.g., aim to fund projects in communities statewide) to determine funded requests and funding level. The committee considers overall balance of a program in relation to local service area needs, clarity of the plan for service delivery, qualifications of key personnel, likelihood of the service's continuation beyond the contract period, and the effectiveness of the proposed self-evaluation of the project. Also considered is past performance and reporting compliance on prior NMCL grants, as applicable. Scoring categories and the scoring rubric is included as Appendix D.

WHAT HAPPENS IF OUR PROPOSAL IS/IS NOT FUNDED?

Following committee decisions, the NMCL sends notification to applicants. The NMCL has an appeal policy and process with a protest submission period of 14 days following initial award notification. The policy can be viewed at <http://newmexicoliteracy.org/grants>. Note that the committee will not consider grant appeals on the basis of a late submission or for incomplete applications not meeting material requirements. Following the appeal process, the NMCL and funded agencies complete grant agreements and revised goals as applicable. A sample grant agreement (Appendix C) is attached that reflects required and expected terms for grantees.

The grant term ends June 30, 2016. The NMCL will make payments to grantees on a reimbursement basis for expenses incurred (on a basis no more frequently than monthly and no less frequently than quarterly, determined by recipient reimbursement request submissions). Therefore, organizations must be able to pay initial expenses of a project prior to receiving grant funds.

The NMCL typically awards funds directly to the service provider; however, for those organizations using a qualified fiscal sponsor, the NMCL will make payments to that 501(c)(3) or fiscal agent.

Funded applicants are required to track and report on services, with a Mid-Year and Year-End Report (to be provided to awardees). Requirements of these reports may include, but are not limited to descriptions of progress, challenges, activities, assistance, changes from plan, and other aspects of delivery as well as detailed counts of tutor and student demographics, literacy/ESL participation, student literacy and other outcomes, and engagement length and retention data.

APPENDIX A - GLOSSARY OF TERMS

Adult

A person who is eighteen years of age or older.

Basic Literacy Services

In-person instruction by volunteer tutors for both native and non-native English-speaking adults who are learning to read and write English who read at or below the sixth grade level.

Computer Literacy/Technology Education

In-person or remote instruction by volunteer tutors in the subjects of computer and technology usage. This is distinct from instructional technology used to teach Reading, ESL, or Family Literacy.

English as a Second Language (ESL)

Teaching English to students who self-report their status as non-native speakers of English, with instruction emphasizing speaking, listening, and understanding English, rather than reading and writing English.

Family Literacy Services

Activities that invest sufficient hours and last a sufficient duration to make sustainable improvements in a family's reading capacity that are measurable through a Standardized Assessment Instrument, integrating all of the following activities:

- Simultaneous instruction to parents and their children in literacy;
- Training parents how to be the primary teacher for their children and full partners in the education of their children;
- Parent literacy training designed to lead to a given family's economic self-sufficiency; and

- Age-appropriate education for school-age and pre-school-age children to prepare them for success in school and other life experiences.

Literacy Service Area

The geographic area for which a local literacy organization will offer adult literacy education in reading and writing, if selected for funding.

Local Adult Literacy Providers

Community based organizations offering literacy services to adults living in New Mexico, all or most of whom read at or below the sixth grade level in English.

One-to-One Tutoring

Literacy, numeracy, and/or ESL instruction provided by volunteers who tutor adults on an individual basis.

Rural Area

A municipality or unincorporated village, tribes, Indian nations, pueblos or community with a population of less than 15,000 as determined by the latest federal decennial census.

Standard Assessment Instrument

A test that a given literacy provider administers to all of its students in the same manner.

Tutors: Certified volunteer instructors who provide literacy and/or ESL services.

Workplace/Workforce Literacy

Tutoring in the workplace or tutoring in job literacy skills and literacy as it pertains to the workplace.

