



**Department of
Youth & Community
Development**

Jeanne B. Mullgrav
Commissioner

November 20, 2013

ADDENDUM 1

Re: Comprehensive Literacy Services
Request for Proposals
PIN: 26014CLITRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum 1** to the Comprehensive Literacy Services Request for Proposals (RFP) PIN 26014CLITRFP.

ADDENDUM ITEM

I. RFP DUE DATE

The RFP due date has been extended from December 2, 2013 to **December 4, 2013, no later than 2 p.m.**

II. REVISIONS TO THE RFP

The following changes (Items 1-7) occur in two or more places in the RFP:

- 1. On pages 3, 110, 117, and 123**, references to Competition 1 for the Adolescent Literacy Program are deleted and replaced with Competitions 1-5, and **on pages 3, 124, 128, and 133** references to Competition 2 are deleted and replaced with Competition 6.
- 2. Format and Content of the Proposal for all competitions, pages 24, 35, 51, 66, 79, 93, 105, 118, and 129**, in the bulleted item referring to submission of financial documents, the final sentence is deleted and replaced with the following:

Financial audits covering time completely prior to calendar year **2011** will not be accepted as fulfilling this requirement.

3. Format and Content of the Proposal for all competitions, pages 28, 37, 55, 68, 81, 97, 107, 121, and 131: The numbered item referring to completion of the Subcontracting Compliance Notice (Attachment 13) is deleted.

4. Format and Content of the Proposal, Proposal Package Contents (“Checklist”) for all competitions, pages 29, 38, 56, 69, 82, 98, 108, 122, and 132, the following item is deleted:

Subcontracting Compliance Notice (Attachment 13)

5. Section III, Scope of Services for the Adult Literacy Program, Competition 3, page 31; Section V, Scope of Services for the Young Adult Literacy Program, Competition 2, page 100; and Section VI, Scope of Services for the Adolescent Literacy Program, Competition 6, page 124, under B, Assumptions Regarding Organizational Capability, the following bulleted item is added:

- The contractor’s Board of Directors would remain free of conflicts and exercise active oversight of
 - program management, including regular reviews of executive compensation, audits, and financial controls and
 - program operations and outcomes.

6. Section III, Format and Content of the Proposal for the Adult Literacy Program, Competition 3, page 35 and Section V, Format and Content for the Young Adult Literacy Program, Competition 2, page 105, under A3b, Organizational Capacity, the following bulleted item is added:

- describe how the members of the proposing organization’s Board of Directors will be involved in the proposed program. Describe how past programs have been affected by Board involvement. Complete Attachment 3, Corporate Governance Certification.

7. Section III, Proposal Evaluation and Contract Award Procedures, Adult Literacy Program, Competition 3, page 39 and Section V, Proposal Evaluation and Contract Award Procedures, Young Adult Literacy Program, Competition 2, page 109, C, Basis for Contract Award: Under “Contract award will be subject to” the following bulleted item is added:

- Demonstration that the proposer is/will be by the contract start date classified as a not-for-profit organization, as documented by a copy of the Certificate of Incorporation issued by the State Department of State, if not previously demonstrated.

Summary of the Request for Proposals

8. Section II, Summary of the Request for Proposals, page 9, C, Service Options/Competitions: The following is added to the paragraph at the top of page 9:

For Service Option I, Adult Literacy Program, Competitions 1 and 2; Service Option II, Young Immigrant Literacy Program, Competitions 1, 2, and 3; and Service Option III, Young Adult Literacy Program, Competition 1; proposers may submit proposals that include multiple sites in any borough(s). However, the program proposed would be subject to any specified minimum and maximum contract award amounts.

9. Section II, Summary of the Request for Proposals, page 9, C, Service Options/Competitions: The second paragraph is deleted and replaced with the following:

The funds for services under this RFP are intended to support literacy services provided by nonprofit community-based organizations and technical assistance providers. For all competitions, proposers must demonstrate incorporation as not-for-profit organizations. Government entities, including but not limited to, the City’s public library systems, the Department of Education, the City University of New York, the State University of New York, and other City agencies are not eligible to receive contract awards. **However, government affiliates with nonprofit status are eligible to receive contract awards for all competitions.**

10. Section II, Summary of the Request for Proposals, page 9, D, Anticipated Maximum Available Annual Funding: The portion of the chart pertaining to the Adolescent Literacy Program is deleted and replaced with the following:

IV. Adolescent Literacy Program	1. Adolescent Literacy Instruction: Brooklyn	176,906
	2. Adolescent Literacy Instruction: Bronx	245,858
	3. Adolescent Literacy Instruction: Manhattan	109,838
	4. Adolescent Literacy Instruction: Queens	221,925
	5. Adolescent Literacy Instruction: Staten Island	75,000
	6. Technical Assistance	85,700
SUBTOTAL		915,227

11. Section II, Summary of the Request for Proposals, page 9, D, Anticipated Maximum Available Annual Funding: The following footnote is added:

*The borough allocations were adjusted to allow for funding of one program in Staten Island.

