

MEMORANDUM

April 3, 2014

TO: Education Committee

FROM: Vivian Yao, Legislative Analyst *vy*

SUBJECT: **Worksession: FY15 Operating Budget
 Non-Departmental Account-Montgomery Coalition for Adult English
 Literacy (MCAEL)**

Those expected to attend the worksession include:

- Kathy Stevens, Executive Director
- Heather Ritchie, Program Manager
- Deborah Lambert, OMB

The Executive’s recommendation for MCAEL is attached at ©1. The Council appropriates to MCAEL most of the County funding for adult literacy programs, including English for Speakers of Other Languages (ESOL) programs. MCAEL determines how much funding to allocate to organizations requesting County funding for adult literacy programs. In addition to the funding that MCAEL grants to organizations on behalf of the County, the organization also receives funding to cover some of its administrative expenses and efforts to provide technical assistance and support to literacy providers in the community.

The following table shows the recommended FY15 funding for MCAEL along with the funding history since FY10.

	FY10 Approved	FY11 Approved	FY12 Approved	FY13 Approved	FY14 Approved	FY15 Rec	% Change FY14-FY15	% Change FY10-FY14
Expenditures								
General Fund	\$842,420	\$717,850	\$681,960	\$716,058	\$927,058	\$1,027,058	10.8%	21.9%
TOTAL Expenditures	\$842,420	\$717,850	\$681,960	\$716,058	\$927,058	\$1,027,058	10.8%	21.9%

For FY15, the Executive has recommended funding of \$1,027,058 for MCAEL, a \$100,000 or 10.8% increase from the FY14 level. The table shows that County funding for the organization has rebounded from economically constrained years, as the proposed FY15 level is 21.9% higher than the FY10 approved budget. The County supports MCAEL in the form of a grant.

The following table shows MCAEL's proposed FY15 budget reflecting County and non-County funding sources as well as MCAEL's requested funding for FY15. Council staff notes that FY15 budget information was provided to the Council in draft form and has not yet been approved by MCAEL's Board of Directors (see ©2-5). In addition, MCAEL notes that non-County funding for FY14 and FY15 are conservative amounts and are likely to be higher than what is reflected.

	FY12 Approved	FY13 Approved	FY14 Approved	FY15 CE Rec	FY15 MCAEL Request
County Supported Grants	\$ 500,000	\$ 525,000	\$ 660,000	\$ 760,000	\$ 860,000
County Supported Operating	\$ 181,960	\$ 191,058	\$ 267,058	\$ 267,058	\$ 295,410
Total County Funding	\$ 681,960	\$ 716,058	\$ 927,058	\$ 1,027,058	
Non-County Funding	\$ 31,800	\$ 105,086	\$ 96,050	\$ 82,651	
Total Organization Budget	\$ 713,760	\$ 821,144	\$ 1,023,108	\$ 1,109,619	

In the April 7 letter from Executive Director Stevens to Education Committee members attached at ©6-7, **Director Stevens explains that the organization originally requested an increase of \$230,000 from the County Executive: \$200,000 for capacity building grants and \$30,000 for MCAEL operating funds.** The requested \$200,000 in grant funding would support three to four of the strongest programs with an investment of \$50,000 each, that would allow programs to add new site for classes, 3-15 classes, and about 240-1,200 new learners. The Executive's proposed increase would halve that impact.

The \$30,000 for operating expenses would allow MCAEL to continue to expand the current FY14 staffing level of 3.0 FTE by a projected .5 FTE to support work on the following:

- Outreach to hard to reach populations;
- Provide professional development networking;
- Support new and established literacy organizations; and
- Increase targeted community engagement.

MCAEL also suggests that the current grants management staff ratio is about 15:1 with corresponding state/government grants management ratios at about 4:1 or 3:1. **The Committee may want to review specific information about state and government grants management ratios as well as understanding the extent to which the organization is able to perform the listed tasks without the additional funding.**

The MCAEL Return on Investment summary (©8) provides additional information about the impact of additional funding requested by MCAEL. In addition, information compiled by the MCAEL Mapping Work Group (©9) highlights two areas of the County, Wheaton and Gaithersburg, where need exceeds available services as well as the challenges to addressing the demand for services, including space, transportation, and staffing. MCAEL is continuing to seek opportunities to address these barriers to service. Additional information provided by MCAEL includes MCAEL Mid-Year FY14 Program Update (©10), FY14 Key Milestones/Indicators Workgroup Summary (©11), Indicators Worksheet (12-13), and 2013 MCAEL Data Book (14-26).

Council staff recommendation:

Council staff recommends approving the Executive's proposed increase of \$100,000 for capacity building grants; consider adding \$100,000 to the reconciliation list to address the demonstrated demand for service; and requesting that MCAEL continue to assess and report on the actual, unmet demand for English literacy services in the County. This course of action is consistent with the previously expressed interest of Councilmembers to increase support for English literacy services to address unmet demand in a measured way over time.

Annual Committee Review

The Committee meets annually with MCAEL to review the organization's progress. The most recent review was on November 18. Education Committee Chair Ervin requested that MCAEL report on measures of success related to parent support of their children's education. Committee members expressed interest in reviewing available information on demand for services, exploring infrastructure needs like transportation and program space, and seeking out other ethnic groups that have not been reached and need services. Director Stevens will be available to present information responsive to some of the requests made by Committee members and answer questions related to the organization work plan and strategic direction for the current and upcoming fiscal years.

leases is constantly shifting as new leases are added and existing leases are terminated.

FY15 Recommended Changes	Expenditures	FTE
FY14 Approved	23,546,404	0.00
Increase Cost: Scheduled Lease Escalation Costs	703,875	0.00
Increase Cost: New Leases: Police Stress Management Unit, Cordell Shelter, and Integrated Child Care	312,920	0.00
Increase Cost: Annualization of Family Justice Center Lease	85,526	0.00
Shift: Southlawn Lease from Department of Police	80,000	0.00
Shift: Catholic Charities Lease from Health and Human Services	71,528	0.00
Decrease Cost: Public Safety Headquarters Lease	-3,818,943	0.00
FY15 CE Recommended	20,981,310	0.00

Legislative Branch Communications Outreach

This NDA provides funds to strengthen the capacity of five Legislative Branch offices (the Council Office, the Office of Legislative Oversight, the Board of Appeals, the Office of Zoning and Administrative Hearings, and the Office of the Inspector General) to inform constituent communities of issues that directly affect them and to ensure that these communities' concerns are effectively taken into account. Communications efforts supported by this NDA include expanded outreach in Spanish and other languages, greater use of web and social media resources, Open Government initiatives, and improved management of constituent requests.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	400,000	2.00
Increase Cost: Operating Expenses	9,357	0.00
Increase Cost: FY15 Compensation Adjustment	7,422	0.00
Decrease Cost: Annualization of FY14 Personnel Costs	-16,779	0.00
FY15 CE Recommended	400,000	2.00

Montgomery Coalition for Adult English Literacy (MCAEL)

This NDA provides funding for the Montgomery Coalition for Adult English Literacy (MCAEL). MCAEL's mission is to strengthen the countywide adult English literacy community of providers' network with resources, training, collaborations, and advocacy support a thriving community and an optimal workforce. Funding for MCAEL supports program grants to organizations that provide adult English literacy services; technical assistance, training, and networking opportunities that improve program quality and coordination; information resources for the community; and operating expenses to administer the grants and provide the support services. The County's contribution is implemented by a contract between the Department of Public Libraries and MCAEL.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	927,058	0.00
Enhance: Capacity Building Grants to Directly Support English Language Programs	100,000	0.00
FY15 CE Recommended	1,027,058	0.00

Montgomery County Employee Retirement Plans

The mission of this NDA is to manage prudent investment programs for the members of the Employee Retirement Plans and their beneficiaries. Expenditures associated with this program are funded from the Employees' Retirement System (ERS), Retirement Savings Plan (RSP), and the General Fund on behalf of the Montgomery County Deferred Compensation Plan (DCP) trust funds and are, therefore, not appropriated here. This NDA manages the assets of the ERS through its investment managers in accordance with the Board's asset allocation strategy and investment guidelines. The Board also administers the investment programs for the RSP and DCP. The Board consists of 13 trustees including the Directors of Human Resources, Finance, and Management and Budget; the Council Administrator; one member recommended by each employee organization; one active employee not represented by an employee organization; one retired employee; two members of the public recommended by the County Council; and two members of the general public.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
ERS - Rate of return - used to compare to the 7.5% Actuarial Assumed Return	5.30%	13.07%	N/A	N/A	N/A
ERS - Return in excess of the total fund benchmark (passive indices)	(.08)%	2.19%	2.00%	2.00%	2.00%
RSP & DCP - Percentage of funds offered that are ranked at or above over a market cycle	80%	N/A	N/A	N/A	N/A
RCP & DCP - Fees for fund offerings are at or below the median fees charged	98%	N/A	N/A	N/A	N/A

MCAEL FY 14 Budget	
	FY14
REVENUE	
Foundations	\$ 55,000
Corporate	\$ 15,000
Individual Contributors	\$ 11,000
Special Event	\$ 12,500
MoCo Operating Support	\$ 267,058
MoCo Cap. Bldg. Grants	\$ 660,000
Interest	\$ 200
Prior Year Reserves used	\$ -
Other Fundraising Evt's	\$ 3,350
TOTAL REVENUE	\$ 1,024,108
Restricted Revenue (DB Mem Fund)	\$ 3,000
TOTAL REVENUE	\$ 1,027,108.00

