



Adult Literacy Library Services Program

“Workforce Development at New York Libraries through Public Library Systems”

Application Guidelines and Requirements: 2019-2022

Application Deadline: Monday, April 1, 2019

OVERVIEW

The New York State Library announces, “Workforce Development at New York Libraries through Public Library Systems,” a 2019-2022 Adult Literacy Library Services formula allocation program to help public library systems work with libraries and partner organizations to develop and expand adult literacy programs with a focus on workforce development. The overall theme and purpose of the 2019-2022 Adult Literacy Library Services Program is to increase the participation of adults in library literacy programs which will improve their career and educational opportunities. Adults are defined as persons 16 years of age or older who are not enrolled in a public or nonpublic secondary school full-time. This 2019-2022 program will provide funding to public library systems only. Funds will not be awarded directly to libraries during this program cycle.

What is the “Workforce Development at New York Libraries through Public Library Systems” Adult Literacy Library Services Program?

The Adult Literacy Library Services Program is a State-funded program which helps libraries offer services to improve adult literacy on the job and in the home. The Program encourages libraries to become community literacy leaders and to strengthen partnerships among libraries, schools and other local literacy providers. The program is based in Education Law [§ 273.1 h \(2\)](#), and Commissioner’s Regulations [90.3 \(n\)](#). Education Law provides up to \$200,000 annually for this program.

How much funding is available to public library systems for 2019 - 2022?

The program cycle will run from July 1, 2019, through June 30, 2022, with funds provided annually. Funds will be allocated to public library systems based on a formula approved by the State Education Department. (For system 2019-2022 Adult Literacy formula allocations see:

<http://www.nysl.nysed.gov/libdev/literacy/allocation22.htm>) These allocation amounts are based on statutory funding levels. Actual annual appropriations available for 2019-2020, 2020-2021 and 2021-2022 will be determined in the State budget, which is scheduled for adoption by April 1 of

each year. If a public library system does not submit an approvable project proposal, the unused funds will be allocated proportionally among the approved public library system projects according to the Adult Literacy Library Services Program formula.

While there are no local matching requirements, public library systems will be expected to report on how they have leveraged State funds and to report system and member library in-kind and matching contributions in the final report for each year of the project.

Who can apply?

Applicants for this funding cycle will be public library systems. Public library systems are required by statute to operate their program in direct coordination with local literacy providers, public schools, colleges and/or other organizations which are operating similar adult literacy programs. This requirement is intended to encourage local collaboration and reduce duplication of services. Public library systems are also encouraged to collaborate with member libraries, other library systems and other agencies. In all cases, payments will be made directly to public library systems and the system will be entirely responsible for budgets, appropriate use of funds, and all reporting requirements. Applicants are required to identify a project manager at the library system who will also be the contact person for project reports and budgetary information. Applicants are also required to identify a second contact person for the project, in the event the project manager is not available.

What types of projects are eligible for funding?

The 2019-2022 projects must enhance adult literacy services in public libraries with a focus on workforce development. Workforce development programs in public libraries help adults who are looking for work acquire skills needed for employment and self-sufficiency. Workforce development includes literacy, TASC (NYS high school equivalency exam preparation), citizenship information, resume assistance, job seeking strategies, information on career development, English as a Second Language instruction and other education and training services for adults needing improved literacy skills. Literacy is broadly defined and includes digital and financial literacy.

Library systems may develop system-wide projects or may partner with other systems for regional or statewide projects, including training about the provision of adult literacy services in public libraries. Systems may also develop projects that deliver adult literacy services through member public libraries

and branches. All libraries that participate in training and that provide these services will report to the system and will follow the same fiscal guidelines as the system which has received the funds.

What are some examples of best practices in “Workforce Development at New York Libraries through Public Library Systems” Adult Literacy Library Services Program project activities?

- Programming and activities that bring non-library users into the library
- Programming and activities that encourage adults who need literacy services to become lifelong library users
- Projects that include partnerships with other literacy providers, community agencies, schools, colleges and universities, etc.
- Library services and materials for underserved populations including off-site services
- Programming that assists staff and volunteers at libraries to gain adult literacy and workforce development related expertise through training and staff development.
- Projects that develop and/or test evaluation tools for library services to adults over 16 who are not enrolled in school and who need literacy services.

USE OF ADULT LITERACY LIBRARY SERVICES FUNDS

Project Funds May Be Used For:

- Contracts for project services, e.g. programs, planning, publications, trainers, evaluators
- Library materials for adults (defined as persons 16 years of age or older who are not enrolled in a public or nonpublic secondary school full-time)
- Project supplies and materials (NEW- this category includes equipment with a cost per item of less than \$5,000)
- Project publicity
- Project-related travel
- Stipends to member libraries for staff to attend adult literacy and workforce development related training
- Evaluation and publication of a report for project replication
- Other purposes directly related to project success

Project Funds May Not Be Used For:

- Personnel costs (salaries and/or benefits)
- Equipment costing \$5,000 or more per item (NEW).

- Replacing system or library operating funds which are already used to support ongoing programs and services
- Building modification, construction, renovation or maintenance
- Overhead and administrative costs

PROJECT APPLICATION REQUIREMENTS

Online Application

All application materials, program reporting information, and contact information for a project manager must be submitted using the project application software. The project manager is responsible for completing all application and reporting information. The library system director is responsible for approving and submitting all applications and reports through the online system.