Adult Literacy Program, Competition 1, ABE/HSE and Competition 2, BENL/ESOL

- 12. Section III, Scope of Services, Adult Literacy Program, Competitions 1 and 2, page 18, f 1): Federal Core Indicators and Outcomes/Additional Outcome Measure:** The first item under Core Indicator 1 is deleted and replaced with the following:

Definition of “educational gain”: Learner completes or advances one or more educational levels from starting level as measured by the TABE or BEST Plus on entry to the program.

- 13. Section III, Scope of Services, Adult Literacy Program, Competitions 1 and 2, page 19, C4g, Partnerships, Collaborations, and Linkages:** The second bulleted item is deleted.

- 14. Section III, Format and Content of the Proposal, Adult Literacy Program, Competitions 1 and 2, page 26, 6), Proposed Instructional Services:** The second item with an arrow under the first bulleted item is deleted and replaced with the following:

- number of students for each level of ABE, HSE, BENL, ESOL, and math

Adult Literacy Program, Competition 3, Technical Assistance

- 15. Section III, Scope of Services, Adult Literacy Program, Competition 3, page 31, C1, Experience and Qualifications:** The first bulleted item is deleted.

- 16. Section III, Scope of Services, Adult Literacy Program Competition 3, page 32, C3, Program Design:** The following bulleted item is added:

- have a strategy for the overall project and provide start-up support to adult literacy programs

- 17. Section III, Format and Content of the Proposal, Adult Literacy Program, Competition 3, page 34, A3a, Organizational Experience:** The first bulleted item is deleted.

- 18. Section III, Format and Content of the Proposal, Adult Literacy Program, Competition 3, page 35, A3c, Proposed Program Approach:** The heading is deleted and replaced with the following:

- c. Proposed Program Approach** (preferable page limit: 12 pages, excluding attachments)

- 19. Section III, Format and Content of the Proposal, Adult Literacy Program, Competition 3, page 35, 1), Ongoing Technical Assistance Activity:** The bulleted items are deleted and replaced with the following:

- Describe the strategy for the overall project and start-up support for adult literacy programs.
- Describe the methods and schedule for activity observations along with follow-up strategies.
- Describe the content and schedule of planned workshops.
- Describe the development and implementation of transfer training sessions for adult literacy program supervisory staff.
- Describe the schedule of meetings with adult literacy program directors.

20. Section III, Format and Content for the Proposal, Adult Literacy Program, Competition 3, page 38, B1, Proposal Package Contents (“Checklist”): the following item is added under the bulleted item “Program Proposal”:

--Corporate Governance Certification (**Attachment 3**)

Young Immigrant Literacy Program, Competition 1, ABE/HSE, and Competition 2, ESOL

21. Section IV, Scope of Services, Young Immigrant Literacy Program, Competitions 1 and 2, page 41, C1, Population to be Served: The fifth bulleted item is deleted and replaced with the following:

- For ESOL classes, has English language skills equivalent to level three or higher on the BEST Plus.

22. Section IV, Scope of Services, Young Immigrant Literacy Program, Competitions 1 and 2, page 43, C4c, Types of Instructional Services: The first sentence under the subhead, **English to Speakers of Other Languages (ESOL)**, is deleted and replaced with the following:

ESOL instruction under this competition is intended for individuals whose primary language is other than English and who score at ESOL level three or higher on the BEST Plus.

23. Section IV, Scope of Services, Young Immigrant Literacy Program, Competitions 1 and 2, page 44, C4d, Provision of Instruction: The third bulleted item is deleted and replaced with the following:

- as they develop, incorporate the Common Core State Standards within instruction.