MCAEL FY 14 Budget	
	FY 14
EXPENSES	
Salaries	\$ 208,823
Direct Expenses	
Capacity Building Grants	\$ 660,000
Instructor Fees	\$ 5,500
Instructor Materials	\$ 3,600
Outcomes Project	\$ 8,000
Scholarships/Stipends	\$ 3,000
Technical Support	\$ 3,630
Supplies	\$ 4,000
Allocated Direct Expenses	
Rent	\$ 18,415
Bookkeeper	\$ 4,600
Grant Writer	\$ -
Tech Plan/Database	\$ 7,000
Graphic Design	\$ 3,500
Meeting Expense	\$ 7,930
Postage	\$ 2,130
Printing & Copying	\$ 13,180
Professional Devo	\$ 4,900
Travel	\$ 3,600
Contract Services	\$ 16,750
Subs, Pubs and Dues	\$ 1,935
Indirect Allocated	
Legal	\$ 1,000
Auditor/Accounting	\$ 7,000
Computer	\$ 3,000
Repairs & Maintenance	\$ 750

Bank / Processing Fees /Payroll	\$	1,000
Communications	\$	11,720
Insurance	\$	2,038
Depreciation	\$	2,107
Reserves	\$	14,000
Prior Expenses		
Board Effect	\$	-
Staff/Vol Apprec.		
TOTAL EXPENSES	\$	1,023,108
MCAEL w/out grants	\$	363,108
NET REVENUE/LOSS	\$	1,000

MCAEL FY 15 Planning, draft	
	FY 15
REVENUE	
Foundations	60,000.00
Corporate	5,000.00
Individual Contributors	13,000.00
Special Event	12,500.00
MoCo Operating Support	295,410.00
MoCo Cap. Bldg. Grants	760,000.00
Interest	200.00
Prior Year Reserves used	
Other Fundraising Evt's	
TOTAL REVENUE	1,146,110.00
Restricted Revenue (DB Mem Fund)	2,500.00
TOTAL REVENUE	1,148,610

Note: MCAEL's original FY 15 request to the CE = \$200,000 for Capacity Building Grants and approx. \$28,000 for operational budget to build MCAEL by .5FTE
CE Recommended \$100,000 for Capacity Building Grants

Note: MCAEL's fundraising projections are conservative and preliminary
Fundraising event scheduled for April 9, 2014

FY 15 Budget's draft	
MCAEL FY 15 Budget	
EXPENSES	FY 15
Salaries	242,455
Direct Expenses	
Capacity Building Grants	760,000
Instructor Fees	6500
Instructor Materials	3600
Outcomes Project	5500
Scholarships/Stipends	3000
Technical Support	4000
Supplies	4500
Allocated Direct Expenses	
Rent	18875.64
Bookkeeper	4600
Tech Plan/Database	10,000
Graphic Design	4500
Meeting Expense	7600
Postage	2200
Printing & Copying	11980
Professional Devo	5000
Travel	3600
Contract Services	3000
Subs, Pubs and Dues	2500

Indirect Allocated	
Legal	1000
Auditor/Accounting	7000
Computer	3500
Repairs & Maintenance	750
Bank / Processing Fees /Payroll	1200
Communications	6500
Insurance	2500
Depreciation	2200
Reserves	10000
Prior Expenses	
Board Effect	
Staff/Vol Apprec.	
TOTAL EXPENSES	1,138,061
MCAEL w/out grants	386,110
NET REVENUE/LOSS	



April 7, 2014

To: Montgomery County Council Education Committee
Craig Rice
Phil Andrews
Cherri Branson

From: Kathy Stevens, Executive Director, MCAEL

Thank you for the opportunity to brief you on MCAEL's work thus far in fiscal year 2014, and to look ahead to fiscal year 2015, and the organization's corresponding budget request.

For FY 15, MCAEL made its request to the County Executive for a total of \$1,155,410 which represented an increase from FY14 of \$230,000 (\$200,000 for capacity building grants and \$30,000 for MCAEL operating funds). MCAEL appreciates the FY 14 investment the county council and county executive made to restore its budget – and budgets of the providers – to FY10 levels. This investment has allowed providers to hire program/ instructor staff to establish new class locations and more sustainable infrastructure. There continues to be more need than the current infrastructure (both at providers and at MCAEL) can be more successful. MCAEL's grants panel will be reviewing grant submissions for FY 15 funding and will take into consideration proposals to address the waiting lists and ways in which other needs can be addressed to ensure the delivery of quality literacy instruction to a growing number of learners (i.e., Gaithersburg & Wheaton).

The requested increase of \$200,000 for grant funding could directly support 3-4 of the strongest programs (with an investment of \$50,000 each for program staff/instructors). This investment would allow each program to add a new site for classes. Sites could have between 3-15 classes, each serving about 20 learners. At each site this could mean being able to meet the needs of 60-300 new learners. In total, about 240-1,200 new learners could be served. MCAEL very much appreciates the recommended \$100,000 increase to the Capacity Building grants. With that increase, the numbers provided here for increased classes and seats would be approximately cut in half.

The Operating request (approx. \$30,000) would allow MCAEL to continue to calibrate staffing infrastructure with commitment to a) outreach to hard to reach populations, b) provide professional development to network, c) adequately support new and established literacy organizations, and d) increased, targeted community engagement. (Currently, grants management staff ratio is about 15:1. Corresponding state/government grants management ratios are lower, 4:1 or 3:1.) *MCAEL respectfully requests County Council to fund its budget request for \$1,115,410 for FY 15 for the reasons stated above.*

MCAEL will continue to leverage an additional \$85,000-95,000 in revenue from private donors (corporate, foundation and individuals) and as a result of the strategic planning process will

begin assessing other ways to diversity funding sources and increased targeted outreach and marketing opportunities.

A few highlighted successes from the past year include:

- Moved into the organization's second year (in recent history) with no staff turnover. This allowed the organization to gain traction in programming and fundraising.
- Hiring (to be completed by May 2014) a part-time Instructional Specialist who will be responsible for assisting in the delivery of high-quality professional development for English language instructors.
- Completed MCAEL's second strategic plan (3 focus areas: continued investment in quality programming for literacy providers; increase and diversify financial resources; strengthen marketing and outreach)
- Convened a work group of to discuss challenges MCAEL learners face when navigating workforce development resources. Created a Workforce Toolkit for instructors.
- Participated in Moving Montgomery Forward on the steering committee and in planning the Workforce Development Symposium
- Continued work with grantees to refine indicators of learner success; started preliminary discussions on community health vis-à-vis literacy indicators

MCAEL continues to be very appreciative of the county support the coalition receives. The programs continue to have documented waiting lists for classes (several hundred in Gaithersburg alone). MCAEL will begin implementing its new strategic plan (to the extent that existing resources can be leveraged). Therefore, we request the full funding to better align the coalition's resources with the community needs.

Quality instruction ensures that learners realize learning gains and stay connected and committed to learning English. If that connection and commitment is maintained, individuals can better complete a pathway to English proficiency, which can take about 7 years. With English proficiency, they can better pursue their goals of being active parents, workers, and community members, and even continue their education and career pathway development.

Thank you.

MCAEL ROI FY2015

			Comments
Additional For Grants	\$100,000	\$100,000	
Additional revenue to Montgomery County	\$315,000	\$315,000	Every \$1 invested in adult education yields a return of \$3.15 to Maryland economy in increased earnings within 18 months. (U.S. Dept. of Commerce)
Over 3,000 served in FY2013 (FY14 data only shows fall, so not presented)	200 additional seats/learners via grant funded organizations	200 additional seats/learners via grant funded organizations	2,500 adults waiting to access classes/Increase in those able to access English classes (approx.) Waitlist is not comprehensive.
Economic			
128,602 LEP residents of working age with limited English ability (approx.)	# of additional residents of working age served 160	# of additional residents of working age served 160	# of residents of working age served in FY 14 (est.) approx. 2,000. Programs serving individuals in Mont. County zip codes identified with highest poverty levels
Family/School Connection			
22,929 children with at least one limited English proficient parent	# of additional primary caregivers expected to be served 110	# of additional primary caregivers expected to be served 110	# of primary caregiver's currently served FY14 (est.) approx. 1,300
MCAEL Opening Programs			
Increase in English classes and programs	1-2 more sites; 3-7 more classes; 60-140 new learners	1-3 more sites; 3-15 more classes; 60-300 new learners	Programs can offer more site locations and levels/supports to assist learners in getting a job, transitioning to Montgomery College etc.
Increased ability to address barriers learners face in attending classes	N/A	More staff time to build relationships and define/breakdown barriers	More childcare and transportation support = Ability of new learners to access classes (Safe spaces? Frequency of buses? Child care?)
Increase to MCAEL capacity building programs, incl. training and tech assistance	Status quo	20 more instructors/ staff served; 400 learners will have access to higher-quality instruction	More programs supported to maintain/improve services, more instructors trained, more volunteers leveraged = More learners moving through the system at a faster rate.
Increased distribution of provider directory, county's only comprehensive listing of English classes	Status quo	5,000+ directories; distributed to 20+ locations; Support "No Wrong Door" Effort	Adult learners, social workers & other stakeholders able to refer to programs, to register for classes, and to advance the educational pipeline/network of services
Increased reporting, outreach and advocacy	Status quo	5 hrs. more per week	MCAEL better able to promote literacy and connect/attract new resources and volunteers
Increased fundraising	Status quo	Increase in non-County funding \$20,000	MCAEL continues to leverage County funding through foundation support as well as individual and corporate giving



FY14 MCAEL Mapping Workgroup Summary

Purpose:

To assist MCAEL, ESOL programs, the County and Gaithersburg City better understand what exists with regards to ESOL in specific areas of Montgomery County, as well as, what resources (other than money) can be utilized to provide more seats to adult learners, especially in high-need areas.

