

Adult and Family Literacy Projects and Reporting

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Adult and Family Literacy overview

Three Year Cycle of Funding

- Allocation is determined for the all three-years per NYS Education Law §273 1 h (2- Adult) (3- Family).
- Appropriation is the actual amount of funding, awarded each year, based on State Aid as approved by the New York State Legislature in the annual state budget.



Adult and Family Literacy overview

Three Year Cycle of Funding

- **The current three-year cycle is July 1, 2019-June 30, 2022.**
- **Funding for each year can only be spent during the fiscal year starting on July 1 and ending on the following June 30.**
- **Original project narratives and budgets for 2019-2022 were approved in the spring of 2019 by the Division of Library Development. The budget detail included all three years of the project.**



Adult and Family Literacy overview

Annual Funding

- Paperwork (FS-10s) is submitted to Grants Finance by DLD.
 - ***Three copies with original signatures in blue submitted
- Aid may be delayed if any requirements for State Aid are still outstanding, such as:
 - PLS annual report has not been received and approved
 - PLS State Aid application (including assurances and certification) has not been approved

*****UPDATED: FS-10s are now printed at DLD. No signatures are required.**



Adult and Family Literacy overview

Annual Funding

- **90% of funding is sent initially**
- **10% of funding is held until approval of the final report for each year of the project.**
 - **Payment is made by September 15 if project annual report has been approved and FS-10-Fs have been submitted to and approved by Grants Finance.**
 - **FS-10Fs are printed by DLD and submitted.**



Adult and Family Literacy Budget Amendments

- **Changes to the project may require a Budget Amendment, which would need to be done for each year of the project, not just once for the remainder of the project.**
- **Amendment requests should be discussed with Natalie McDonough at DLD prior to the submission.**
- **Amendment requests must be submitted through the online portal by the library system director by mid-May.**



Adult and Family Literacy Amendments

- **Budget Amendment form (FS-10-A) must be submitted if the applicant is requesting an amendment to the original approved budget, such as a change of vendor or consultant. It must be completed if more than 10% or \$1,000 (whichever is less) is moved from one budget category to another.**
- **FS-10-A forms are printed by DLD, filed and reviewed with final report.**



Adult and Family Literacy Amendments

- **For example:**
 - **If I want to purchase books because the trainer that I was going to hire has retired, then that would require an Amendment as I did not budget for Supplies and Materials (books) originally.**



Adult and Family Literacy Amendments

- **Another example:**
 - **I want to decrease the travel budget from \$750 as my original trainer was coming from Montauk but now I have to only have to cover the costs of a trainer coming from Syracuse which will be \$500. This is a 33% reduction in this budget category.**



Adult Literacy overview

- **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 non-public secondary school full-time)**
 - **Project supplies and materials (NEW- this category includes equipment with a cost per item of less than \$5,000)**



Adult Literacy overview

- **Funds may be used for (continued):**
 - **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**



Adult Literacy overview

- **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**



Adult Literacy overview

- **Examples of projects**
 - **System-wide train the trainer for library staff on resumes, cover letter skills, mock interviews with library patrons, which are then offered as programs at the member libraries.**
 - **Circulating copies of job skills materials (such as: What Color is Your Parachute?)**
 - **Mini-grants to member libraries to work directly with community partners and/or patrons**



Adult Literacy overview

- **Examples of projects**

- **Working with a local community college*** to assist patrons get ready for post-secondary education or TASC (Test Assessing Secondary Completion) – which replaced the GED**

*****A community partner is a requirement for each year of the project. It can be a different partner in different years of the project, as outlined in the application and/or annual report.**



Family Literacy overview

- **Funds may be used for:**
 - **Contracts for project services, e.g. programs, planning, publications, trainers, evaluators**
 - **Stipends to member libraries for staff to attend early literacy training**
 - **Early literacy library materials for children ages birth to Kindergarten age and/or parents**



Family Literacy overview

- **Funds may be used for (continued):**
 - **Project supplies and materials (NEW - this category includes any equipment costing less than \$5,000 per item).**
 - **Project publicity**
 - **Project-related travel**
 - **Evaluation and publication of a report for project replication**
 - **Other purposes directly related to project success**



