



RECEIVED DEC 19 2019

December 13, 2019

Nathaniel Malloy  
Amherst Planning Department  
Amherst Town Hall, 2<sup>nd</sup> Floor  
4 Boltwood Avenue  
Amherst, MA 01002

Dear Mr. Malloy and members of the Amherst Planning Department,

Please find enclosed The Literacy Project's (TLP) social service activity application for the Town of Amherst 2020 Community Development Block Grant Funding. We respectfully request \$30,000 to support TLP's *Passport to Success: Adult Education for Economic Self-Sufficiency* program. Passport to Success will provide low-income beneficiaries at our Amherst site (comprised of at least 65% Amherst residents), with our adult literacy services that combine academic instruction for passing the HiSET with advising for staying (or enrolling) in classes and preparing for the transition to college, job programs, and jobs.

Participants will be those who lack a high-school credential and/or up-to-date job skills, including immigrants and refugees who have English fluency. As our students start to make progress and realize what they are capable of, they gain the confidence to keep learning and achieving. Recently, we have been experiencing longer retention rates, as students prepare to pass the HiSET (which is more demanding than the GED) and devote more time to receiving advising to prepare for their next college and career steps. For this reason, we are providing more intensive services to slightly fewer students than in past years, including adding two new levels of classes—a lower level for immigrants and refugees who need basic reading and math and a higher level of college readiness for students who are moving on to post-secondary education.

Thank you for your consideration of our request. We at The Literacy Project look forward to the possibility of working with the Town of Amherst to help keep the doors of opportunity open for adult learners who seek economic security and self-sufficiency through pursuit of employment and education goals. Please contact me at 413-774-3934, ext. 17, or [jroberts@literacyproject.org](mailto:jroberts@literacyproject.org) with questions.

Sincerely,

Judith Roberts  
Executive Director

ADMINISTRATIVE OFFICE: 15 BANK ROW, SUITE C, GREENFIELD MA 01301  
Phone/TTY: 413-774-3934 Fax 413-774-3946 [www.literacyproject.org](http://www.literacyproject.org)



*Supported by a grant from the Massachusetts Department of Elementary & Secondary Education. This material does not necessarily reflect the views or policies of the Massachusetts Department of Elementary & Secondary Education or the federal government..*

*Funded in part by Dept. of Housing and Community Development, Mass. CDBG Program.*

## 1. Cover Sheet – Social Service Activity

AGENCY NAME: The Literacy Project, Inc.  
AGENCY ADDRESS: 15 Bank Row, Suite C, Greenfield MA 01301  
AGENCY PHONE: 413-774-7974  
CONTACT PERSON: Judith Roberts, Executive Director  
CONTACT PERSON EMAIL: jroberts@literacyproject.org  
CDBG FUNDING REQUEST: \$30,000

1. Project Name      Passport to Success: Adult Education for Economic Self-Sufficiency
  
2. Project Description (1-2 sentences)  
The Literacy Project (TLP) provides free adult literacy classes combined with college and career readiness skill building and advising, enabling adults and out-of-school youth age 16 and over who have no high school credential, low literacy and/or outdated skills to pursue education as a route to economic self-sufficiency.
  
3. Project Location (Street address)  
Passport to Success: Adult Education for Economic Self-Sufficiency will be held at TLP's Amherst site: 724 Main Street, Amherst at the Jewish Community of Amherst.
  
4. Budget Request                      \$30,000
  
5. Type of Activity (check one):
  - Household (family and individual) stabilization
  - Support services for those experiencing homelessness
  - Youth development
  - X Economic self-sufficiency (adult education)**
  - Food and nutrition
  - Health services/ Insurance navigation
  - Support services for seniors
  - Other – please explain
  
6. National Objective:  
Total number of beneficiaries (individuals served): 40; 26 adult students (65%) will be Amherst residents  
Total Low/Mod beneficiaries (individuals served): at least 36 adult students (90%)

## **2. Answers to Questions A-H**

**National Objective Description:** Describe how your project will meet a national objective and how it will be documented to ensure participants meet low/moderate income requirements. Passport to Success: Adult Education for Economic Self-Sufficiency (Passport to Success) provides academic classes and college/job readiness skill building to help low-income community members, including immigrants/refugees and those who lack a high-school credential and/or up-to-date job skills, pursue economic self-sufficiency. Passport to Success helps beneficiaries meet the following national goals for self-sufficiency: 1) low-income people are more self-sufficient; low-income people own a stake in their community. TLP documents income eligibility by allowing beneficiaries to “self-declare” and based on other information (number of individuals in the household, DTA/SNAP/SSDI payments, etc.) verify that this income level is eligible. Approximately 95% of our adult students have household incomes at or below the per capita income level for Amherst: \$20,336 (U.S. Census, 2018).