APPENDIX B – SAMPLE APPLICATION

Welcome to the NMCL 2015 Operating Assistance Grant application. This application includes several sections to enter organization and program information followed by a file upload area for your narrative, organization and staff information, and financial documents.

Below are several tips for completing your application:

- You can save your work by selecting the "Save Draft" button at the end of each section.
- To prevent applicants from answering irrelevant questions, this form is responsive, with follow-up questions appearing based on selections. To view the entire question set, see the Sample Application (click here to view).
- To view additional guidance for questions, hover your cursor over the small question mark box.
- You can print your application at any time by selecting the "Return to Menu" link on the upper left of all sections then selecting "Print 2015 Application."
- Please follow directions on entry restrictions (such as "numerals only"). Failure to do so will trigger a validation error after you hit "Submit" on the application and require that you return to fix it before successful submission.
- If you need additional guidance, please refer to the Grant Guide (click here to view), access the recorded webinar posted at www.newmexicoliteracy.org/grants, or write to the NMCL at info@newmexicoliteracy.org.

Required information is indicated with *


Applicant Organization Contact Person

Prefix	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title *	<input type="text"/>
Contact Person Telephone (numerals only) *	<input type="text"/> 
Contact Person Email *	<input type="text"/>

Required information is indicated with *

Applicant Organization Information

Complete the following information for the applicant agency that will be delivering adult literacy services.

Employer Identification Number (EIN) of Applicant Organization (numerals only) *	<input type="text"/> 
----------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------

Name of Applicant
Organization *

Legal Name of Applicant
Organization (if different from
above)

Year the Applicant Organization
was Founded *

What are the applicant
organization's vision and mission
statements? (limit 150 words) *



0/150

Applicant Organization Mailing Address

Mailing Address Line 1 *

Mailing Address Line 2

City *

State *

Zip/Postal Code *

Applicant Organization Physical Address, if different from above

Physical Address Line 1

Physical Address Line 2

City

State

Zip/Postal Code

Applicant Organization



Telephone (numerals only) *

Applicant Organization Fax
(numerals only)



Applicant Organization Website

Applicant Organization General
Email

Please select your IRS tax
classification. If your agency
does not have 501(c)(3) or 115,
you must have a fiscal sponsor
that has one of those
classifications. *

- 501(c)(3)
 Other organization type, using a 501(c)(3) classified fiscal agent

Legal Name of Fiscal Sponsor
Organization *

Fiscal Sponsor Employer
Identification Number (EIN) *



Fiscal Sponsor Mailing Address

Mailing Address Line 1 *

Mailing Address Line 2

City *

State *

Zip/Postal Code *

Required information is indicated with *

Agency Financial Information

Please complete the following information for the applicant organization. Financial information in this section is for the total organization, not just literacy services.

In the prior fiscal year, did your
organization have income
exceeding \$500,000? *

- Yes
 No

Did your organization conduct
an annual financial audit by an
outside accounting firm for the
prior fiscal year? *

- Yes
 No

You indicated that your organization had income over \$500,000 but did not have an audit. Please explain and indicate whether you had a waiver from the New Mexico Attorney General. The NMCL may request verification of waiver. (limit 100 characters) *

0/100

What is your fiscal year? Please enter your fiscal year in month-month format (e.g., July-June) *

What were your organization's total actual expenses for the most recently completed fiscal year? (numerals only) *

What was your organization's total actual income for the most recently completed fiscal year? (numerals only) *

List your top five cash income sources (of any type and from any source) and amounts (numerals only) for the most recently completed fiscal year. If your literacy organization had fewer than five income sources: 1) enter "N/A" for remaining "Source Name" fields and 2) enter "0" for remaining "Source Amount" fields. These are required fields and limited to text or numeral entry.

Source 1 Name *

Source 1 Amount *

Source 2 Name *

Source 2 Amount *

Source 3 Name *

Source 3 Amount *

Source 4 Name *

Source 4 Amount *

Source 5 Name *

Source 5 Amount *

Does your local, county, state, or federal government provide any in-kind support for your program (e.g. office space in a government building)?