- 24. Section IV, Scope of Services, Young Immigrant Literacy Program, Competitions 1 and 2, page 46, C4g, Outcomes:** The second sentence in the note under the charts is deleted and replaced with the following:

For the 2014 minimum achievement standards for ESOL levels 3-7, see Appendix C.

- 25. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competitions 1 and 2, page 52, 4) Program Design:** The fourth bullet is deleted and replaced with the following:

:

- how the Common Core State Standards, as they develop, will be incorporated within instruction.

Young Immigrant Literacy Program, Competition 3, Legal Services

- 26. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 3, page 65, A2a, Experience and Qualifications:** The third bulleted item under the chart is deleted and replaced with the following:

- Successful joint efforts with other organizations and agencies to provide legal services.

- 27. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 3, page 69, B, Proposal Package contents (“Checklist”):** The first sentence in Item 1 is deleted and replaced with the following:

The proposal package should include one original hard copy set of the documents listed below and one exact electronic copy of the documents listed below. The electronic copy may be in PDF or Word format contained in a compact disk or USB drive. DYCD prefers that all documents be in one file.

Young Immigrant Literacy Program, Competition 4, Outreach Services

- 28. Section IV, Scope of Services, Young Immigrant Literacy Program, Competition 4, page 71, A, Goal:** The following is added to the end of the paragraph:

The outreach services provider would be expected to work with local outreach services providers, separately funded by DYCD not through this RFP.

- 29. Section IV, Scope of Services, Young Immigrant Literacy Program, Competition 4, page 73, C4a, Public Awareness:** The first paragraph is deleted and replaced with the following:

With DYCD oversight and direction, the contractor would create a wide-ranging, multi-lingual, citywide public education, press, and social media outreach campaign directed at young immigrants of varied ethnicities who may be eligible

for DACA benefits and their families. The contractor would coordinate local outreach providers who will work directly with individuals and communities. The local outreach providers would identify potentially eligible individuals and direct them to literacy and legal services providers funded through this RFP. Outreach would be conducted where the hardest to reach immigrant groups congregate, in venues such as local schools, workplaces, wire transfer establishments, hair salons, religious institutions, sports fields, social clubs, and restaurants.

30. Section IV, Scope of Services, Young Immigrant Literacy Program, Competition 4, page 75, C5, Coordination: The sentence is deleted and replaced with the following:

The contractor would coordinate its outreach efforts with the providers funded by DYCD to outreach at the local level to undocumented immigrants who may be DACA eligible and would provide ongoing technical assistance to those organizations as well.

31. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 4, page 77, A2a, Experience and Qualifications: The following bulleted item is added:

- Describe the successful relevant experience of the proposer within the past five years in conducting outreach, providing community education, and making referrals.

32. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 4, page 79, A2b, Organizational Capability: The second bulleted item is deleted and replaced with the following:

- Describe and demonstrate the success of the proposer's joint efforts with other organizations and agencies in conducting outreach, providing community education, and making referrals.

33. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 4, page 79, A2b, Organizational Capability: The fifth bulleted item is deleted and replaced with the following:

- Describe the evaluation and quality improvement protocol that the contractor would implement to ensure continuous improvement of program delivery.

34. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 4, page 80, A2c, Proposed Program Approach: The third and fourth items with arrows under the second bulleted item are deleted.

35. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 4, page 80, A2c, Proposed Program Approach: The fifth and sixth bulleted items are deleted.

- 36. Section IV, Format and Content of the Proposal, Young Immigrant Literacy Program, Competition 4, page 82, B, Proposal Package contents (“Checklist”):** The first sentence of Item 1 is deleted and replaced with the following:

The proposal package should include one original hard copy set of the documents listed below and one exact electronic copy of the documents listed below. The electronic copy may be in PDF or Word format contained in a compact disk or USB drive. DYCD prefers that all documents be in one file.

Young Adult Literacy Program, Competition 1, Pre-HSE Instruction

- 37. Section V, Scope of Services, Young Adult Literacy Program, Competition 1, page 85, C1, Target Population:** The following sentence is added to the end of the second bulleted item:

Proposers would partner with other organizations to identify eligible students.

- 38. Section V, Scope of Services, Young Adult Literacy Program, Competition 1, page 86, C4a, Instructional Services:** The last sentence of the third bulleted item is deleted and replaced with the following:

Each participant would be served until achievement of an 8.9 grade level in reading and math.