**A. Demonstrate Consistency with Community Priorities:** Describe how the proposed project is consistent with the Community Priorities. The proposed project is consistent with the 2020 community services priorities by providing adult education services that help develop economic self-sufficiency. TLP’s adult education services combine academic classes for attaining a high school credential with on-site college and job readiness skill building and advising. TLP is the only Amherst social service providing this model of free, comprehensive adult education for attaining education and job skills.

**B. Agency Information:** Provide an organization overview, including length of time in existence, experience conducting activities for which funding is being sought, and skills & current services that reflect capacity for success. The Literacy Project’s (TLP) mission is to provide adult basic education programs and opportunities that support participants to engage meaningfully and equitably in the economic, social, cultural and civic life of their communities. TLP is a 501c3 nonprofit organization that has provided adult education services in Western Massachusetts since its founding in 1984, and in Amherst since 1995. Since 2005, college and career readiness services have provided intensive guidance, helping hundreds of students to overcome barriers to continuing their schooling and attain college and job readiness skills. TLP has successfully completed similar projects within contracted timeframes with a funding mix that includes several multi-year Massachusetts Department of Elementary and Secondary Education (DESE) grants, block grant funding for all classrooms, other state and federal funding, private foundation grants, and community donations. TLP services that reflect its capacity for success include:

1. Academic classes that serve students at the basic literacy, pre-HSE (High-School Equivalency), HSE preparation, and College Readiness levels, and integrate computer literacy activities. Each class is led by a staff instructor who is aided by trained volunteers
2. In-class college and job readiness activities to explore occupational interests, gain knowledge of workplace expectations, develop computer skills, learn about post-secondary education opportunities and learn about college. Individual advising for goal setting, action planning and taking next steps such as applying for a job or completing the FAFSA and for problem-solving to overcome obstacles to pursuing education/job readiness goals and connect with other social services.

Explain your short-term goals and long-term goals. Short-term goals for participants—Adult education students will make continual progress toward:

- Readiness for taking the HiSET, as demonstrated through ongoing assessment
- Goal-setting, action planning and achievement of defined education/career planning activities that are significant steps toward post-secondary education/training and job readiness, customized to each individual’s documented education and job goals

Long-term goals—Adult education students will achieve pre-defined interim and major outcomes (college and career activities are customized to each individual’s goals):

- Obtain high-school equivalency
- Enroll in/complete a college transitions program / class / workshop
- Apply to College or Training Program
- Register at /use Career Center
- Complete a job interview
- Obtain work-related certification
- Obtain a job
- Get a raise / promotion / more satisfying/appropriate employment
- Enroll in/complete a college level course
- Enroll in a college degree/certificate program

Please see Page 10 for Organizational Chart and Page 11 for Board of Directors List.

**C. Project Budget Information:** Provide a detailed budget for the proposed program to include delivery & direct program costs, & include all sources of revenue & expenses. Please see page 7.

Provide an agency balance sheet. Please see page 9.

Cite Sources of Other Project Funds. Other project funds are provided annually by MA DESE—\$79,440 (TLP is in year 2 of a 4-year grant cycle with assumed continued funding); Hampshire County United Way—\$2,500 (year 3 of a 3-year grant cycle, and we anticipate renewed funding), and \$500 in donations from private foundations and individuals.

If applicable, describe and document the availability and source of matching or other funds needed to complete the project. In-kind services are accepted only as directly related to the project. In-kind services are provided by classroom volunteers—in FY19, TLP’s Amherst site benefited from 20 volunteers who donated a total of 860.5 hours with an in-kind value of \$XX (\$32.13/hour as per the Independent Sector).

Document the experience of the provider, costs of comparable services and process used to review the accuracy of the budget. TLP has a history of successful completion of similar projects in its four other classrooms within proposed budgets and timeframes. The total cost of serving the proposed program’s 40 beneficiaries will be \$2,790 per beneficiary per year. Currently, there are no other agencies providing comparable services such as TLP’s adult education model. The budget process is based on detailed projections of salary by employee and analysis of past year’s expenses and non-personnel items. Resulting expense budgets are compared to anticipated revenues to ensure a balanced budget.