Participants:

Gaithersburg City	Montgomery County Office of Community
Health and Human Services	Partnerships & Gilchrist Center
IMPACT Silver Spring	Montgomery College
Linkages to Learning	Spanish Catholic Center
Literacy Council of Montgomery County (LCMC)	

General Findings:

- Locations of classes follow 270 corridor and match other social service needs/demand
- Two areas of demand (need exceeds available services): Wheaton and Gaithersburg
- Wheaton:
 - Daytime: demand overage = about 50 adults per session
 - Evening: demand overage = 50-100 adults per session; chronic capacity shortage
 - 40-50% of learners using cars; 50% use bus/metro (need to be near transport hub)
 - Demographics changing as new housing/construction occurs
 - Challenges:
 - Space is # 1 challenge (affordable, 3+ classrooms, appropriate for adults, welcoming)
 - Staffing for multiple locations given space challenge
- Gaithersburg:
 - Evening: demand overage = 200+; chronic capacity shortage
 - Challenges:
 - Transport (1st):
 - more stops and frequency of buses
 - Public schools not set up for commuters – limited bus stops/access in neighborhoods
 - Space (2nd) (affordable, 3+ classrooms, appropriate for adults, welcoming)
 - Lack of program staff time to manage multiple locations
 - Qualified instructors not always available (quality and logistics challenges)

Next Steps:

- Follow up with WMATA and County on transportation barriers to ESOL classes
- Explore closing the gap between the demand and the supply of qualified teachers
- Offer additional professional development – potentially Upcounty
- Research additional space options. Following needed for any location for ESOL classes:
 - consistency (need access fall to spring or year-round; best if open 12 hrs a day, 5 days a week)
 - sustainability (guarantee multiple years)
 - 3+ rooms
 - conducive to adult learning (i.e. not elementary school chairs etc.)
 - accessible public transport (safe/well lit as well as nearby)

MCAEL Mid-Year FY14 Program Update

Individuals Served

FY14: 124

FY13: 75

Hours Offered

FY14: 49

FY13: 32

Organizations

FY14: 38

FY13: 26

FY14 PROJECTS IN PROGRESS

Workforce Transitions Workgroup and Toolkit

Peer Review Process

Mapping Workgroup (Transportation/Space)

Indicators/Milestones Workgroup

Montgomery College Professional Development Stipends – TED Program

First Annual Grown-Up Spelling Bee

Technology Toolkit for Instructors



MCAEL E-lists:

- 192 Program Staff
- 569 Instructors
- 1190 Other Stakeholders
- 25 E-announcements

Prof. Development Event Stipends

- 1 USCAL
- 1 WATESOL
- 1 Family Literacy

Provider Directory:

- 90 orgs
- 5000 sent/given
- 10,000 ordered

Volunteers

- FY14: 60 (mid yr)
- FY13:74 (full yr)
- FY14:562 hrs (mid yr)
- FY13:1889 hrs (full yr)





FY14 Key Milestones/Indicators Workgroup Summary

Purpose:

To assist organizations with identifying success in English language programs given that learning a language from a Beginning Level to an Advanced Level takes approximately 7 years for an average adult learner.

Participants:

Casa de Maryland	Literacy Council of Montgomery County (LCMC)
Montgomery College	Families Foremost (MHA)
Spanish Catholic Center	Linkages to Learning
Community Ministries of Rockville	Workforce Solutions (Montgomery Works)

Timeline:

FY12:

- Created list of indicators through a grass-roots process
- Talked to learners and instructors to identify what learners were achieving with language gains

FY13:

- Piloted indicators in all MCAEL grantee programs
- Programs chose from the list the indicators that reflected their learner population
- Programs required to have a baseline and then a final evaluation showing achievement of selected indicators

FY14:

- After piloting in FY13, grantees reconvened to review indicators
- Contracted facilitator (former Maryland Nonprofit employee) to help programs look from the top down – i.e. community change to program/learner level
- Based on discussions, in process of revising indicators for use by FY15 grant-funded programs
- At the same time, programs utilizing previous indicators for spring FY14 programming

Next Steps:

- Programs will implement revised process with new indicators.
- MCAEL could continue to map the connection between language gains and community change, which could allow the coalition and Montgomery County to identify where investment in language and/or other supports can have the broadest impact.

Indicators FY14 Report

Update 11/20/2013 MCAEL (c)

Organization Name:

Program:

Please note this indicator worksheet should be used as follows. The worksheet should (1) identify the short-term goals/indicators that the program is tracking (7-10 indicators) and then (2) note whether the learners have identified that they have achieved these goals through the English classes at the program during the session. (i.e. if a learner already had the English skills and could carry out the activity before the class started, it should not be noted. These indicators should note a change in the individual's ability/confidence in using English.)

		Number of Learners who identified the following short-term goal	Number of learners who achieved the following short-term goal
Goals/Needs achievement: # who Increased ability to use English in daily living situations	# who have obtained a library card		
	# who can be a better shopper by reading labels		
	# who can be a better shopper by comparing prices		
	# of books, newspapers, magazines read weekly in English		
	# communicating with English with neighbors		
	# who can produce verbally in English and identify written street addresses		
	# who can purchase an item/ complete transaction with store/ customer		
	# who can write, read and send an email		
	# who can answer the telephone in English		
	# who can identify and read street signs (for walking and driving)		
achievement: Improved or sustained health/awareness of health	# who can read a bus/metro schedule		
	# who can complete a simple form		
	# who can communicate basic health/illness information in English with doctor		
	# who can make a medical appointment using English.		
	# who can read a prescription bottle		
Goals/Needs achievement: Improved or maintained economic status	# who can renew a prescription at the pharmacy		
	# whose children ages birth and older will have updated immunization records		
	# who communicate better with boss, coworkers, customers		
	# who completed Career Assessment		
	# who have completed a Resume (in word)		
	# of students who have a basic cover letter		
	# who completed online Employment Application Form		
	# of applications/resumes submitted		
	# who obtained an interview		
	# who entered an apprenticeship program		
# who increased salary/obtained job promotion			
# of participants who have obtained employment while/after attending/participating in the program			
# placed in post-secondary education or training			

Indicators FY14 Report

Update 11/20/2013 MCAEL (c)

Goals/Needs achievement: Improved communication with child's school/improved support for child's education	# of participants will report an increase in reading in English with child		
	# report that child responds to parent's efforts to learn by trying harder in school him/herself		
	# of participants who practice their English with their child/children		
	# who help child with homework		
	# who talked with child's teacher in English		
	# who called school in English and asked for a translator for parent/teacher conference		
	# who understand child when he/she speaks English		
Goals/Needs achievement: Improved community connectedness	# who achieved citizenship eligibility/were able to enroll in citizenship class		
	# who registered to vote or voted for the first time		
	# who Increased involvement using English in neighborhood activities		
	# who obtained driver's license or permit		

MCAEL: Montgomery Coalition for Adult English Literacy

English literacy improves our economy/helps
today's workers get the skills they need

MCAEL Data book

Every \$1 invested in adult education yields a return of \$3.15
to Maryland economy in increased earnings within 18 months.
(U.S. Dept. of Commerce)

English literacy
helps parents
be their child's
first, most
important
teacher which
strengthens
schools

2013

English literacy works hand in hand with job training to help people
earn more and live better lives.