- Yes
 No

Please describe local government in-kind support. (limit 100 words)

0/100

Required information is indicated with *

Literacy Services Profile

Did your organization provide adult literacy and/or English language learning services during the prior fiscal year? *

- Yes
 No

Literacy and ESL Financial Information for the Most Recently Completed Fiscal Year

What were the total expenses for your literacy (and ESL, if applicable) programming for the most recently completed fiscal year? (numerals only) *

What was the total dollar income for your literacy (and ESL, if applicable) programming for the most recently completed fiscal year? (numerals only) *

Describe program income sources (including amounts) for the most recent year of literacy/ESL services. (limit 100 words) *

0/100

Literacy and ESL Service Levels for the Most Recently Completed Fiscal Year

What was the total number of adults participating in literacy and ESL programming? Please enter the actual number of unduplicated students. (numerals only, if none, enter 0) *

Please enter the actual number of individuals participating in the following programming during the most recently completed fiscal year. Total of categories may exceed total above due to multiple services to the same individuals. (numerals only, if none, enter 0)

Adult Literacy – Native English Speakers *

Adult Literacy – Non-native English Speakers *

ESL/ESOL/ELL *

Service Outcomes for the Most Recently Completed Fiscal Year

For students who exited or became inactive in your literacy and ESL programming during the prior fiscal year, please enter the actual number of students by duration of participation. The total for this section is likely to be lower than the total above (for the number of adults participating in literacy and ESL programming) due to students continuing program involvement. (numerals only, if none, enter 0)

Under one month *

One to six months *

Six months to one year *

One to Two years *

More than two years *

Total (automatically calculates)

Indicate the number of individuals who completed the following goals during your most recently completed fiscal year.

Please enter the actual number of students (numerals only). If no students attained a milestone, enter "None" or if your agency did not track an outcome, enter "Not Tracked" (note that your program must track these goals if it is awarded funding).

Completed pre-GED studies *

Completed GED studies *

Passed GED exam *

Enrolled in Adult Basic Education classes *

Enrolled in higher education program *

Became employed *

Advanced in employment *

Left public assistance (e.g., SNAP, WIC, Medicaid) *

Attained citizenship *

Improved English proficiency *

Achieved basic digital literacy skills *

Voted or registered to vote for first time *

Reported reading more than before receiving literacy services *

Reported reading more to child/ren *

Reported being more involved in children's education *

For students who raised reading skills, please provide attainment levels for gains achieved during the most recently completed fiscal year. (numerals only, if none, enter 0)

Number of individuals who gained one level (but not more) *

Number of individuals who

gained two levels (but not more) *

Number of individuals who gained three levels or more *

For students who raised numeracy skills, please provide attainment levels for gains achieved during the most recently completed fiscal year. (numerals only, if none, enter 0)

Number of individuals who gained one level (but not more) *

Number of individuals who gained two levels (but not more) *

Number of individuals who gained three levels or more *

What instrument does your agency use to assess reading levels? (limit 100 characters) *

Did your organization track volunteer tutor instructional hours for adult literacy (and English language learning, if applicable) *

- Yes
 No

How many adult literacy and English language instructional hours did your volunteer tutors provide during the most recently completed fiscal year? (numerals only)

Group tutoring hours *



One-to-one tutoring hours *



Total (automatically calculates)

Please describe your most significant sources of referrals and recruitment for adult literacy and ESL services, such as ABE, other agencies, referrals by the NMCL. (limit 100 words) *

0/100



Please describe quality improvement efforts for tutor training and staff professional development that were completed during the most recent fiscal year. This may include NMCL or other trainings for ESL and adult literacy, staff professional development, volunteer effectiveness training, or other efforts. (limit 200 words) *