State the qualifications of the person who prepared the budget. Judith Roberts, TLP’s Executive Director, prepared the budget. Roberts provides overall management, fiscal oversight and supervisory support to all TLP staff. Roberts previously served as coordinator of workplace education at Center for New Americans, Northampton, and transitions director at CARE Center, Holyoke. She has extensive business management background as president and general manager of two small businesses and sales and marketing manager for other area businesses. She has been with TLP since 2007 and holds a certificate of Strategic Perspectives in Nonprofit Management and Master’s in Education with a focus on community-based education and a BA in Sociology.

**D. Project Description:** Summary of proposed program with detailed scope, including non-CDBG funded components. TLP’s Passport to Success will provide 39 weeks of academic classes as follows: pre-HSE & HSE (7.5 hours / week); basic literacy (5 hours/week); College Readiness (5 hours/week). Career Pathways’ activities (career exploration, postsecondary/employment planning, general job

readiness skills) and computer literacy skills (word processing, Google drive, online job search, email, navigating college websites) are integrated into all classes. Academics are contextualized to health care, manufacturing, and culinary / hospitality fields and connect students to local employers. Individual Education & Career Advising (10 hours/week) helps students address barriers to success (i.e., lack of transportation or child care, referrals to social services) and supports them in taking next steps for obtaining employment and entering post-secondary education or training.

Demonstrate the activity has been prioritized by the community at the local level. A high school diploma or equivalent is required for entry into postsecondary education/training programs and jobs that pay a living wage. Setting education and employment goals, learning about postsecondary education and vocational training and how to access them, exploring careers, understanding workplace expectations and building job readiness skills are essential for students to learn to be successful in the workplace and reach economic self-sufficiency. Passport to Success is consistent with the following 2020 Community Priorities for social services: services that help develop economic self-sufficiency (adult education).

Number of individuals to be served and who they are. TLP will serve 40 adult education students at its Amherst site: 65% (26 students) will be Amherst residents; 36 of all students served in Amherst (90%) will be low-income. Students are adults who lack a high school credential, low-literacy and outdated job skills, including immigrants/refugees with English fluency.

**E. Project Need:** Need for proposed project/program? The need for Passport to Success is to prepare adult education students with low literacy levels with the skills needed to secure jobs that pay family-sustaining wages. “No longer is a high school credential sufficient to guarantee a living wage or success in college. National surveys of adults age 16+ show emerging and incumbent workers do not demonstrate the literacy and numeracy skills to fully participate in an increasingly competitive work environment” (Facing the Future, Massachusetts Strategic Framework for Adult Basic Education). Jobs that enable economic self-sufficiency require at least some college/postsecondary training. Among residents age 25 and over residing in Amherst: over 18% have a high school credential or less; over 23% of those and over 25% of those with only a high school credential live in poverty (2012–2016 American Community Survey 5-year estimates for Amherst Center CDP).

Need to be addressed by the program & why it is important. Adult education students face many barriers to success. Passport to Success is important as it provides learner-centered, integrated services to support the whole person, and thus, improve likelihood of success.

**F. Community Involvement and Support:** Involvement & opportunities for the community/potential beneficiaries in identification, planning & development of the program. Beneficiary educational levels and career goals continually inform instruction and advising. TLP maintains contact with community agencies to solicit potential beneficiaries and refer students as needed to ensure a web of services that avoids duplication.

Process to maintain involvement of project beneficiaries in the implementation of the project. TLP’s instruction/advising methods are responsive to individual interests, needs, and learning styles; supported by trained classroom volunteers; include annual student surveys; and regular student advisory meetings.

**G. Project Feasibility:** Why is the proposed program feasible? Passport to Success is feasible because TLP has successfully provided services for 35 years. In program year 2018-19 (September to May), TLP served 52 students at its Amherst site; 243 at all sites.

Demonstrate the program is capable of proceeding at the time of award, can be effectively managed, and physically and financially accomplished within the grant period. TLP’s lease agreement with JCA is

ongoing; existing administrative and teaching staff along with TLP's multi-year DESE grant will ensure physical and financial success within the grant period.

Describe what evidence exists to show the community or project beneficiaries will use the project. Include documentation of demand for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation. Participation and community referrals show demand. In FY19, 37% of TLP Amherst students were continuing from the previous year or had enrolled in the past; 15% heard by word of mouth; and 23% heard from CNAM or other community organization. In 2018, TLP added a College Readiness class to help students prepare to enter college, including immigrants with a credential from their home country. Classes are fully enrolled months, and at times there is a short waiting list.