Investing in
English literacy
reduces crime
and poverty



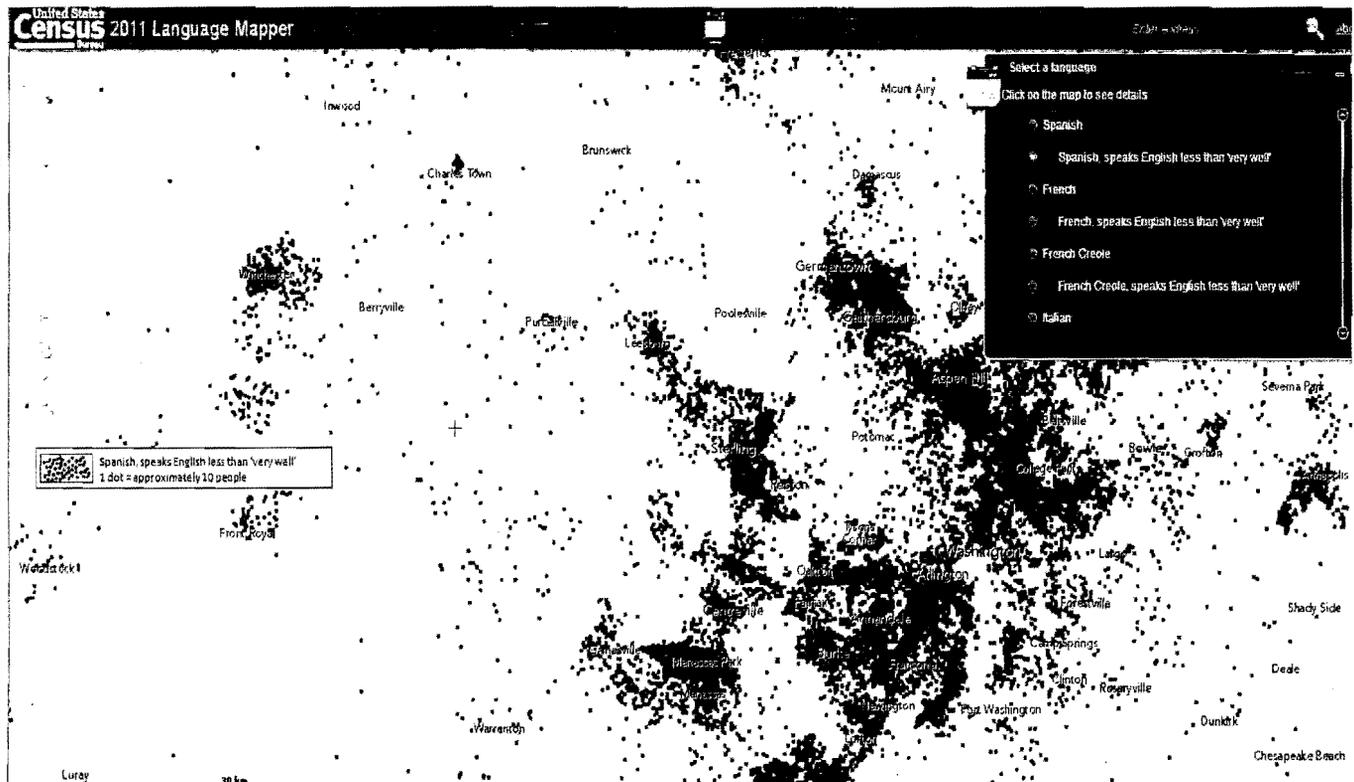
Montgomery Coalition for Adult English Literacy 2013 "Building a 21st Century Montgomery Through Literacy"

The Need:

Approximately 150,000 Limited English Proficient (LEP). (Census, 2010)

22,929 Elementary & Secondary ESOL students. It is likely that at least one of the parents is Limited English Proficient. (MCPS, 2013)

In fall 2013, hundreds have already been turned away from English classes in the MCAEL provider network because of a lack of seats.



Adult English Language Learner Story

"When Olga first registered for the weekly English learning circle, she have extremely limited English conversation skills, she was shy and afraid to talk in English. She wanted to learn how to better communicate with her co-workers, ask for help when she needed it and ask clarification questions at work. Through her participation in the weekly English class, she has been able to ask and practice phrases that enabled her to ask for help at work and understand directional questions, and better respond to requests. She reported in class that her co-workers have told her that her English had improved and as a result her relationship with her co-workers has greatly improved."

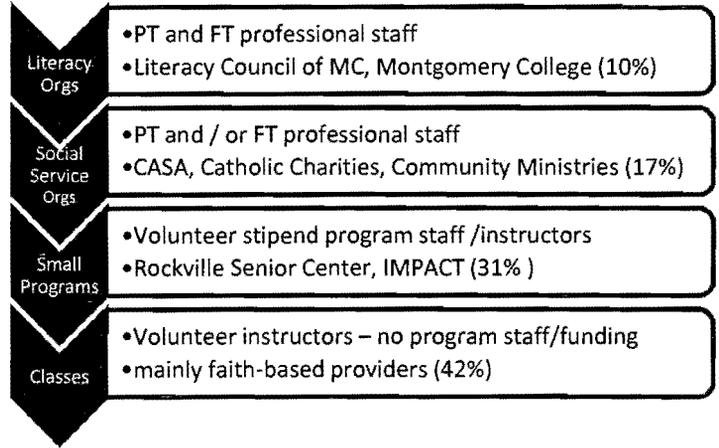
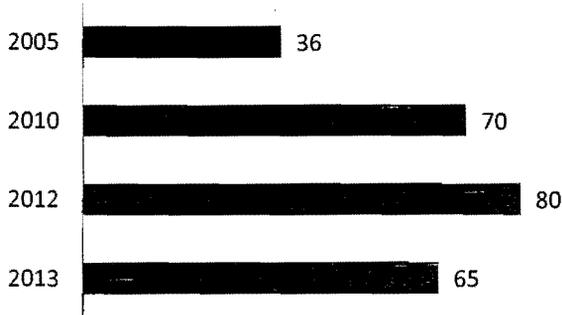


Montgomery Coalition for Adult English Literacy 2013

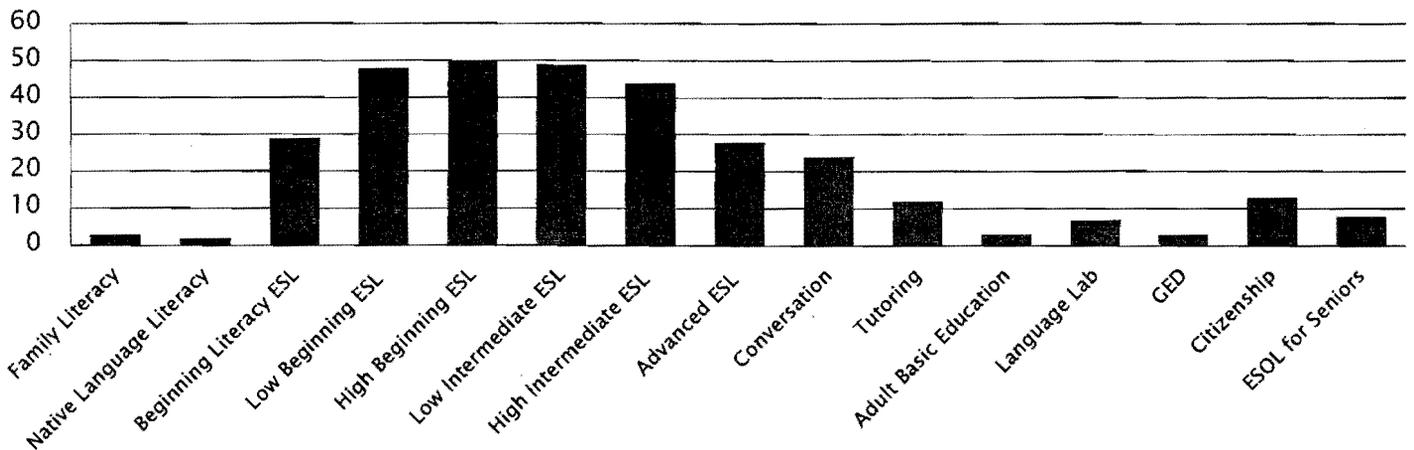
"Building a 21st Century Montgomery Through Literacy"

Diversity of MCAEL Coalition:

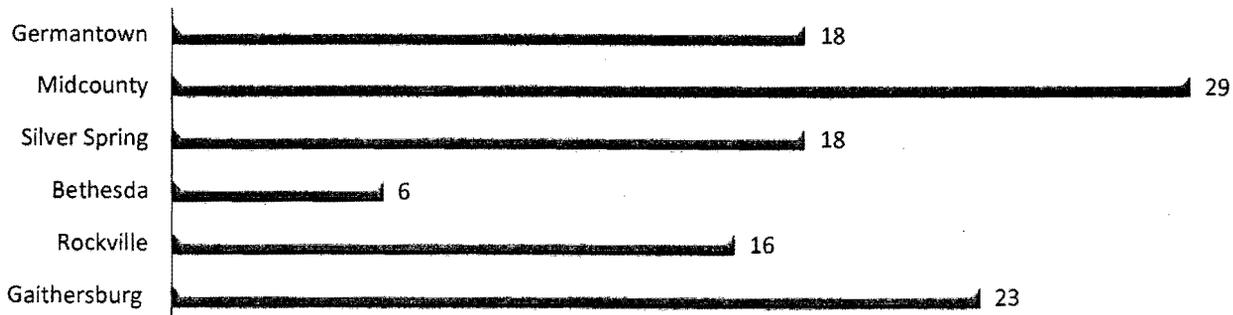
Montgomery County English Literacy Programs



Provider Directory: Types of Classes (Fall 2013)



English Sites across Montgomery County (Fall 2013)
(113 Locations)





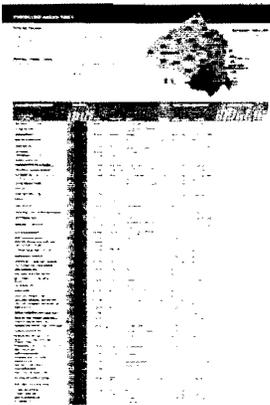
Montgomery Coalition for Adult English Literacy 2013
“Building a 21st Century Montgomery Through Literacy”

Success: Leveraging Funds

Montgomery County invests in English: **\$525,000**
Other funding leveraged: \$1,050,757
 In-kind donations leveraged: \$458,208

MCAEL leveraged **additional resources totaling \$73,301 & \$43,541 of in-kind**

Success: Public Engagement – MCAEL



10,000 Provider Directories printed & distributed.

6,150 unique visits to website.

“(MCAEL’s Provider Directory) is an extremely helpful visual for our clients who cannot attend the English classes we’re able to provide, especially because many of them do not have easy access to computers.”

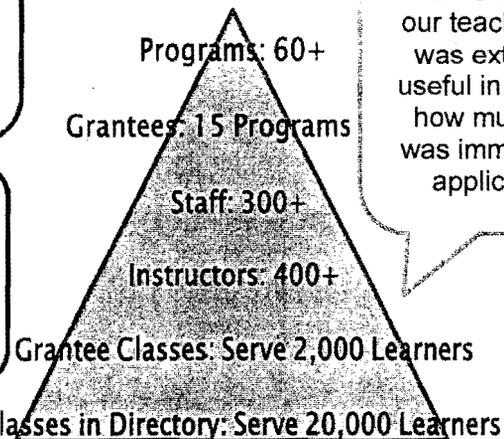
Sent **85 announcements** related to literacy to 300 staff, 500 instructors & 1,000 community members.