0/200



Required information is indicated with *

Operational Support Request Information

Enter amount requested from the NMCL, minimum \$1,000, maximum \$30,000. (enter whole dollars, numerals only) *

Request is for (check one): *

- Start-up of literacy programming (no existing services)
- Start-up of a new project within literacy programming (and ESL, if applicable)
- Continuation or expansion of existing literacy activities (and ESL, if applicable)

Indicate geography that best describes your service area *

- Urban Area
- Rural Area



Indicate the total (unduplicated) number of individuals projected to receive adult literacy and ESL services for the fiscal year ending June 30, 2016. (numerals only) *

Indicate the number of students you anticipate providing with the following services for the fiscal year ending June 30, 2016.

Total may exceed response in prior question due to multiple/duplicate enrollments, such as students participating in both ESL and basic literacy services. (numerals only, if none, enter 0)

Adult Literacy for native English speakers *

Adult Literacy for non-native English speakers *

ESL/ESOL/ELL *

Total (automatically calculates)

Select other services or service delivery methods you anticipate providing to literacy and ESL students for the fiscal year ending June 30, 2016. (select all that apply) *

- Citizenship Instruction
- Computer Assisted Instruction
- Digital Education (computer literacy)
- Family Literacy; Homeless Literacy
- Life Skills; Math; Pre-GED Instruction
- Prevocational Instruction
- Prison Literacy (delivered by non-inmate tutors)
- Prison Literacy (delivered by inmate tutors)
- Workplace Literacy
- Other
- None of the above



How will the demographics of your tutors mirror and differ from the demographics of students (ethnicity, age, gender)? For differences, please explain. (limit 100 words) *



0/100

Please describe your most significant current or anticipated sources of referrals and recruitment for adult literacy and ESL services, such as ABE, other agencies, referrals from the NMCL. (limit 100 words) *

0/100



If your literacy program is new or will be using a new instrument or instruments to assess reading levels, please list assessment instruments? (limit 50 words)

0/50



Required information is indicated with *

Required File Uploads

Please upload the following documents as PDF, Word, or Excel files (8.5" x 11" standard letter page size). For additional details, hover over question boxes and refer to the Grant Guide and other resources at <http://newmexicoliteracy.org/grants>.

Narrative description (limit 7 pages, see Narrative Instructions for requested information). *

Select a file

(maximum size 300MB)

Click here to view Narrative instructions.

Most recently submitted 990 tax return (990-N, 990-EZ, or 990). For those using a fiscal sponsor, attach the 990 of the sponsor. *

Select a file

(maximum size 300MB)

Current budget for applicant organization (or budget for literacy programming for agencies with multiple program services). *

Select a file

(maximum size 300MB)

Board of Directors roster and/or community advisory board roster, indicating board titles, years of service, and professional affiliations. Those literacy agencies using a fiscal sponsor must include, in a single file, boards for both agencies if there is an advisory council. *

 Select a file

(maximum size 300MB) ?

Résumés or qualification descriptions for key personnel and any subcontractors involved in program delivery. (10 page limit) *

 Select a file

(maximum size 300MB)

Authorization

Once an application has been submitted, the proposal is final and you will not be able to access and modify your submission. After you affirm the certifications below and click submit, the application will go through an error check and entry validation process. You will be required to correct any errors (e.g., entering letters in a numeral only field or skipping a required entry) before the application is logged as submitted. There will be an opportunity to print your final application following validation.

By submitting your application, you hereby agree to the following certifications:

- I am an authorized representative of the applicant organization and able to bind/contract on behalf of the organization;
- I certify the information included in this application is true and accurate to the best of my knowledge;
- I understand that an award by the NMCL is contingent upon acceptance of terms of the Operating Assistance Grant agreement that is presented in the Request for Proposals; and
- I understand and agree to abide by the NMCL's Appeal Policy and process.

By entering my name below, I am digitally signing as demonstration of agreement to the certifications above.