Identify and describe the solicitation process used. Solicitation is mainly by referral and word of mouth. TLP also conducts in-person and e-mail outreach to community agencies, and is a member of Amherst Human Service Network and Council of Social Agencies of Hampshire County (COSA). A new outreach effort with the ARPS allowed TLP to send flyers home with Amherst public school students.

Identify roles and responsibilities of all personnel and internal controls involved. **Judith Roberts**, Executive Director (ED)/Program Director (reports to Board of Directors): Fiscal & program oversight, supervision of site directors & coordinators; **Sheila Murphy**, Amherst Site Director (SD) & Agency Outcomes Coordinator (reports to ED): Outreach, assessment, supervision, site reporting; **Amy Pechukas**, HSE & College Readiness Instructor and Education & Career Advisor, (reports to SD): Instruction, individual advising/ referrals, college-job readiness advising, progress monitoring / documentation, volunteer supervision; **Eileen Barry**, Beginning & Pre-HSE Class Instructor and Education & Career Advisor, (reports to SD): Instruction, individual advising/ referrals, progress monitoring and documentation, volunteer supervision; **Margaret Anderson**, Volunteer & Community Planning Coordinator (reports to ED): Volunteer recruitment/training/support; Publicity and fundraising coordination; **Sara MacKay**, Technology Coordinator (reports to ED): Computer maintenance and training; **James Marsh**, Fiscal & Administrative Coordinator (reports to ED): Administrative assistance; **Internal Controls**—Bruce D. Norling, CPA, P.C., conducts the annual comprehensive fiscal audit (the FY19 audit had no findings); TLP Board of Directors Treasurer Mark Brumberg, Book Dealer.

Citing past accomplishments, document the agency has the necessary past expertise to conduct the activity & has successfully completed past activities with CDBG or other programs. TLP has provided adult literacy services since 1984 and in Amherst since 1995, and education and career advising since 2005. TLP has successfully completed similar projects within contracted timeframes with a funding mix of several multi-year DESE grants, CDBG funding, other state and federal funding, private foundation grants, and community donations. In September 2011, DESE commended TLP for “providing quality instruction and consistently striving for excellence” and having a “dedicated, creative and hardworking staff” who are “committed to providing quality instruction and consistently striving for excellence.”

Describe & identify project milestones and timeline including unfinished project contracting and other project steps. State the duration of time needed for each milestone, and identify when each milestone will be completed. Between Oct 1, 2020 – Sept 30, 2021: 15 students will pass the HiSET or achieve an interim or major outcome (approximately 3 each in Q1 and Q4, 4 in Q2, and 5 in Q3); On average, each student will complete 3 activities indicating progress toward a major outcome.

**H. Project Impact:** What will be the impact of the program? The 40 beneficiaries, at least 26 Amherst residents and 36 LMI, will make gains in academic skills and general college and job readiness skills.

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result and will benefit intended beneficiaries? How much of the need will be addressed? TLP anticipates of 40 beneficiaries: 15 will achieve an interim or major outcome (pass HSE, enroll in college/vocational/job training, get a job/raise/promotion/work certification, interview for a job); all will develop goals and an action plan and complete on average 3 activities toward a major outcome (e.g., explore career interests, develop work skills including computer literacy, learn about college/training programs, access needed services).

Describe the changes in the target population that indicate the program's success. In 2018-2019, TLP enrolled 243 students at all sites who achieved the following: 47 obtained an HSE, 35 entered post secondary education or job training and 47 obtained a job, raise or promotion.

How will these changes be measured? TLP works with each student to develop an Education and Career Plan that outlines academic and career goals. Through individualized counseling and support, TLP instructors/advisors help students overcome barriers. Staff use quantitative and qualitative measures as described below to track student success and outcomes.

How will the impact of this service on individual clients be tracked over time? Follow up of student's post-secondary education involvement and employment status is done at 6 months and 12 months after exiting the program.

Define the direct and indirect outcomes that will result from the project. Direct outcomes are the major outcomes/activities discussed above. Increasing literacy has a broad range of indirect outcomes, as beneficiaries can support their families, be involved in their children's education, gain personal and family stability, and be more involved in the community.