Family Literacy overview

- **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**



Family Literacy overview

- **Examples of projects**
 - **Training for Library staff such as best practices for Early Literacy programs, Mother Goose on the Loose, *Ready to Read at NY Libraries***
 - **Programs for parents and caregivers on teaching their children early literacy skills**
 - **Mini-grants to member libraries to work directly with community partners and patrons**



Family Literacy overview

- **Examples of projects (continued)**
 - **STEM programs for children ages 0-5.**
 - **Collection of materials available at member library or off-site locations, for circulation or free**
 - **Partnership(s) with local community organizations is encouraged but not required.**



Adult and Family Literacy Reporting

- Final Reports for each year are submitted online and are due:
- For the period:
 - July 1, 2019 – June 30, 2020 (due August 1, 2020)
 - July 1, 2020 – June 30, 2021 (due August 1, 2021)
 - July 1, 2021 – June 30, 2022 (due August 1, 2022)
- Final reporting for entire three-year cycle for period July 1, 2019 – June 30, 2022 (due August 1, 2022)



Adult and Family Literacy Reporting

- **Reports**
 - **Are there any updates to the Program Manager and/or Additional Contact?**
 - **DLD reviews each year's report along with the original application**
 - **Review the original application and note any changes and why the changes were made.**



Adult and Family Literacy Reporting

- **Reports**

- **When drafting each narrative section, please try to limit it to one page, with a one paragraph abstract**
- **For Adult Literacy reports:**
 - **By law, the project must be operated in direct coordination with at least one literacy provider, public school, college or other organization which is operating similar adult literacy programs.**
 - **Name and note the work done with the community partner.**
 - **Member libraries cannot be the required partner.**



Adult and Family Literacy Reporting

- **Reports**
 - **Clearly differentiate between goals and objectives**
 - **Outline specific activities completed to meet these.**
 - **Some systems separate each goal, objective and activities into separate bullet points or paragraphs**
 - **Some systems list all goals, objectives and activities into one section of the document.**
 - **If print titles or databases were purchased, how do they contribute to the success of the project?**



Adult and Family Literacy Reporting

- **Reports**

- **Summary of Evaluation Outcomes/Outputs**

- **How will the evaluation be measured? (this was noted in the system's original application)**

- **Project Outcome via PLA for example:**

<http://www.ala.org/pla/initiatives/performance measurement>

- **Outcomes – qualitative (example: 72% of staff felt more comfortable doing programs after the training)**
 - **Outputs – quantitative (168 more children attended storytimes this year)**



Adult and Family Literacy Reporting

- **Reports**
 - **Possible Attachments:**
 - **Application form for the Mini-Grants for member libraries**
 - **List of titles purchased for collections**
 - **Evaluation tool**



Adult and Family Literacy Reporting

- **Reports : Budget**
 - Review the budget relative to anticipated expenditures in the original application
 - Does the budget match the Appropriation exactly?
 - It is not necessary to do an Amendment to reflect the actual Appropriation vs. the statutory Allocation
 - Check your math. Tweaks have been made to the portal to make this easier going forward. Column math calculated automatically and now row math **should** as well.



Adult and Family Literacy Reporting

- **Reports**
 - **Budget Changes**
 - In addition to completing the online amendment, explain why the budget changed from the original application budget in that year's Final Report.
 - If the library is providing “material support” or another general term, explain what the specifics are, and use language aimed at someone who might not be familiar with the project.



Adult and Family Literacy Reporting

- **Three-Year Wrap-Up Reports**
 - **Summary of what was accomplished over the entire three years cycle**
 - **The text should be geared at a general audience, and it will be available on the DLD website.**
 - **Aim for one to two paragraphs/250 words, which will be edited by staff at DLD.**
 - **General language should be used, “the system offered” rather than “we offered”,**



More Information is available on the DLD website

ADULT LITERACY

<http://www.nysl.nysed.gov/libdev/literacy/index.html>

FAMILY LITERACY

<http://www.nysl.nysed.gov/libdev/familylit/index.html>



THANK YOU!

**For more information, contact
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