Success: Capacity Building - MCAEL

22% of programs receive funding administered by MCAEL (15 of 65 programs)

100% of grantees participated in TESOL Standards/Outcomes project and are working toward improving the quality of the programs.

170 instructors & staff from 49 programs attended MCAEL workshops & networking meetings. **92%** rating for being good use of time/helped me gain information.



“I forwarded (MCAEL’s Instructor Newsletter) to our teachers... it was extremely useful in terms of how much of it was immediately applicable!”

“I want to reiterate my thanks for the wonderful workshop of “Less teaching more learning”. It was great and a new experience for me to take a workshop of 14 hours in 2 days. I believe I have learned a lot through the workshop and I will be looking for new experiences in the future at MCAEL.”



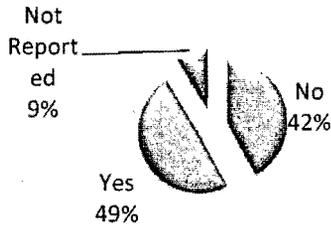
Montgomery Coalition for Adult English Literacy 2013 "Building a 21st Century Montgomery Through Literacy"

Who are the Adult English language learners? (Spring 2013)

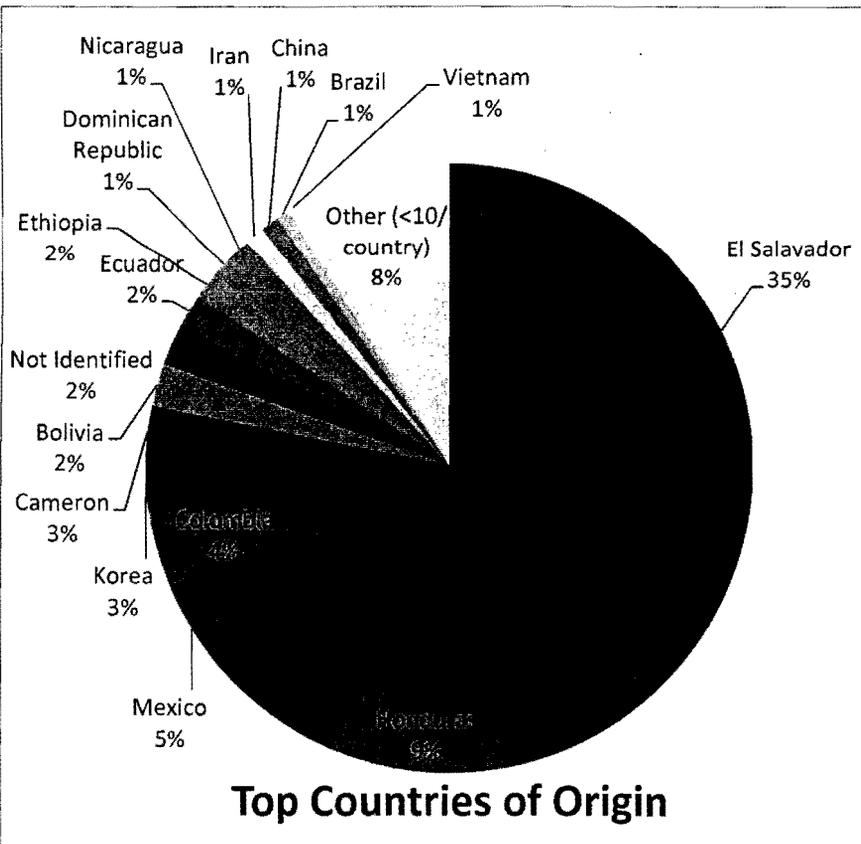
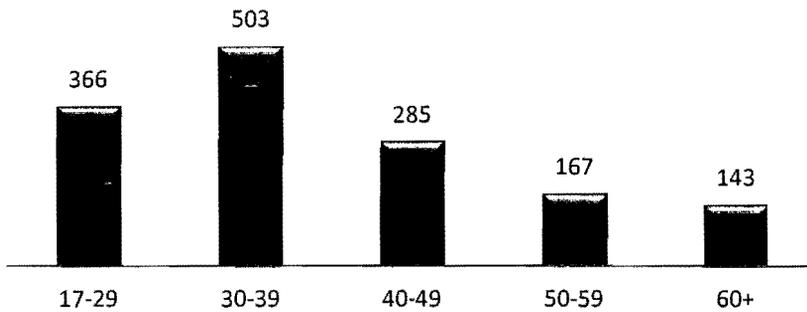
Gender
1,571 Learners



Primary Care Giver
1,580 Learners



Age
1,464 Learners



Adult English Language Learner Story

"Sonia came from Peru in 2006 and was hired as a dishwasher in Panera Bread. **She started with the program in March of 2011 and was placed in an Intermediate level English class held four times a week.** Soon after starting to take the course, she improved her English skills and was promoted to a cashier position. A year ago, she was promoted in Panera Bread to become an employee bilingual trainer, and now trains new staff who come on board.

She expressed the significant changes in her life as she obtained a wage increase due to her improved English language skills. Sonia works independently with the Panera staff and leads all trainings. She feels more confident in communicating with her supervisor. While in the program, Sonia was part of the Family Literacy Program. The communication in the family was improved and she felt more comfortable on helping her kids with their homework. She was also part of the Career Development Program and attended vocational workshops, such as Financial Literacy, in order to improve her skills in her job. We are proud to share that **Sonia has completed all the levels in our ESOL program and will graduate in July 2013.**"

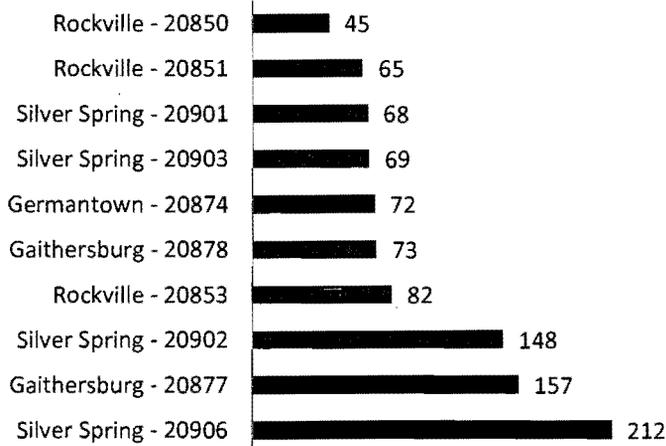


Montgomery Coalition for Adult English Literacy 2013

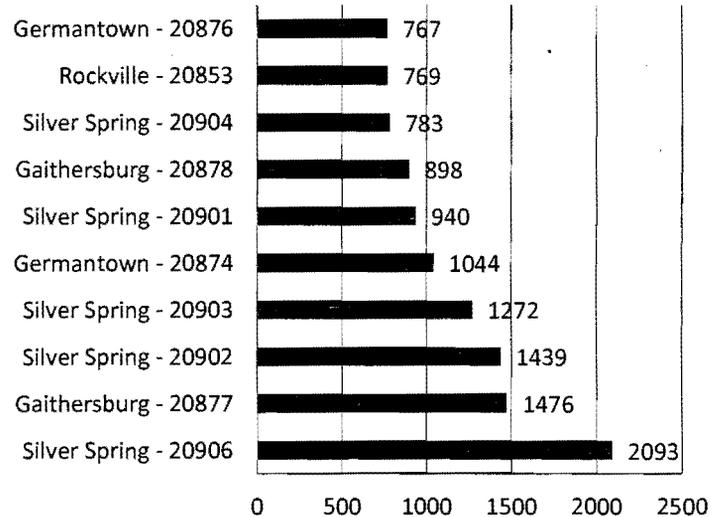
“Building a 21st Century Montgomery Through Literacy”

Where are English language learners in Montgomery County?

Most Common Zip Codes for Learners
in Adult English Programs* (Spring 2013)



MCPSTop Ten Zip Codes for LEP
(2012-13 School Year)



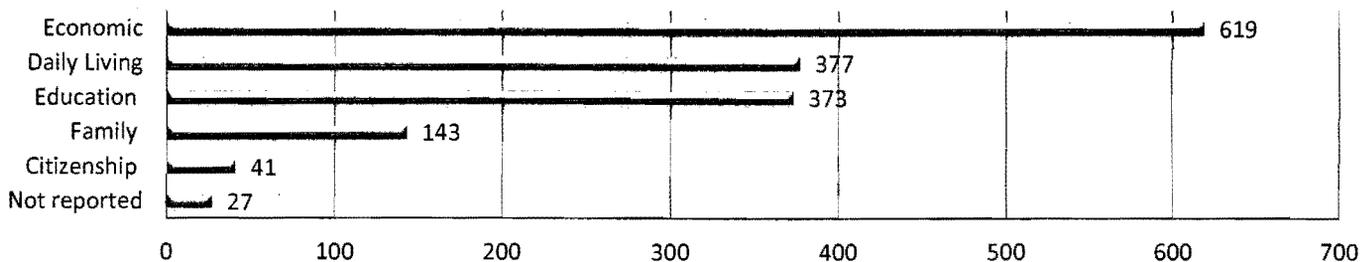
*Lines in Red are High-Need Zip Codes according to Health and Human Services.