Identify quantitative & qualitative measures to determine that the outcomes are achieved. Quantitative: Scale-scored, pre-and post-program assessment of academic skills using the Massachusetts Adult Proficiency Test (MAPT), a standardized assessment students take at the beginning of the year and again at the end of the year to measure educational functioning level gains in reading and math. Instructors engage in ongoing assessment of academic needs and performance with students. Employment (new job or promotion) and educational outcomes (high school equivalency, entering post-secondary education or training including workforce development programming) are recorded in the student record as are milestones and activities that increase a student's readiness for employment and post-secondary education, and support the student in their personal, family, and community lives. Examples are goal setting and planning, researching career interests and educational programs, conducting a job search (resume, on-line job search, practice interview). Advising notes are entered into the student record, and complete the picture of the student's progress towards their goals. Qualitative: Staff observation and maintenance of meeting notes and other student/staff communications; Regular written student self-assessments of progress.

Will this service enable clients to become self-sufficient?

This service helps clients build the foundation of academics and skills needed to move on to and succeed in postsecondary education, vocational training and employment that lead to self-sufficiency.

How is this service linked to other human/social service programs in the community?

TLP is linked to numerous human/social service programs in Amherst and Hampshire, Franklin and Hampden counties. These include: Mass Hire Franklin Hampshire Career Center, Holyoke Community College, Greenfield Community College, Bridge Family Resource Center, Family Outreach of Amherst, Community Action programs: WIOA Youth Programs. TLP attends regular meetings of the Amherst Human Services Network (AHSN) and the Council of Social Agencies of Hampshire County (COSA).

### 3. The Literacy Project 12-Month Proposed Budget

| <b>PROJECT BUDGET FORM</b>                                                    |                |                   |                                     |                          |               |                                 |
|-------------------------------------------------------------------------------|----------------|-------------------|-------------------------------------|--------------------------|---------------|---------------------------------|
| Massachusetts CDBG Program FY20 - Amherst - Human Service Funding Application |                |                   |                                     |                          |               |                                 |
| <b>PROJECT BUDGET FORM</b>                                                    |                |                   |                                     |                          |               |                                 |
| Massachusetts CDBG Program FY20- Amherst - Human Service Funding Application  |                |                   |                                     |                          |               |                                 |
| Program Name:                                                                 |                |                   | Self-Sufficiency                    |                          |               |                                 |
| Program Period:                                                               |                |                   | <b>12 MONTHS</b>                    |                          |               |                                 |
|                                                                               |                |                   | October 1,2020 - September 30, 2021 |                          |               |                                 |
| PERSONNEL<br>Position:                                                        | Hourly<br>Rate | Hours Per<br>Week | #<br>Weeks                          | Total<br>Program<br>Cost | CDBG<br>Cost  | DESE<br>United Way<br>Donations |
| GED Instructor                                                                | \$ 22.00       | 37                | 39                                  | 31,746                   | 5,495         | 26,251                          |
| Program Director                                                              | \$ 43.21       | 7                 | 43                                  | 13,006                   | 3,716         | 9,290                           |
| Site Director                                                                 | \$ 23.00       | 14                | 43                                  | 13,846                   | 3,122         | 10,724                          |
| Ed and Career Advisor                                                         | \$ 22.00       | 10                | 39                                  | 8,580                    | 6,006         | 2,574                           |
|                                                                               |                |                   |                                     |                          |               |                                 |
|                                                                               |                |                   |                                     |                          |               |                                 |
| Technology Coordinator                                                        | \$ 23.00       | 4                 | 43                                  | 3,956                    | 1,978         | 1,978                           |
|                                                                               |                |                   |                                     |                          |               |                                 |
| <b>TOTAL SALARY</b>                                                           |                |                   |                                     | <b>71,134</b>            | <b>20,317</b> | <b>50,817</b>                   |
| Benefits at 15 %                                                              |                |                   |                                     | 10,670                   | 3,042         | 7,623                           |
| Taxes at 12 %                                                                 |                |                   |                                     | 8,536                    | 2,430         | 6,098                           |
| <b>TOTAL PERSONNEL</b>                                                        |                |                   |                                     | <b>90,340</b>            | <b>25,790</b> | <b>64,538</b>                   |
| <b>ADMINISTRATIVE COSTS</b>                                                   |                |                   |                                     |                          |               |                                 |
| Rent, utilities                                                               |                |                   |                                     | 9,109                    | 1,920         | 7,189                           |
| Telephone                                                                     |                |                   |                                     | 1,968                    | 500           | 1,468                           |
| Insurance                                                                     |                |                   |                                     | 533                      |               | 533                             |
| Postage                                                                       |                |                   |                                     | 240                      |               | 240                             |
| Supplies and materials                                                        |                |                   |                                     | 507                      | 500           | 833                             |
| Travel/mileage                                                                |                |                   |                                     | 1,108                    |               | 1,108                           |
| Consultants/Subs                                                              |                |                   |                                     | 1,780                    | 540           | 1,240                           |
| Accounting                                                                    |                |                   |                                     | 1,400                    |               | 1,400                           |
| Reproduction/printing                                                         |                |                   |                                     | 267                      |               | 267                             |
| Advertising                                                                   |                |                   |                                     |                          |               | 0                               |
| Community events                                                              |                |                   |                                     | 400                      |               | 400                             |
| other: Student Transportation                                                 |                |                   |                                     | 147                      |               | 147                             |
| other: Equipment/computers                                                    |                |                   |                                     | 217                      |               | 217                             |
| other: HiSet test fees                                                        |                |                   |                                     | 667                      |               | 667                             |
| other: Educational materials                                                  |                |                   |                                     | 1,333                    | 750           | 583                             |
| other: Educational field trips                                                |                |                   |                                     | 453                      |               | 453                             |
| other: Student food                                                           |                |                   |                                     | 267                      |               | 267                             |
| other: Operating expenses                                                     |                |                   |                                     | 890                      |               | 890                             |
|                                                                               |                |                   |                                     |                          |               |                                 |
| <b>TOTAL Administrative</b>                                                   |                |                   |                                     | <b>21,286</b>            | <b>4,210</b>  | <b>17,902</b>                   |
|                                                                               |                |                   |                                     |                          |               |                                 |
| <b>TOTAL PROGRAM COSTS</b>                                                    |                |                   |                                     | <b>111,626</b>           | <b>30,000</b> | <b>82,440</b>                   |