Name

APPENDIX C – SAMPLE GRANT AGREEMENT



NEW MEXICO COALITION FOR LITERACY

3209 MERCANTILE COURT STE. B ♦ SANTA FE, NM 87507 ♦ 1-800-233-7587 ♦ FAX: 505-982-4095

Contractor: Name of Literacy Program
Contract Number: 1516OAG00
Contract Amount: dollars and cents (\$0,000.00)
Contract Period: September 1, 2015 (9/1/15) to June 30, 2016 (6/30/16)

CONTRACT FOR SERVICES RENDERED:

THIS AGREEMENT is made and entered into this 1st day of September 1, 2015, by and between the New Mexico Coalition for Literacy, hereinafter called the "NMCL," and the Name of Literacy Program, hereinafter called the "Contractor."

WITNESSETH:

Whereas the NMCL is advised and believes that the Contractor is of such requisite character and qualifications and is willing to engage the Contractor for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor, understanding and consenting to the foregoing, is willing to render such professional services as outlined in Paragraph 1. Now therefore, in consideration of the premises and of the mutual reciprocal promises of the parties hereto, it is hereby covenanted and agreed by and between the parties:

1. SCOPE OF WORK

That the Contractor will render professional services to the NMCL by providing literacy services to the community as described in the Contractor's 2015-2016 Operating Assistance Grant application and the Scope of Work contained therein (Scope of Work attached); according to the guidelines outlined in the application and NMCL's request for proposals; and as specified by the NMCL Grants Review Committee if applicable, with authorized revisions on file with the NMCL, and report to the NMCL on a mid-year and year-end basis as specified in Attachments B-1 and B-2: Operating Assistance Grant Elements for Project Progress Reports.

2. RECORDS AND AUDIT

That the Contractor shall maintain records indicating the date, time and duration, cost, and nature of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. These records shall be subject to inspection by the NMCL or its designated agent. The NMCL shall have the right to audit billings both before and after payment; payment under this contract shall not foreclose the right of NMCL to recover excessive illegal payment.

3. TERM

This agreement shall become effective upon approval by the NMCL and will cover the period from September 1, 2015 (9/1/15) through June 30, 2016 (6/30/16) unless terminated pursuant to Paragraph 11 herein.

4. COMPENSATION

That for services rendered satisfactorily as per Paragraph 1, supra, the NMCL agrees to pay the Contractor an amount not to exceed the contract amount stated on page one of this agreement in total on a reimbursement basis upon submission of claims on the forms provided as **Attachments A-1 and A-2. Reimbursement claims shall be submitted no more and no less than once a month or once a quarter. In addition and without exception, the Contractor's last reimbursement request of the year MUST BE received by June 17, 2016 in order to be compensated; invoices received after such date WILL NOT BE PAID. Furthermore, should the Contractor fail to submit a reimbursement claim on at least a quarterly basis, the NMCL, at its discretion, may elect not to pay a reimbursement claim, in whole or in part, or otherwise partially or fully withhold payment which seeks reimbursement for more than one quarter.**

Note well that the NMCL will not pay the Contractor the New Mexico Gross Receipts Tax levied on the amounts payable under this contract, as the Contractor is exempt from paying Gross Receipts Taxes. Further, payment is contingent upon the NMCL's certification that the Contractor's performance of services under the contract is satisfactory. Travel reimbursements submitted by the Contractor must be in compliance with New Mexico State Statute 10-8-4 and the State's map mileage between cities in New Mexico; the Contractor shall receive no more than thirty-two cents (\$0.32) per mile for each mile traveled in a privately owned vehicle.

5. STATUS OF CONTRACTOR

That the Contractor is an independent contractor performing professional services for the NMCL and is not an employee of the NMCL or the State of New Mexico as a result of this contract. The Contractor shall not accrue any benefits afforded to employees of the NMCL or the State of New Mexico as a result of this contract.