Project Manager and Project Contact

The public library system must agree to identify a project manager who is employed by the library system, has expertise in this area, and who will also be the project contact person. Each applicant will also agree to immediately notify the New York State Library's Adult Literacy Library Services Program Manager and update the information in the application software (Initial Application Form Cover Page), if the project manager changes or if contact information changes. Project managers are responsible for conveying this information to all partners and participants. Applicants are also required to identify a second contact person at the library system for the project, in the event the project manager is not available.

Required Project Coordination and Partnership with Outside Organization

By law, the project must be operated in direct coordination with at least one literary provider, public school, college or other organization which is operating similar adult literacy programs. The partner organization must be named and their role in the partnership identified in the application. For the purposes of the Adult Literacy Library Services Program, member libraries are not considered to be outside partnership organizations.

Community Need

Documentation of a need in the community for a coordinated public library adult literacy program with a focus on workforce development must be included in the application.

Project Evaluation

Adult Literacy Library Services project applications will demonstrate that the project is effective in meeting the workforce development and literacy needs of adults (defined as persons 16 years of age or older who are not enrolled in a public or nonpublic secondary school full-time). The application must include an evaluation plan for the project consisting of quantitative and qualitative measures and an explanation of how evaluation results will be used.

The evaluation plan must include outputs and outcomes.

- **Outputs** are a direct program product such as number of workshops given, number of participants served, and types of materials developed. Outputs are typically measured in numbers because they are basically quantitative.
- **Outcomes** show changes in the target audience skills, attitudes, knowledge, behavior or status as a result of the activities of the project. Measuring outcomes requires project planners to focus on the desired change for the participants and plan for how best to measure that change.

More information on outcome-based evaluation measures

Promotional Plan

Description of a means for disseminating information about project design, implementation, results, and potential for replication should be included.

Publications and Other Products

By completing and submitting the application, the applicant agrees to the following requirement:

All products, regardless of format or method of distribution and including Internet web sites, which are created totally or in part under the Adult Literacy Library Services Program, will include the following acknowledgement:

"This publication (product) was supported by (or "in part by") funds from the New York State Library's Adult Literacy Library Services Program."

Project managers are responsible for conveying this information to all partners and participants.

APPLICATION PROCESS

The application process for the 2019-2022 "Workforce Development at New York Libraries through Public Library Systems" Adult Literacy Library Services Program will be online. System staff will need

to [obtain a user name and password](#) in order to access the online application. All applications will be submitted online. The application covers all three years of the program and must include:

- Project Manager and additional contact
- Coordination Partnering Organization (90.3) (n)(1)(i) "...Direct coordination with local public schools, colleges or other organizations which are operating similar adult literacy programs, which is designed to initiate, enhance or extend services to adults to increase their literacy skills."
- Narrative - each narrative section should be limited to one page in length.
 - Abstract- a brief one-paragraph synopsis of the project's purpose and target group suitable for sharing with the general public.
 - Need, Target Audience
 - Project Need and Target Audience- Provide documentation of a need in the community for such a project.
 - Project Description
 - Project Goals and Objectives- What are the project's goal(s) and objective(s).
 - Activities- Briefly describe the activities planned to accomplish each objective
 - Timetable- Provide a time-line of project activities for each of the three years.
 - Evaluation
 - Project Outputs- What will you measure to provide quantitative data about your project's service or product outputs?
 - Project Outcomes- What will you measure to show the outcomes or impact of your services or products on the identified target population?
 - Measuring Project Outcomes- How will you measure the outcomes?
 - Budget – each narrative section should be limited to one page in length
 - Funded categories are limited to: Purchased Services, Supplies/Materials (include here any equipment costing less than \$5,000), Travel.
 - Describe how program funds will be used to support the project activities and contribute to program goals.
 - List monetary amounts anticipated for each of the 3 years of the program for each funded category.
 - Other Funding Sources- List the dollar amount and source of other funds or in-kind services, provided by the applicant and any partner separately for each year, to be used to carry out the project.

PROJECT REPORTING

Final Reports for each year will be submitted online and will be due:

- For the period July 1, 2019 – June 30, 2020 (due August 1, 2020)
- For the period July 1, 2020 – June 30, 2021 (due August 1, 2021)
- For the period July 1, 2021 – June 30, 2022 (August 1, 2022)
- Final reporting for entire three-year cycle for period July 1, 2019 – June 30, 2022 (due August 1, 2022)

Timeline

Task	Date/Time
Applications are due	Submit online by Monday, April 1, 2019
Applications Approved	June 2019
Official Project Start Date	July 1, 2019

APPLICATION SUBMISSION

- **Submit application online by April 1, 2019.**

NOTE: Applications will be submitted through the online system – no other form of submission will be accepted.

TO APPLY:

- Obtain a username and password.
- Login and follow directions to begin the application.

FOR MORE INFORMATION:

- Visit the State Library's website at:
<http://www.nysl.nysed.gov/libdev/literacy/index.html>
- Please email questions about these guidelines or the 2019-2022 Adult Library Literacy Library Services Program to: DLCLP@nysed.gov
- Or, contact Natalie McDonough, Library Development Specialist at 518-486-2194.