#### 4. The Literacy Project Organizational Budget & Current Balance Sheet

| Literacy Project                   | FY '20 Board Approved Budget |
|------------------------------------|------------------------------|
| Amherst CDBG                       | 24,750                       |
| Bete Foundation                    | 9,000                        |
| Community Foundation of Western MA | 24,900                       |
| DESE 345                           | 507,635                      |
| Northampton CDBG                   | 10,000                       |
| Urban/QVCDC                        | 5,000                        |
| Interst/Other                      | 250                          |
| SNAP                               | 60,000                       |
| United Way of Franklin County      | 5,925                        |
| United Way of Hampshire County     | 7,500                        |
| Ware CDBG                          | 75,000                       |
| Other sources funding              | 51,100                       |
| Donations                          | 125,000                      |
|                                    |                              |
| <b>Revenue Total</b>               | <b>906,060</b>               |
| Payroll                            | 556,891                      |
| Fringe & PR Taxes                  | 150,349                      |
| Accounting Audit                   | 7,500                        |
| Board Expense                      | 300                          |
| Copy/print                         | 3,000                        |
| Corporate fees                     | 4,000                        |
| Dues and Subscriptions             | 2,500                        |
| Educational Supplies               | 10,000                       |
| Tech Supplies                      | 15,000                       |
| Equipment Repair and Rental        | 5,500                        |
| Facility Operations                | 8,500                        |
| Office Expense                     | 6,200                        |
| Payroll Service                    | 2,000                        |
| Postage                            | 2,000                        |
| Professional Services              | 32,850                       |
| Advertising                        | 500                          |
| Rent                               | 59,220                       |
| Special Event                      | 3,000                        |
| Staff travel and training          | 8,310                        |
| Student Expense                    | 4,500                        |
| Student testing                    | 7,000                        |
| Substitute teachers                | 2,000                        |
| Telephone                          | 14,000                       |
| FR expense                         | 300                          |
|                                    |                              |
| <b>Expense Total</b>               | <b>905,420</b>               |
| <b>Net</b>                         | <b>640</b>                   |