6. APPROPRIATIONS

That the terms of this contract and payment are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico and/or the funding State Agency for the performance of this contract. The NMCL's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the NMCL proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment. Because the NMCL is subject to Section 6-3-1 NMSA 1978, in odd numbered fiscal years the Contractor may not draw more than fifty percent (50%) of its allocated financial resources available under this contract prior to December 31.

7. ASSIGNMENT

That the Contractor shall perform all the services under this contract and shall not assign any interest in this contract or transfer any interest in same or assign any claim for money due or to become due under this contract without the prior written consent of the NMCL.

8. SUBCONTRACTING

That the Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior approval of the NMCL.

9. RELEASE

That final payment of the amounts due under this Agreement shall operate as a release of the NMCL, its officers and employees, and the State of New Mexico from all liabilities, claims, and obligations whatsoever arising from or under this Agreement.

10. CONFLICT OF INTEREST

That the contractor agrees that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this agreement.

11. TERMINATION

That either party, independently or in concert, may terminate the contract for good and just cause, including but not limited to nonperformance of contracted services, and/or failure to perform services on a timely basis, by giving thirty (30) days written notice to the other party. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. Immediately upon receipt by either the NMCL or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the NMCL; 2) comply with all directives issued by the NMCL in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the NMCL shall direct for the protection, preservation, retention or transfer of all property titled to the NMCL and State of New Mexico and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the NMCL upon termination and shall be submitted to the NMCL as soon as practicable. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the NMCL or if, during the term of this Agreement, the Contractor or any of its officers, employees, or agents is indicted for fraud, embezzlement or other crimes due to misuse of state funds or due to the Appropriations paragraph herein. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE STATE'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

12. NON-WAIVER

That nothing in this contract shall constitute a waiver of existing legal rights and remedies in the event of a breach of this agreement.

13. APPLICABLE LAWS

That this agreement shall be performed within applicable guidelines of Federal law of the United States of America, applicable State Statutes and Regulations of the State of New Mexico, applicable Standards and Regulations of the State Agency, and applicable Standards and Regulations of the NMCL. The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the

courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

14. SCOPE OF AGREEMENT

That this agreement incorporates all of the agreements, covenants, and understandings between parties hereto concerning the subject matter thereof and that all such covenants, agreements, and understandings have been merged into this written agreement. No prior agreements or understandings, verbal or otherwise, of the parties and their agents, shall be valid or otherwise enforceable unless embodied in this agreement.

15. INVALID TERM OR CONDITION

That if any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable unless such invalid term or condition has nullified the entire agreement by its breach.

16. ENFORCEMENT OF AGREEMENT

That a party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

17. ACKNOWLEDGMENT

That Contractor must include recognition of the NMCL on all printed and published materials that its funding supported, in full or in part, along with the NMCL official logo obtained directly from the NMCL by request. All publicity, printed, audio, and visual, and all printed materials and announcements made at the time of activities or for display must clearly state: This project is funded in part by the New Mexico Coalition for Literacy. Abbreviations (e.g. NMCL) are not acceptable. Any changes to or deviation from this wording must be approved in advance by the NMCL. Failure to provide this information may jeopardize present and future funding from the NMCL.

18. AMENDMENTS

That this agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto, and approved by all required approving agencies and parties. If the NMCL proposes an amendment the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

19. CONFIDENTIALITY

That any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the NMCL.

20. EQUAL OPPORTUNITY COMPLIANCE

That the Contractor agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment

opportunity. In accordance with all such laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, the Contractor agrees to assure that no person in the United States shall, on the grounds of race, color, religion, national origin, sex, sexual preference, age, or handicap, be excluded from employment with or participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this agreement. If Contractor is found to be out of compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