Adult English Language Learner Story:

“Shyamala is from India and is a mother of three college-age children. She came to our program to improve her reading, writing and speaking skills in English, so she could get a job. For years, she was a homemaker while her children were attending school and college. Just as her youngest son finished High School and passed his citizenship test, **her husband lost his job. In just a few weeks, she was able to get a job and support her family using her newly developed English skills.** Her husband continues to look for his next employment opportunity.”

Why are learners taking English classes?

Learner Goals
1,580 Learners





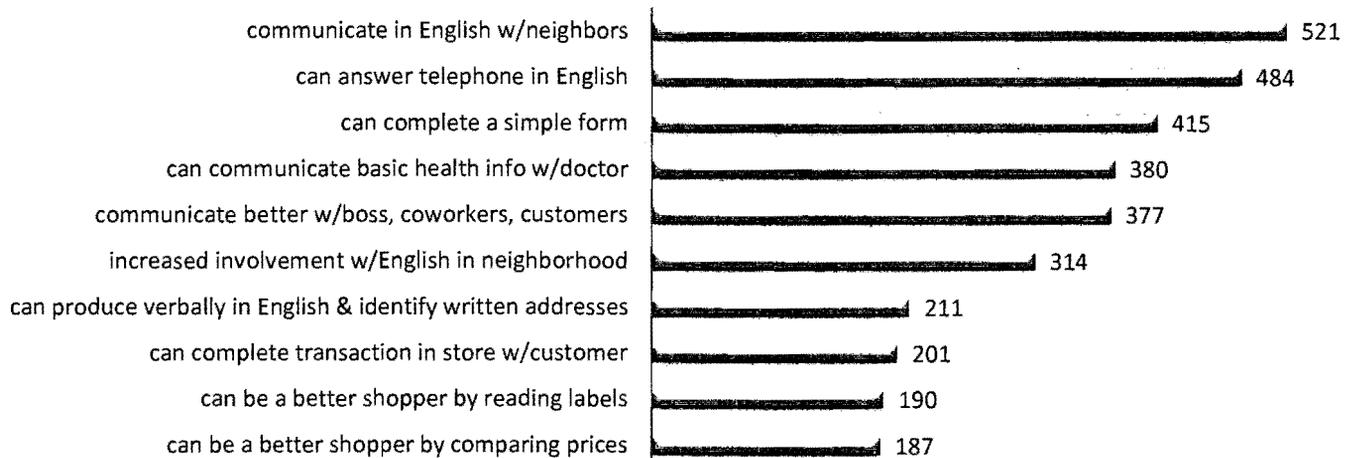
Montgomery Coalition for Adult English Literacy 2013

"Building a 21st Century Montgomery Through Literacy"

What can Adult Learners now do in English?

Indicators of Success

(Top 10 for Spring 2013)

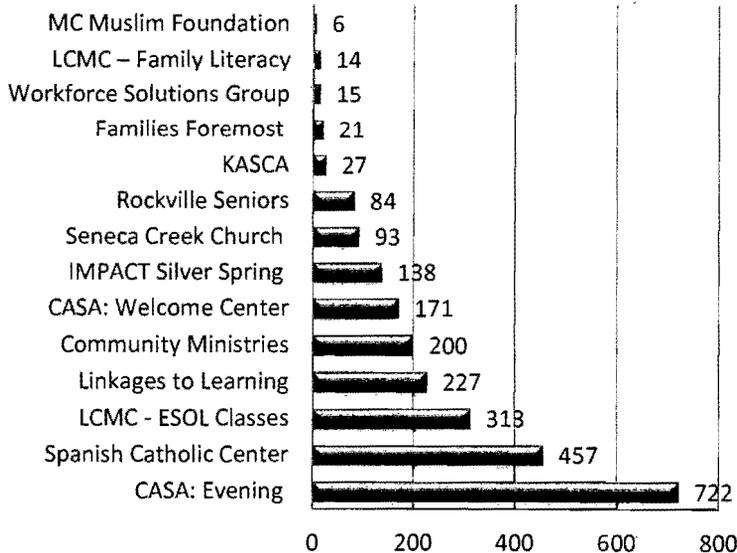


Grantee Program Outcomes (Spring 2013):

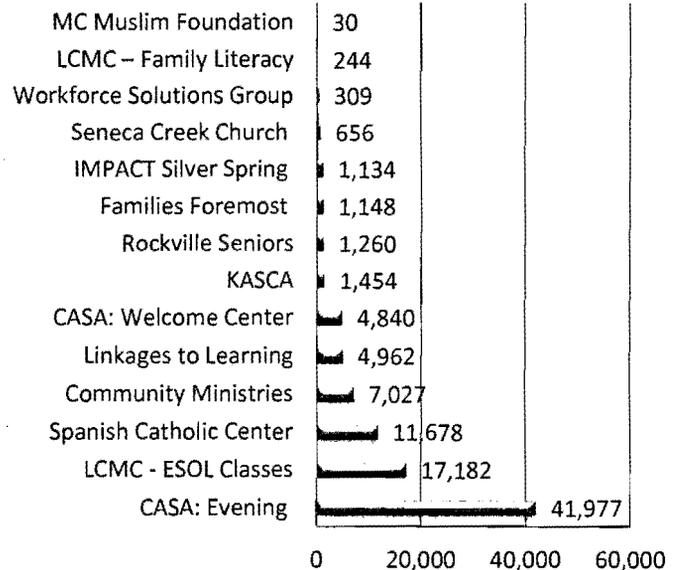
2,488 learners were enrolled in the FY13 Winter/Spring sessions.

93,901 hours were attended by Adult English Language learners in the Spring/Winter of FY13.