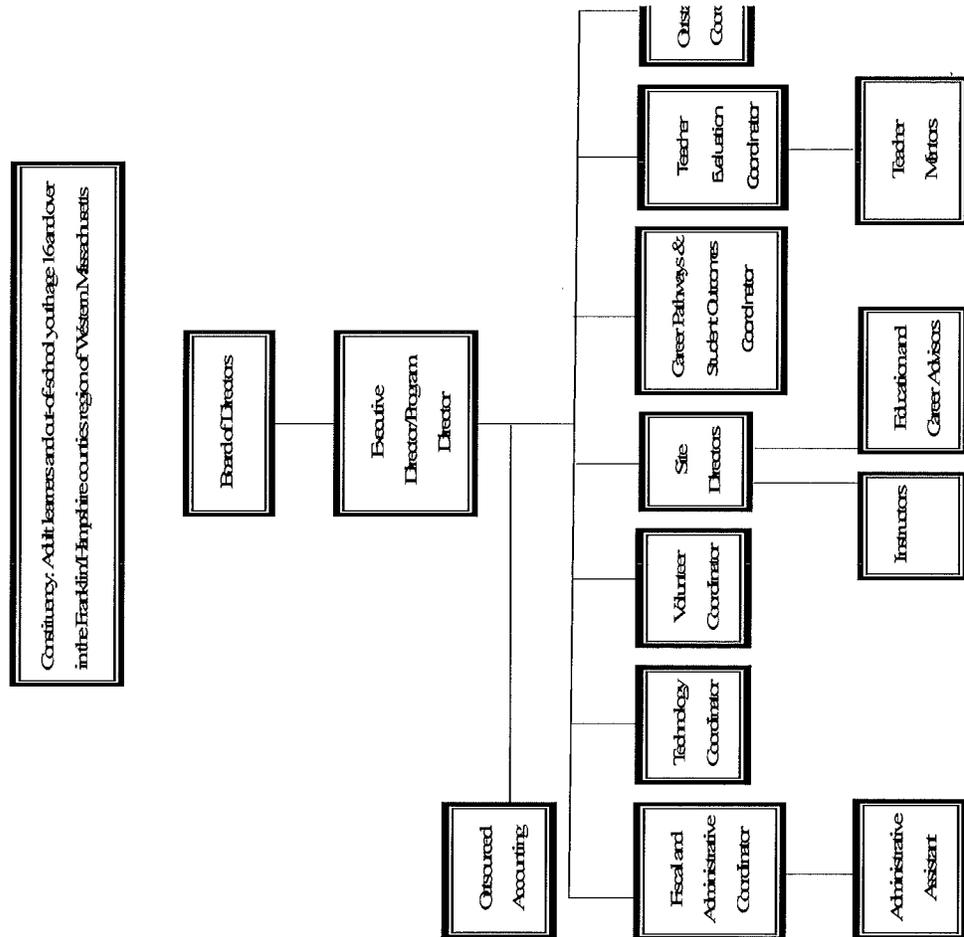
**The Literacy Project**  
Balance Sheet - Total (all restrictions)  
As of 10/31/2019

|                                         | Current Year      |
|-----------------------------------------|-------------------|
| <b>Assets</b>                           |                   |
| Current Assets                          |                   |
| Cash & Cash Equivalents                 | 555,272.14        |
| Accounts Receivable                     | 9,659.70          |
| Prepaid Expenses                        | 8,820.78          |
| Other Current Assets                    | 5,000.00          |
| Total Current Assets                    | 578,752.62        |
| Long-term Assets                        |                   |
| Property & Equipment                    | 0.00              |
| Total Long-term Assets                  | 0.00              |
| Total Assets                            | 578,752.62        |
| <b>Liabilities</b>                      |                   |
| Short-term Liabilities                  |                   |
| Accounts Payable                        | (10,909.86)       |
| Deferred Revenue                        | 60,706.01         |
| Other Short-term Liabilities            | 9,034.60          |
| Total Short-term Liabilities            | 58,830.75         |
| Total Liabilities                       | 58,830.75         |
| <b>Net Assets</b>                       |                   |
| Beginning Net Assets                    |                   |
| Net Assets                              | 453,008.12        |
| Total Beginning Net Assets              | 453,008.12        |
| Current YTD Net Income                  |                   |
|                                         | 66,913.75         |
| Total Net Assets                        | 519,921.87        |
| <b>Total Liabilities and Net Assets</b> | <b>578,752.62</b> |

## 5. Description of Agency

The Literacy Project’s (TLP) mission is to provide adult basic education programs and opportunities that support participants to engage meaningfully and equitably in the economic, social, cultural and civic life of their communities. TLP is a 501c3 nonprofit organization that has provided adult education services in Western Massachusetts since its founding in 1984, and in Amherst since 1995. Since 2005, college and career readiness services have provided intensive guidance, helping hundreds of students to overcome barriers to continuing their schooling and attain college and job readiness skills. TLP serves approximately 200-250 students annually in Franklin and Hampshire counties with programs in Amherst, Greenfield, Northampton, Orange, and Ware, and provides information and referral services to more than 400 additional people each year. Students are low-income adults and out of school youth age 16 and older who don’t have a high school diploma or need education/training to improve skills and job prospects, including: pregnant and/or parenting teens; working poor; displaced workers; the homeless; those in recovery; veterans; laid off, unemployed, and underemployed workers that have low literacy levels; or those with physical or learning disabilities.