21. PENALTIES FOR VIOLATIONS OF LAW

That the Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

22. PROJECT FISCAL REPORTING

That in addition to the monthly or quarterly reimbursement claim forms, the Contractor will provide the NMCL with a fiscal matching report by **June 17, 2016** on the form provided as **Fiscal Matching Report Form**. Said fiscal matching report shall summarize: the amounts and sources of the Contractor's matching in-kind and cash funds. The Contractor will match the **total** grant amount **at a rate of one hundred percent (100%) for both cash and in-kind contributions**. Volunteer time can be included under in-kind at the rate of twenty-three dollars and seven cents per hour (\$23.07/hour), or the Independent Sector's current estimated dollar value of volunteer time. The NMCL reserves the right to effect budget adjustments, and budget increases or decreases as the NMCL deems necessary to assure effective and timely expenditure of funds. Line item changes in the Contractor's budget must be submitted in writing to the NMCL on form A-1, if not the Contractor's initial budget adjustment request for receipt of partial funding, and must be approved by the NMCL.

23. PROJECT PROGRESS REPORTING

That Contractor must provide the NMCL with project progress mid-year and year-end reports by **January 29, 2016** and **July 29, 2016** on the forms provided as **Attachments B-1 and B-2**. Additionally, the Contractor may be required to complete a program survey or surveys on a form supplied by NMCL during the course of this contract, and will accommodate the NMCL's request for a site-visit and/or program evaluation on an as-needed basis. **Failure to submit the required report on a timely basis may result in termination of this contract pursuant to Paragraph 11 above and may jeopardize present and future funding from the NMCL.**

24. INCONSISTENT ACTIVITIES

That Contractor agrees that during the period of this contract it shall not, without the NMCL's express prior written consent, engage in any activity, such as funding collaborations or alliances, that would undermine or hinder NMCL funded literacy programs within the State of New Mexico; provided, however, that Contractor shall be entitled, subject to the terms and conditions of this contract, to engage in activities which do not overlap with the NMCL's literacy mission such as protected political speech.

25. NEW PROGRAM DIRECTOR ORIENTATION AND TRAINING

That newly funded programs, and/or those with new directors/coordinators, must attend an orientation day at the offices of the NMCL at 3209 Mercantile Court, Ste. B, Santa Fe, NM, 87507, or another site of the NMCL’s choosing, during the program year at a date and time to be determined by the NMCL. Further, all programs must be trained by the NMCL in financial management, data reporting and assessment, and/or training as requested by the NMCL, on an as-needed basis.

26. INTELLECTUAL PROPERTY

That all materials developed or acquired by the Contractor under this agreement shall become the property of the State of New Mexico and shall be delivered to the NMCL no later than thirty days (30) from the termination of this contract. Nothing produced, in whole or in part, by the Contractor under this contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor. Further, the Contractor shall grant the State of New Mexico and the NMCL the right to copy and use material produced by the Contractor under this Agreement for educational purposes.

27. COLLABORATION

That the Contractor will coordinate with the NMCL on its funding activities, including legislative affairs and with the executive branches of Government, to promote NMCL’s literacy mission when possible.

28. INVALID PROVISIONS

If any provision of this contract is held to be illegal, invalid, or unenforceable under present or future law effective during its term, that provision shall be fully severable. This contract shall be construed and enforced as if any illegal, invalid, or unenforceable provision had never comprised a part of this contract and the remaining portions shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance. Further, in lieu of the illegal, invalid, or unenforceable provision, there shall be automatically added as a part of this contract a provision as similar in terms to the illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

29. NOTICE

That any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

- To the NMCL: Heather Heunermund, Executive Director
3209 Mercantile Ct. Ste. B
Santa Fe, NM 87507
- To the Contractor: Name, Title
Street
City, State, ZIP

30. AUTHORITY

That if Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

31. AGREEMENT

That the foregoing, being clearly understood and agreed to, the parties hereto have set their hands and seals.

