



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Michelle Bonora
Date: 10/3/23
Re: Agreement: Literacy Volunteers

Please answer all questions and attach any required documentation as indicated below. Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** Literacy Volunteers of Greater New Haven (LV)
2. **Description of Service:** Free Basic Literacy and ESOL services provided to adults from Greater New Haven
3. **Amount** of Agreement and hourly or session cost: \$80,977 (\$26.992/quarter)
4. **Funding Source** and account number: 2503 5018 50112, 50128 0053
5. Approximate number of staff served through this program or service: 5
6. Approximate number of students served through this program or service: 400
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? No-Renewal
 - b. What would an alternative contractor cost: same
 - c. If this is a continuation, when was the last time alternative quotes were requested? 2022-23
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?
Continuation- need full funding in order for existing staff to provide same services.
8. **Type of Service:**
Answer all questions:
 - a. Professional Development? NA
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
 - b. After School or Extended Hours Program?
 - c. School Readiness or Head Start Programs?
 - d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? - Local
- d. Is the Contractor a public corporation? Yes
- e. Is this a renewal/continuation Agreement or a new service? Renewal/continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much? NO
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company:
www.lvagnh.org
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Grant Request
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Yes
- d. Who were the members of the selection committee that scored bid applications? State Dept. of Education.
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. NA

11. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? Low literacy and non-English abilities. Effectiveness measured by the State Dept. of Education and Pre and Post testing via CASAS testing system.
 - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. LV has provided this service to Greater NH for over 48 years. The State Dept. of Education is responsible for evaluation. This grant has been renewed by the State for many years.
 - c. How is this service aligned to the District Continuous Improvement Plan? Impacts Low literacy.
12. Why do you believe this Agreement is fiscally sound? Based on guidelines of the State Dept. of Education.
13. What are the implications of not approving this Agreement? Adults from Greater NH would not have a source for FREE literacy services and 93% of our population served are low to extremely low household.

Grant # 093-11000-17030-2024-84004-170013
Federal Tax I.D. Number: 06-0968986
FUNDING SOURCE: Fund 2503-900-5018

AGREEMENT

This agreement is made between the New Haven Board of Education and Literacy Volunteers of Greater New Haven for basic literacy and ESL tutoring services to be provided by Literacy Volunteers of Greater New Haven, funded by the State Adult Education Cooperating Eligible Entity Grant, to be conducted at 4 Science Park, New Haven, CT 06511 (see attached).

TERMS

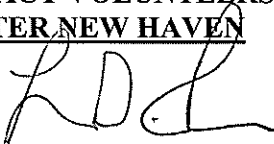
1. The New Haven Board of Education agrees to pay the following costs for the aforementioned project with said costs not to exceed (\$80,977) Eighty Thousand Nine Hundred Seventy Seven and no cents for the 12 month period commencing July 1, 2023 and ending June 30, 2024.

50112 Executive Director	\$ 38,614
50128 Education Aides	\$ 42,363

2. Literacy Volunteers of Greater New Haven agrees to provide a line item report:
for the quarter ending September 29, 2023 by October 31, 2023;
for the quarter ending December 31, 2023 by January 17, 2024;
for the quarter ending March 31, 2024 by April 17, 2024;
for the quarter ending June 30, 2024 by July 17, 2024;
to the Attention of Central Office Business Director – Special Funds, New Haven Public Schools Business Office, 54 Meadow Street, New Haven, CT 06519.
3. Literacy Volunteers of Greater New Haven agrees to use said funds only for the purpose of funding the “Literacy Volunteers of Greater New Haven Program.”
4. Literacy of Greater New Haven agrees to make financial records available to the New Haven Board of Education independent auditor for the purpose of conducting an audit of expenditures of funds for Literacy Volunteers of Greater New Haven.
5. The New Haven Board of Education agrees to forward the following payments(*) to the attention of Louis D. Perno, Executive Director, Literacy Volunteers of Greater New Haven, for the purpose of funding the “Literacy Volunteers of Greater New Haven Program.”

November 3, 2023	\$26,992
January 24, 2024	\$26,992
April 24, 2024	\$26,993

**LITERACY VOLUNTEERS OF
GREATER NEW HAVEN**



**Louis D. Perno, Executive Director
Literacy Volunteers of Greater New Haven**

10. 2 - 23

DATE

06-0968986

Federal I.D. or Social Security Number

NEW HAVEN PUBLIC SCHOOLS

**President
New Haven Board of Education**

DATE



NEW HAVEN PUBLIC SCHOOLS

MEMORANDUM

TO: Michelle Bonora
FROM: Juanita Mazyck **Correction**
DATE: September 13, 2023
SUBJECT: 2023-24 Literacy Volunteers
July 1, 2023 - June 30, 2024
#11000-17030-~~2024~~-84004-170013

The State has approved \$80,977 for the Literacy Volunteers Program.
Listed below is the approved budget.

<u>Fund 2503</u>	<u>Literacy Volunteers</u>	
900-5018		
Location/Project code 0053		<u>Current</u>
50112 Executive Director		\$ 38,614
50128 Education Aides		42,363
		<u>\$ 80,977</u>

Since these funds are awarded to New Haven Adult Education - Cooperating Eligible Entity the New Haven Public Schools receives the grant, we as the fiduciary subcontract the funds to Literacy Volunteers of Greater New Haven.

LTH: dsw

cc: Dr. M. Negron
Dr. P. Whyte
Dr. M. Finley
P. DeMaio
L.D. Perno
T. McCutchen
C. Laffitte