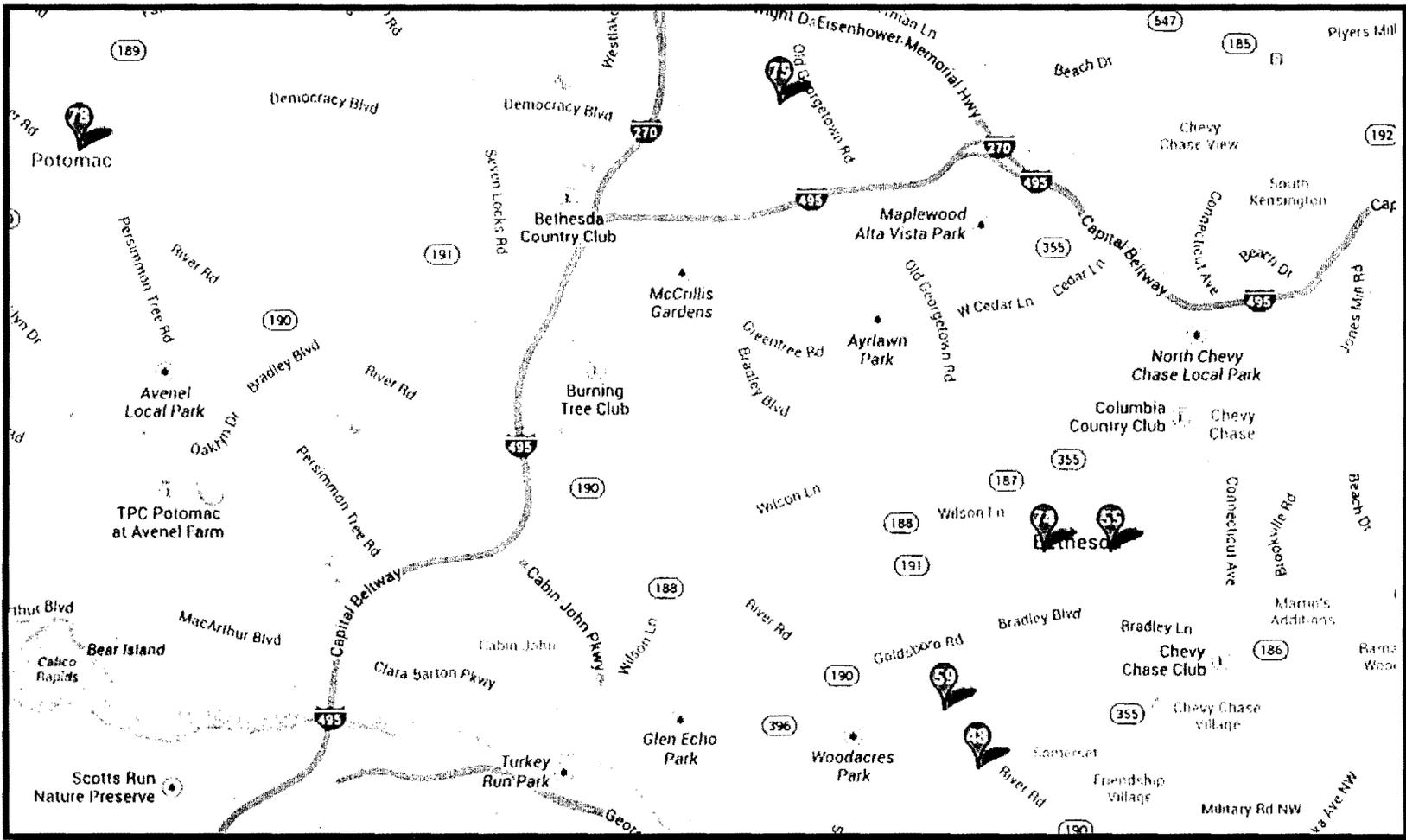
Enrollment Spring 2013



Total Hours Attended Spring 2013



FY 14 Bethesda MCAEL ESOL Class Locations*



* Red= funded through MCAEL Blue= not funded through MCAEL

48. Briggs Center for Faith and Action

55. English Now

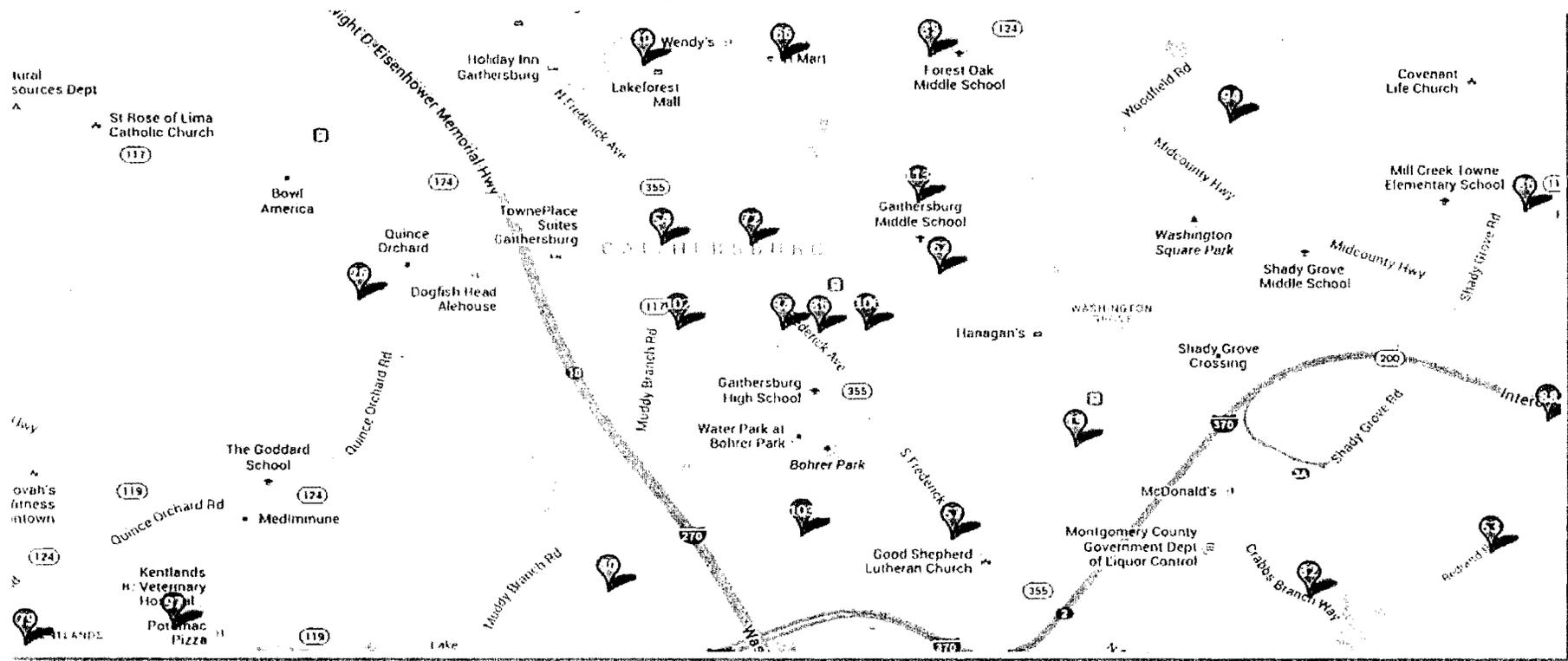
59. Fourth Presbyterian Church

74. MCPL Conversation Club: Bethesda Library

75. MCPL Conversation Club: Davis Library

78. MCPL Conversation Club: Potomac Library

FY 14 Gaithersburg MCAEL ESOL Class Locations*

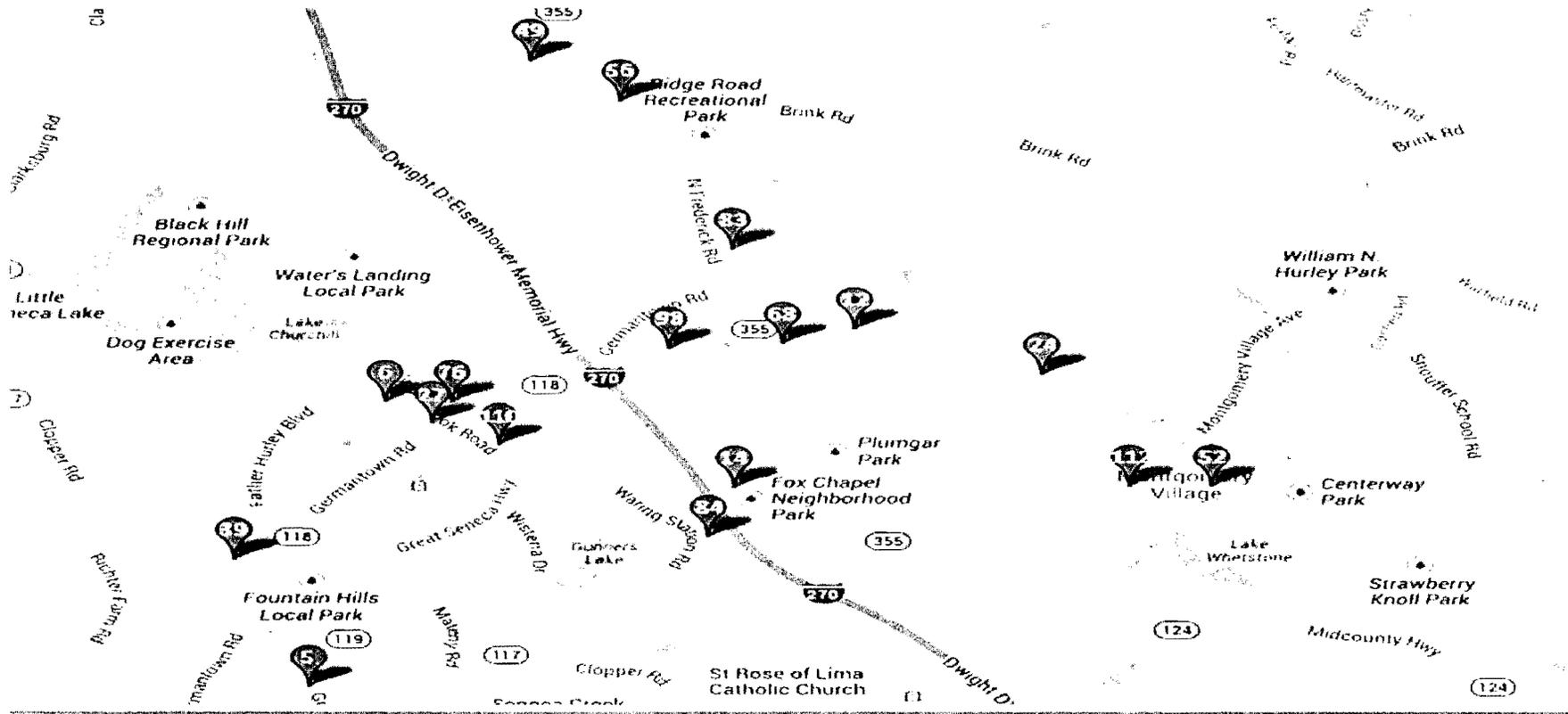


* Red= funded through MCAEL Blue= not funded through MCAEL

- | | |
|--|---|
| <ul style="list-style-type: none"> 10. LCMC: Gaithersburg Library 19. Linkages: Washington Grove ES 26. Seneca Creek Community Church 32. CASA Workers: Shady Grove Welcome Center 34. Catholic Charities: St. Martins School 35. Catholic Charities: Forest Oak MS 36. Catholic Charities: Spanish Catholic Center 40. CCACC: Gaithersburg 53. Derwood Alliance Church 54. Ed Bohrer Parent Resource Center 57. Epworth Methodist Church 62. International Language Institute | <ul style="list-style-type: none"> 66. LCMC- EFDL: Southlake ES 72. Mont. County Muslim Foundation 79. MCPL Conversation Club: Quince Orchard Library 86. Redland Baptist Church 88. Shady Grove Presbyterian Church 94. CASSA: Upper County Community Center 97. CASSA: Pacifica Café 102. Mont. College AELG: Bohrer Parent Center 103. Mont. College AELG: Gaithersburg Judy Center 106. Mont. College AELG: Gaithersburg MS 113. Mont. College AELG: Gaithersburg ES |
|--|---|