- 39. Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 91, A3a, Organizational Experience:** The first sentence is deleted and replaced with the following:

Describe the proposer’s successful relevant experience in providing literacy and numeracy instruction as well as workforce development for disconnected youth or a similar population.

- 40. Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 92, A3a: Organizational Experience:** The second bulleted item from the top of the page is deleted and replaced with the following:

- For FY13 providers, complete Attachment 5B, Previous Program Performance for Young Adult Literacy Programs, showing program data for fiscal year 2013.

- 41. Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 92, A3a, Organizational Experience:** The first item with an arrow under the third bulleted item is deleted and replaced with the following:

- the successful experience of key staff providing services within the last five years for disconnected youth in literacy and numeracy instruction as well as workforce development

42. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 92, A3a, Organizational Experience:** The last bulleted item is deleted.
43. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 94, e), Instruction:** The first bulleted item is deleted and replaced with the following:
- Describe the educational philosophy and instructional methodology to be used for providing pre-HSE instructional services.
44. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 95, h), Support Services:** The third bulleted item is deleted.
45. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 95, h), Support Services:** The following bulleted item is added:
- Describe proposed linkages with community organizations, government agencies, education providers, and other service providers. Attach a General Linkage Agreement Form (Attachment 9) for each proposed linkage.
46. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 1, page 96, j), Staffing:** The second and fourth bulleted items are deleted.

Young Adult Literacy Program, Competition 2, Technical Assistance

47. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 2, page 104, B, Assumptions Regarding Organizational Capability:** The heading is deleted and replaced with the following:
- B. Organizational Experience and Qualifications
48. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 2, page 105, A3c: Proposed Program Approach:** The heading is deleted and replaced with the following:
- c. **Proposed Program Approach** (preferable page limit: 12 pages, excluding requested attachments)
49. **Section V, Format and Content of the Proposal, Young Adult Literacy Program, Competition 2, page 105, 1), Ongoing Technical Assistance Activity:** The first bulleted item is deleted and replaced with the following:

- Describe the proposer’s strategy for the overall project, including those services outlined on page 101 of the RFP under C3, Technical Assistance Services.

Adolescent Literacy Program, Competitions 1-5, Adolescent Literacy Instruction

- 50. Section VI, Scope of Services, Adolescent Literacy Program, Competitions 1-5, page 111, C2, Service Level:** The first sentence is deleted and replaced with the following:

Each program would serve 15-20 participants at any given time.

- 51. Section VI, Scope of Services, Adolescent Literacy Program, Competitions 1-5, page 114, C5b, Program Elements:** The tenth bulleted item (fourth from the top of page 114) is deleted and replaced with the following:

- Outreach, recruitment, and retention strategies.

- 52. Section VI, Scope of Services, Adolescent Literacy Program, Competitions 1-5, page 115, C5h, Program Outcomes:** The entry in the verification box for the second outcome is deleted and replaced with the following:

- DRA2

- 53. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competitions 1-5, page 117, A2a, Experience and Qualifications:** The heading is deleted and replaced with the following:

- a. Experience and Qualifications** (preferable page limit 5 pages, excluding requested attachments)

- 54. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competitions 1-5, page 118, A2b, Organizational Capability:** The heading is deleted and replaced with the following:

- b. Organizational Capability** (preferable page limit 5 pages, excluding requested attachments)

- 55. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competitions 1-5, page 119, A2c, Proposed Program approach:** The heading is deleted and replaced with the following:

- c. Proposed Program Approach** (preferable page limit 12 pages, excluding requested attachments)

56. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competitions 1-5, page 119, 3), Program Design: The first bulleted item is deleted and replaced with the following:

- outreach, recruitment, and retention strategies

Adolescent Literacy Program, Competition 6, Technical Assistance

57. Section VI, Scope of Services, Adolescent Literacy Program, Competition 6, page 125, C1, Vendor and Staff Experience and Qualifications: The second sentence of the first bulleted item is deleted and replaced with the following:

Specific experience requirements and qualifications for the vendor and key staff are as follows:

58. Section VI, Scope of Services, Adolescent Literacy Program, Competition 6, page 125, C1, Vendor and Staff Experience and Qualifications: The first item with an arrow under the first bulleted item is deleted.

59. Section VI, Scope of Services, Adolescent Literacy Program, Competition 6, page 125, C1, Vendor and Staff Experience and Qualifications: The third item with an arrow under the first bulleted item is deleted and replaced with the following:

- Expertise in the Common Core State Standards and experience providing professional development related to the Standards.

60. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competition 6, page 128, A2a, Experience and Qualifications: The heading is deleted and replaced with the following:

- a. **Experience and Qualifications** (preferable page limit 5 pages, excluding requested attachments)

61. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competition 6, page 128, A2a, Experience and Qualifications: The second bulleted item is deleted.

62. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competition 6, page 129, A2b, Organizational Capability: The heading is deleted and replaced with the following:

- b. **Organizational Capability** (preferable page limit 5 pages, excluding requested attachments)

63. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competition 6, page 130, A2d, Proposed Program Approach: The heading is deleted and replaced with the following:

d. Proposed Program Approach (preferable page limit 12 pages, excluding requested attachments)

64. Section VI, Format and Content of the Proposal, Adolescent Literacy Program, Competition 6, page 130, A2d, Proposed Program Approach: The following items are added under the second bulleted item:

- the content and schedule of the debriefing meetings with program staff
- how the results from the DRA2 will be used to assess student needs

General Information to Proposers

65. Section VII, page 134: The title is deleted and replaced with the following:

Section VII – GENERAL INFORMATION TO PROPOSERS

Appendices

66. Appendix B, Testing Requirements, page 136, Chart for ABE, BENL, and Mathematics: The entries in the Test column for beginning ABE Literacy – Level 1 and Beginning ABE – Level II are deleted and replaced with the following:

Informal Reading Inventory
or TABE 9/10
or TABE Español

The entries in the Test column for Low Intermediate ABE – Level III and High Intermediate ABE – Level IV are deleted and replaced with the following:

TABE 9/10
or TABE Español

67. Appendix B, Testing Requirements, page 136, Chart for ESOL: The entries under the Test column for Beginning ESOL Literacy, Low Beginning ESOL, and High Beginning ESOL are deleted and replaced with the following:

BEST Plus

68. Appendix B, Testing Requirements, page 137, c, ABE or Mathematics Testing: The first sentence is deleted and replaced with the following:

Give the achievement test as a pre-test

The following two bulleted items are added:

- Test all students who are in a class when it starts within the first 24 instructional hours.
- Test each student who enters a class after the class starting date within 18 instructional hours of entry into the class.

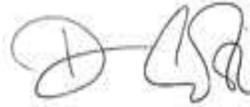
Attachments

- 69. Attachment 1, Program Summary Form, page 163-165:** Attachment 1 is replaced with Attachment 1 Revised which is appended to this addendum.
- 70. Attachment 5A, Previous Program Performance for Adult Literacy Programs, page 170:** Attachment 5A is replaced with Attachment 5A Revised which is appended to this addendum.

III. CLARIFICATIONS

- 1. For all competitions,** proposal submission should be as instructed in the Format and Content, B. Proposal Package Contents (“Checklist”): one original hard copy and one exact electronic copy. The electronic copy may be in PDF or Word format contained in a compact disk or USB drive. DYCD prefers that all documents be in one file.
- 2. In all competitions with an annual price per participant cost (Adult Literacy Program, Competitions 1 and 2; Young Immigrant Literacy Program, Competitions 1, 2, and 3; Young Adult Literacy Program, Competition 1; and Adolescent Literacy Program, Competitions 1-5),** the number of participants refers to the number of available slots for the program year. For example, if a contractor proposes to serve 100 individuals and the price per participant is \$850, the amount of program funding would be \$85,000. Should one or more individuals drop out of the program, the contractor would enroll additional participants to take their places and the amount of annual funding would not change.
- 3. Section III, Scope of Services, Adult Literacy Program, Competitions 1 and 2, page 16, C4c, Provision of Instruction:** If a class meets more than six hours each week, the duration of the class may be fewer than 20 weeks. However, any class must provide a minimum of 120 hours of instruction. The program must provide classes continuously for at least ten months (excluding appropriate short breaks). If the program does not offer classes during July and August, the program would still be in operation, attending to other tasks, such as planning and reporting.
- 4. Section IV, Scope of Services, Young Immigrant Literacy Program, Competitions 1 and 2, page 44, C4d: Provision of Instruction:** Programs offering ABE classes must also offer HSE classes. However, a program may elect to offer HSE classes only.
- 5. Section V, Scope of Services, Young Adult Literacy Program, Competition 1, page 85, C1, Target Population:** Contractors would serve youth 16-24 years of age and may not limit enrollment to a subset of ages, for example, serving only youth 16-19 years of age.

