

# NEW MEXICO HIGHER EDUCATION DEPARTMENT- ADULT EDUCATION DIVISION

## Adult Literacy Services Request for Applications Informational Meeting

Wednesday, March 15, 2023

10:00 a.m.



- You are welcome to put questions in the chat at any time. I may hold some or all of them until I am able to answer.
- I will note when you are free to unmute and ask a question. I will also take questions for as long as necessary at the end of the presentation.
- I may wish to hold some questions and respond at a later time, so I do not answer inaccurately. In that case, I will email those answers to everyone after the webinar.

TODAY'S WEBINAR

Action	Date
Applicants notify NMHED of intention to apply.	by March 13 <sup>th</sup>
Pre-application conference for eligible providers (web-based)	March 15 <sup>th</sup> at 10:00 a.m. via Zoom
Application due—Eligible providers submit their applications to NMHED via email to <a href="mailto:adult.education@hed.nm.gov">adult.education@hed.nm.gov</a> and <a href="mailto:amber.gallup@hed.nm.gov">amber.gallup@hed.nm.gov</a>	April 5 <sup>th</sup> by 5:00 p.m.
NMHED reviews the applications and makes the final selection of awardees.	April 6 <sup>th</sup> - April 20 <sup>th</sup>
Notification of providers who are to receive grant awards.	May 1 <sup>st</sup> by 5:00 p.m.

# APPLICATION TIMELINE

- No late submissions will be considered for funding. Please submit early, so that we can check for completion.
- Applications must be submitted to the NMHED AE email address ([adult.education@hed.nm.gov](mailto:adult.education@hed.nm.gov)) AND to Amber Gallup ([amber.gallup@hed.nm.gov](mailto:amber.gallup@hed.nm.gov)) no later than 5:00 p.m. MT on April 5, 2023.
- No incomplete applications will be considered for funding. Please submit early so that we can check for completion.

## APPLICATION SUBMISSION

We are committed to a competition that is transparent and equitable.

## **Please know:**

- This is a *new competition*. It is structured differently than previous competitions. The grant award has different parameters than it has in the past.
- We made these changes to:
  - Align with the intent of the funding
  - Address Legislature's concerns about some program elements (reporting, sub-granting, and serving smaller programs outside the Rio Grande Corridor)
  - Address grantees' and subgrantees' concerns and needs that have been raised during this grant cycle, in regards to student, testing and retention, what qualifies as "adult literacy" instruction, students' needs and goals, and other issues.
  - Improve our ability to report meaningful outcomes from this funding.

# THE PROCESS

## Some changes and elements worth noting:

- Awardees will not be able to sub-award to other programs or providers.
- All funded programs will be required to set and track goals with students
- TABE testing of learners is no longer required. You may test if you want to. We do ask you to consider in your application how you will assess students' level in order to serve them appropriately.
- Your demonstrable emphasis should be serving learners with lower levels of literacy. Referrals between adult education and adult literacy programs are encouraged and will be supported and tracked. However, it is sometimes appropriate to also serve students at higher levels of literacy who are more comfortable in a one-on-one tutoring environment or cannot access an adult education program.

THE PROCESS

## Some changes and elements worth noting:

- **A new definition:** Literacy is a continuum. Literacy is also a spectrum of abilities, including the ability to:
  - identify, understand, use, and produce printed and written materials (print literacy);
  - the ability to use digital technology to find, produce, and communicate information (digital literacy);
  - the ability to access, interpret, use, and communicate mathematical information and ideas (numeracy);
  - and to participate fully in one's community and society (OECD, 2023).
  - Literacy services may also include family literacy initiatives.

THE PROCESS

## Applications are evaluated for Completeness:

- Signed Cover Sheet
- Applicant Information and Eligibility
- Funding Narrative Completed
- New Mexico Assurances Signed and Dated
- Preliminary Budget Forms Completed and Attached
- Program Performance Information Included
- Financial Statements Included

\*Only Programs that submit the above items on or before the April 5, 2023, deadline will be considered complete and will be evaluated for consideration for funding.\*

# PRE-EVALUATION PROCESS



Completed Applications are evaluated for Eligibility.