### **The Literacy Project Organizational Chart**



## The Literacy Project Board of Directors List

### Officers:

Cathy Reid, **President**

Affiliation: Educator (retired)

Marjorie Senechal, **Vice President**

Affiliation: Professor Emerita Smith College, Math Tutor The Literacy Project

Mark Brumberg, **Treasurer**

Affiliation: Book Dealer

Susan Baron, **Clerk**

Affiliation: Market researcher-retired, Northampton site tutor

### Directors:

Michael Chernoff

Affiliation: Major Gifts Officer, College of Engineering, UMass Amherst (retired)

Carl Coniglio

Affiliation: Retired Site Director TLP Ware

Cara Deane

Affiliation: Medical Lab Technician, Valley Medical Group

Joyce Duncan

Affiliation: Retired Medical Director, Fisher Hospice Home

Andree Duval

Affiliation: Correctional Education

Christian Frantz

Affiliation: International Education

Robert Fuderich

Affiliation: International Program Development

Penny Ricketts

Affiliation: Patient Service Representative, Baystate Franklin



## Employment & Training Consortium

A Sub-Entity of the City/Town of Greenfield, MA and the City of Northampton, MA  
One Arch Place, Suite 2, Greenfield, MA 01301, 413-774-4361

December 17, 2019

Nathaniel Malloy  
Amherst Planning Department  
Amherst Town Hall, 2nd Floor  
4 Boltwood Avenue  
Amherst, MA 01002

Dear Mr. Malloy and Members of the Amherst Community Development Planning Committee,

The MassHire Franklin Hampshire Career Center provides employment and training services to residents of Franklin and Hampshire Counties. We partner with The Literacy Project to provide career counseling, employment information, and training to unemployed and underemployed adults in our community.

Adult Basic Education (ABE) is a fundamental need for many of our job seekers, and employers in the region have expressed a significant need for basic skills and knowledge across industry sectors for English language, math, and computer literacy all of which contribute to work readiness, job retention, career advancement, and the ability to earn a sustaining wage.

The Literacy Project, is an essential workforce partner in providing literacy, HiSET attainment, and career pathways to address workforce needs and doing so in a welcoming and supportive atmosphere.

In 2017, federal funding reductions required the closing of the Franklin Hampshire Career Center in Hampshire County. The Literacy Project is an important conduit for introducing Career Center services to adults in Amherst and making referrals to our services.

As the operator of the MassHire Franklin Hampshire Career Center, we strongly support The Literacy Project's application to the Amherst Community Development Block Grant program and urge you to support this essential workforce and community service.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Teri Anderson".

Teri Anderson

Executive Director



296 Nonotuck St  
Florence, MA 01062  
(413) 586-2016  
Fax (413) 586-0212  
tapestryhealth.org

December 16, 2019

To Whom It May Concern:

I am writing this letter in support of The Literacy Project's application for CDBG funding.

As you may know, Tapestry is committed to providing non-judgmental sexual and reproductive healthcare, syringe access and disposal, overdose prevention and education, HIV support and prevention services, and WIC family nutrition services to those most vulnerable. There is growing recognition that the health of individuals and communities is a function not only of healthcare, however, but depends on a variety of social determinants of health, and education tops this list. Students at The Literacy Project get a chance to improve the health and the lives of their families by getting their GEDs and obtaining jobs, attending community college and/or vocational training. The Literacy Project has a strong reputation for providing the best education and services for people striving to complete their high school education and move on. We are very grateful for their presence in our community.

We have had long experience interacting with Literacy Project programs and personnel, and know the agency to be soundly managed, efficient and effective in meeting their mission. Particularly in Amherst, where education is intrinsic to our town's identity, the Literacy Project provides a vital service in making sure that every individual has the tools they need to succeed.

Please don't hesitate to reach out to me if you have any questions.

Sincerely,

Cheryl Zoll, CEO

Tapestry