6. **Attachment 5A Revised: Previous Program Performance for Adult Literacy Programs, page 170, and Attachment 5B: Previous Program Performance for Young Adult Literacy Programs, page 171:** The attachment headings refer to generic programs for adult literacy and young adult literacy, not only DYCD-funded programs.
7. **Attachment 11, Proposal Budget Summary Form, page 180:** Proposers for the Adult Literacy Program, Competition 3, Technical Assistance; Young Adult Literacy Program, Competition 2, Technical Assistance; and Adolescent Literacy Program, Competition 6, Technical Assistance are required to complete Attachment 11, Proposal Budget Summary Form, as instructed. The second section under **F. Anticipated Payment Structure** on pages 10 and 11 of the RFP describes how TA vendors will be paid in the course of their contracts. The initial schedule of work to be performed and deliverables to be met will be determined during contract negotiations.



Dana Cantelmi
Agency Chief Contracting Officer

ATTACHMENT 1 REVISED: Proposal Summary Form

RFP TITLE: COMPREHENSIVE LITERACY SERVICES

PIN: 26014CLITRFP

Proposing Organization: _____ **EIN:** _____

Address: _____

_____ City State Zip Code

Contact Name: _____ Title: _____

Contact E-mail: _____

Telephone: _____ Fax: _____

DUNS# _____

Proposed Service Option/Competition (Check one ONLY.)

Service Option I: Adult Literacy Program

Adult Basic Education/High School Equivalency (ABE/HSE or ABE or HSE)

Borough(s) _____ CD(s) _____

Basic Education in the Native Language/English to Speakers of Other Languages (BENL/ESOL or ESOL)

Borough(s) _____ CD(s) _____

Technical Assistance

Service Option II: Young Immigrant Literacy Program

Adult Basic Education/High School Equivalency (ABE/HSE or HSE)

English to Speakers of Other Languages (ESOL)

Legal Services

Outreach Services

Service Option III: Young Adult Literacy Program

Pre-HSE Instruction

Borough _____ CD(s) _____

Technical Assistance

Service Option IV: Adolescent Literacy Program

Adolescent Literacy Instruction

Borough _____

Technical Assistance

Program Costs: Direct Services

Adult Literacy Program: Competitions 1 and 2

Young Immigrant Literacy Program, Competitions 1, 2, 3, and 4

Young Adult Literacy Program: Competition 1

Adolescent Literacy Program: Competitions 1-5

Total annual DYCD funding request _____

Price per participant _____

Program Costs: Technical Assistance

Adult Literacy Program: Competition 3

Young Adult Literacy Program: Competition 2

Adolescent Literacy Program: Competition 6

Total annual DYCD funding request _____

Hourly rate _____

Is the proposal printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? Yes No

Enrollment (Direct Services only)

Total number of unduplicated participants to be served _____

Program Site Locations

Total number of sites for the proposed program _____

Please complete the following information for each site of the proposed program. (Copy this page as needed to list additional sites.)

Site # _____ Planned annual enrollment at site _____

Site Name _____

Address _____

City State Zip Code

Site # _____ Planned annual enrollment at site _____

Site Name _____

Address _____

City State Zip Code

Site # _____ Planned annual enrollment at site _____

Site Name _____

Address _____

City State Zip Code

Authorized
Representative _____ Title _____

Signature _____ Date: _____

ATTACHMENT 5A REVISED: Previous Program Performance
Adult Literacy Programs

Instructions: Complete for one program only; duplicate form as needed to report on other programs.

Indicate the program type included in the data below: ABE HSE BENL ESOL

Indicate funding source(s) for this program: _____

Note: The chart does not ask for comparison with funder expectations for any of the items a-g.

INDICATOR	FY 13
a. Number and percent of students promoted from one instructional level to another	# _____ % _____
b. Number and percent of students post-tested	# _____ % _____
c. Number of students who identified “entered employment” as a goal and the percent of those with that identified goal who achieved it	# _____ % _____
d. Number of students who identified “earned secondary credential” as a goal and the percent of those with that identified goal who achieved it	# _____ % _____
e. Number of students who identified “entered postsecondary education” as a goal and the percent of those with that identified goal who achieved it	# _____ % _____
f. Projected number of instructional hours and percent achieved	# _____ % _____
g. Projected number of contact hours and percent achieved	# _____ % _____