Eligible Applications:

- Are from an Eligible Provider
- Provide Direct Services to Students (no sub-granting)
- Can self-fund their work at the beginning of the grant period (no start-up funding)
- Provides direct services to eligible students (NM residents ages 16 and older)

\*Only Programs that are determined to be eligible will be evaluated for consideration for funding.\*

# PRE-EVALUATION PROCESS

- Committee's scoring and recommendations
- Alignment of proposed applicant activities with grant requirements
- Evaluation of cost of service relative to need and cost efficiency
- Evaluation of historic program data provided by the applicant
- Evaluation of financial statements/audits provided by applicant

## EVALUATION PROCESS—GENERAL FACTORS

- Applications will be evaluated by an impartial committee of members with expertise in adult education and literacy programming
- Panelists may include members not in New Mexico

THEREFORE:

Do not assume they know anything about your program or plans from any source other than your application.

EVALUATION PROCESS—GENERAL  
FACTORS

## **Narrative Prompts:**

- Please answer fully, with detail and examples as appropriate
- Note the score values for each question

EVALUATION PROCESS—  
IMPORTANT CONSIDERATIONS

The purpose of this RFA is to support an NMHED program that promotes adult literacy in New Mexico through direct instruction, particularly one-on-one and small group tutoring for adults with *emergent* literacy.

EXPECTATIONS

Awardees must:

- • Use the Literacy, Adult, and Community Education System (LACES) database provided by NMHED to track all required learner and program data

EXPECTATIONS

Awardees must:

- • Set, track, and report learning goals with all learners. At the time of the writing of this RFA, progress on literacy goals is the primary way that NMHED will demonstrate adult literacy outcomes through this grant program.

EXPECTATIONS

Awardees must:

- Participate in NMHED-led initiatives to promote communication, quality, and efficiency in the provision of adult literacy services in New Mexico. These initiatives include, but are not limited to, a statewide email distribution list ([adultr@nmdelt.org](mailto:adultr@nmdelt.org)), regular virtual meetings and other potential in-person meetings, as needed; trainings on NMHED policy and procedure related to the grant; LACES training and regular program performance reviews; professional learning opportunities; and efforts to promote referrals and collaboration with other adult education programs and partners.

EXPECTATIONS



## Awardees must:

- Respond promptly to any and all direct communications from NMHED staff and any contractors engaged to work with and support Adult Literacy grantee programs.
- Comply with all published NMHED policies and procedures for Adult Literacy Grantees, which will be posted on [Propelnm.org](http://Propelnm.org) by July 1, 2023, as well as provided through [adulitlit@nmdelt.org](mailto:adulitlit@nmdelt.org). Included in these policies will be rules regarding cost allowability and clear parameters on the practice of the learner co-enrollment in Adult Literacy and AEFLA-funded Adult Education programs.

# EXPECTATIONS

Awardees must:

- • Deliver a complete Annual Report by September 1st of each year of the grant cycle using the template that NMHED will provide.

EXPECTATIONS

Awardees who also receive AEFLA funding must:

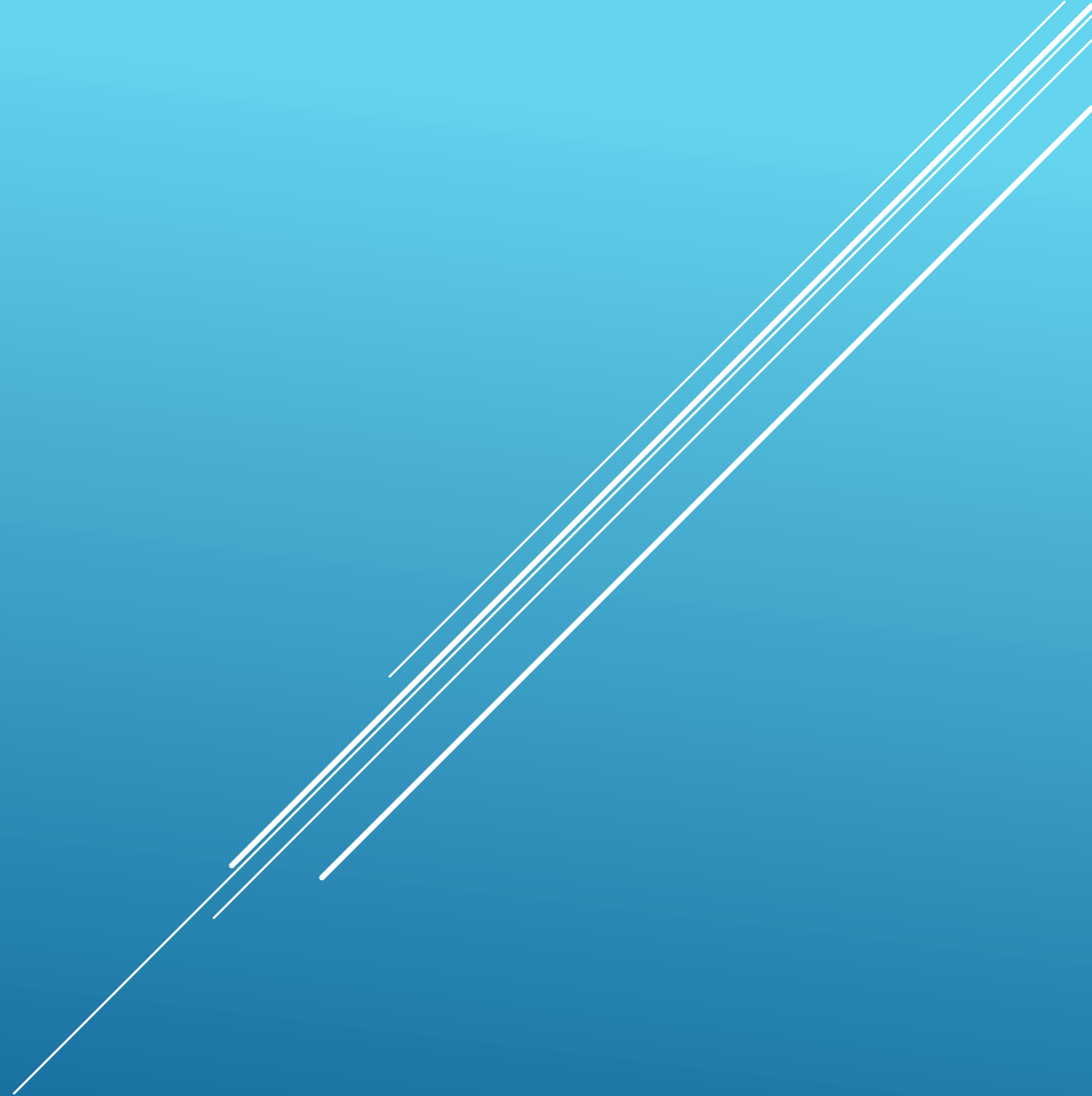
- Carefully describe how they will avoid co-mingling the two funding streams
- Use these grant funds for their intended purposes; not simply as a supplement to AEFLA funds
- Track and report performance *separately* from AEFLA performance
- Justify your decisions on how and when to co-enroll students in both programs.

EXPECTATIONS

- Notifications for this application will be sent out electronically to the email address provided in the application by 5 p.m. MT on May 1, 2023
- Applicants selected for funding will receive an official award letter from NMHED.
- Applicants not selected for funding will receive notification from NMHED thanking them for applying.
- Please make sure all contact information on your application is correct so that you receive timely notifications.

FISCAL YEAR 2023-2024  
NOTIFICATIONS

QUESTIONS?



- Information regarding this application will be posted on the NMHED AE website: [hed.nm.gov/students-parents/adult\\_education](http://hed.nm.gov/students-parents/adult_education).
- Please check the website frequently for updates and notices. Do not assume any information will be shared outside the website.
- Continue to submit questions to the NMHED AE email address ([adult.education@hed.nm.gov](mailto:adult.education@hed.nm.gov)) AND to Amber Gallup ([amber.gallup@hed.nm.gov](mailto:amber.gallup@hed.nm.gov)).

FOR FURTHER INFORMATION

New Mexico Higher Education Department  
Adult Education Division  
adult.education@hed.nm.gov

Amber Gallup  
State Director of Adult Education  
Amber.gallup@hed.nm.gov

NMHED AE CONTACT INFORMATION