NEW MEXICO COALITION FOR LITERACY:

Heather Heunermund
NMCL Executive Director Printed Name

NMCL Executive Director Signature

Date

CONTRACTOR:

Contractor (Printed Name of Program)

Contractor's Federal Tax ID Number

Contractor's State Tax ID Number:

Authorized Program Representative (Contractor) Printed Name

Authorized Program Representative Title

Authorized Program Representative Signature

Date

Fiscal Agent Printed Name and Title (if applicable)

Fiscal Agent Signature (if applicable)

Date

APPENDIX D – SCORING RUBRIC

Material Criteria	
Application submitted on time	Pass/Fail
Meets eligibility criteria	Pass/Fail
Confirmed applicant or fiscal sponsor registration as 501(c)(3)	Pass/Fail
Confirmed state filing up-to-date (submissions or proper extensions)	Pass/Fail
Required questions answered, authorization completed	Pass/Fail
All required attachments provided	Pass/Fail

Scored Criteria (250 points possible)	Points Available	
	Item Points	Area Points
Community Need		40
Degree of demonstrated need for adult basic literacy services in the literacy service area, as compared to county, state, and national levels.	10	
Degree to which adult basic literacy service needs are not being met in the service area by non-applicant agencies (full points if there are no other agencies besides the applicant serving the area).	10	
Preference points for service to a rural area (0 or 10 points)	10	
Preference points for serving special populations (e.g., Native Americans, veterans, or the homeless), currently underserved populations/areas (e.g., starting a new program in unserved area), and/or populations of students with especially low literacy levels.	10	
Program Design and Ability to Meet Community Need		60
Degree to which agency mission, vision, and proposed services align with the NMCL emphases on one-to-one tutoring, adult literacy, work with adults who have lower literacy levels, and use of trained volunteer tutors.	10	
Soundness and sufficiency of program design for providing adult basic literacy services that meet community needs.	10	
If program is new, the soundness of start-up planning. If existing, past ability of program to meet community need.	10	
Feasibility and adequacy of the student and tutor recruitment plan (and past performance if prior grantee).	10	
The degree to which student and tutor populations are/will be appropriate to the needs and demographics of the community (including balance of literacy and ESL).	10	
Degree of community support for the literacy project as shown by partnerships with other agencies, interagency coordination, and referral sources.	10	

Scored Criteria (250 points possible)	Points Available	
	Item Points	Area Points
Program Quality		30
Strength of rationale for adult literacy service approach (evidence basis, best practices) in relation to community and student needs.	10	
Appropriateness and robustness of student persistence strategies in relation to community setting and need.	10	
Strength of tutor and staff training, development, and retention efforts in relation to agency size and resources.	10	
Performance and Evaluation		40
Degree to which objectives are SMART (Specific, Measurable, Achievable, Realistic, and Time-based) and focused on student outcomes. If prior grantee, half of score is to be based on past ability to meet FY 2014-2015 stated goals.	20	
Adequacy of the number and range of learning levels/gains measurement tools, including use of one or more Standard Assessment Instruments.	10	
Adequacy of the number and range of program evaluation and planning tools. Demonstrated track record and commitment towards quality assessment and improvement.	10	
Agency Characteristics, Experience, and Capability		30
Level of experience and qualification of personnel engaged in the project. If prior grantee, consider prior demonstrated capability of personnel; if new programming, consider the applicability of experience managing similar services.	10	
Ability of described infrastructure and organizational capacity (including board or advisory committee) to support literacy programming. For prior grantees, adequacy of efforts and results to address Grant Committee concerns/recommendations (if applicable).	10	
Preference points for local literacy providers that are independent and community-based organizations.	10	
Financial Information		50
Ability of requested funding amount and planned use of funds to support applicant aim of sustaining, expanding, or starting services.	10	
Adequacy and availability of in-kind and or cash funds sufficient to meet match requirements.	10	
Preference points (10 points or none) for literacy organizations with no financial support from a fiscal sponsor or parent institution/agency.	10	
Preference points (10 points or none) for organization not receiving State and/or Federal funds for adult education.	20	