22

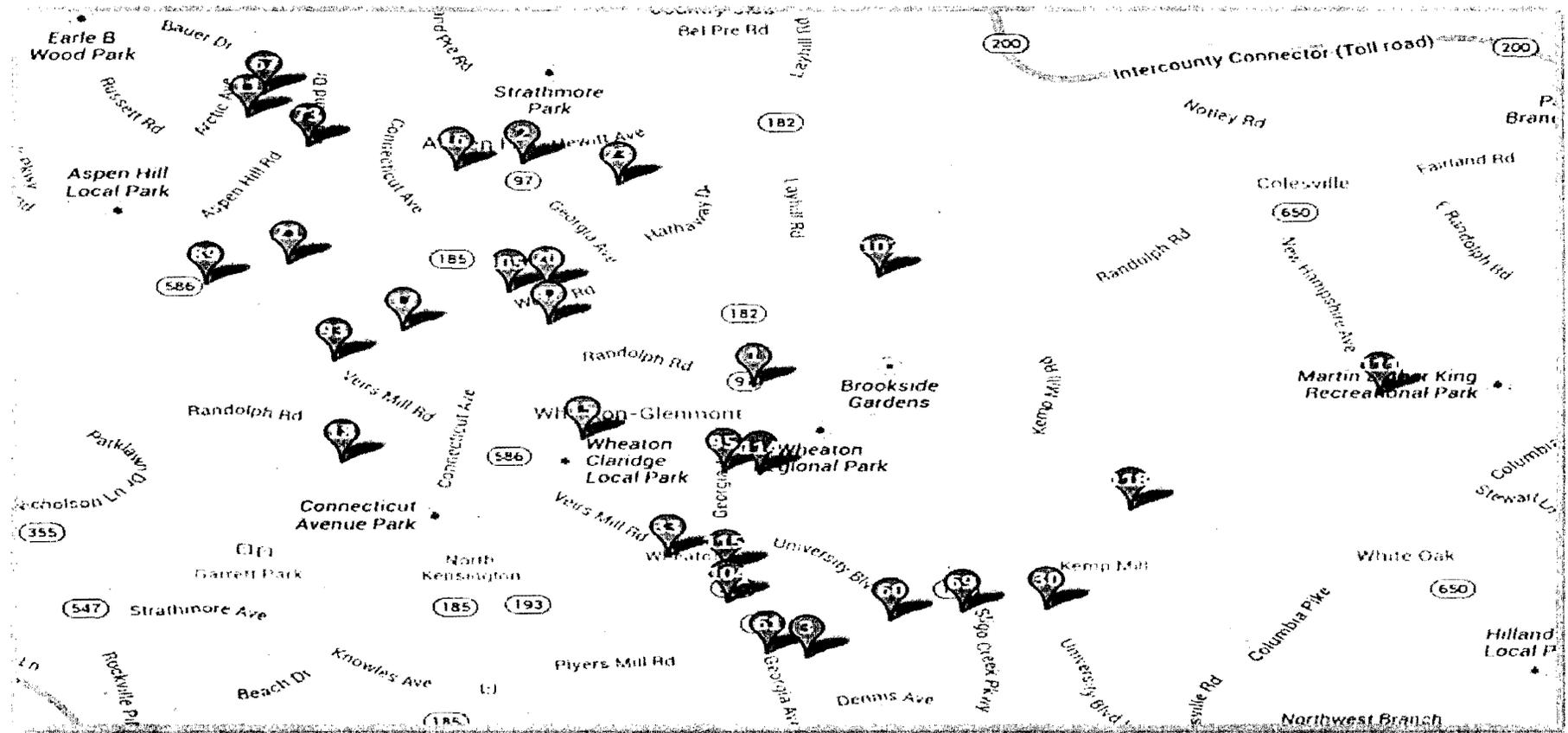
FY 14 Germantown MCAEL ESOL Class Locations*



* Red= funded through MCAEL Blue= not funded through MCAEL.

- | | |
|---|--|
| <ul style="list-style-type: none"> 5. LCMC: Northwest HS 6. LCMC: Upcounty Regional Services Center 12. LCMC Family Literacy: Daly ES 14. Linkages: Fox Chapel ES 24. Linkages: Watkins Mill HS 27. Workforce Solutions: Upcounty Regional 39. CCACC: Germantown Community Center 49. Cedarbrook Community Church English 52. Christ the Servant Lutheran Church | <ul style="list-style-type: none"> 56. Greenridge Baptist Church 68. LCMC- EFDL: Captain James Daly ES 76. MCPL Conversation Club: Germantown Library 83. Neelsville Presbyterian Church 84. New Covenant Fellowship Church 98. Mont. College AELP: Germantown Campus 110. Mont. College AELG: Seneca Valley HS 112. Mont. College AELG: Montgomery Village MS |
|---|--|

FY 14 Midcounty MCAEL ESOL Class Locations*

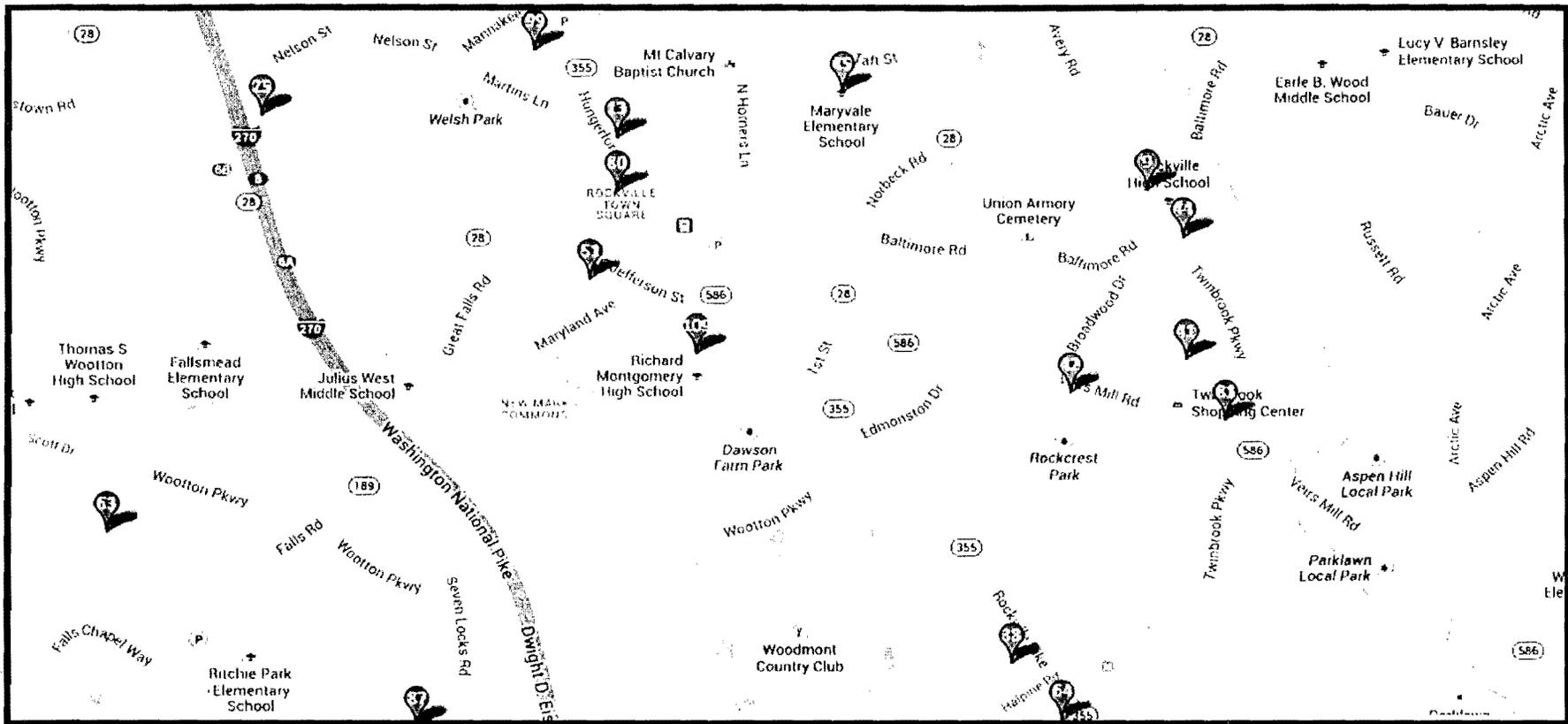


* Red= funded through MCAEL Blue= not funded through MCAEL

- | | | |
|--|---|--|
| <p>1. Impact: Catholic Charities Family Service Center</p> <p>2. KASCA: Global Missions Church</p> <p>3. LCMC: Church of Atonement Wheaton</p> <p>11. LCMC: Family Literacy- Brookhaven ES</p> <p>15. Linkages: Highland ES</p> <p>16. Linkages: Harmony Hills ES</p> <p>17. Linkages: Sargent Shriver ES</p> <p>18. Linkages: Viers Mill ES</p> <p>20. Linkages: Weller Road ES</p> <p>21. Linkages: Wheaton Woods ES</p> | <p>23. Linkages: Georgian Forest ES</p> <p>30. CASA Evening ESOL: Northwood HS</p> <p>33. CASA Workers: Wheaton Welcome Center</p> <p>47. CASA ESOL & Comp. Literacy: Wheaton HS</p> <p>60. Glen Haven ES</p> <p>61. Hughes United Methodist Church</p> <p>67. LCMC- EFDL: Brookhaven ES</p> <p>69. LCMC- EFDL: Glen Haven ES</p> <p>73. MCPL Conversation Club: Aspen Hill Library</p> <p>89. Shrine of St. Jude</p> | <p>93. Viers Mill Baptist Church</p> <p>95. CASSA: Wheaton Community Center</p> <p>104. Mont. College AELG: Westfield South</p> <p>105. Mont. College AELG: Loiederman MS</p> <p>107. Mont. College AELG: JFK HS</p> <p>111. Mont. College AELG: White Oak MS</p> <p>114. Gilchrist Center: Wheaton Library</p> <p>115. Gilchrist Center: Mid-County Regional</p> <p>118. Linkages: Kemp Mill ES</p> |
|--|---|--|

24

FY 14 Rockville MCAEL ESOL Class Locations*

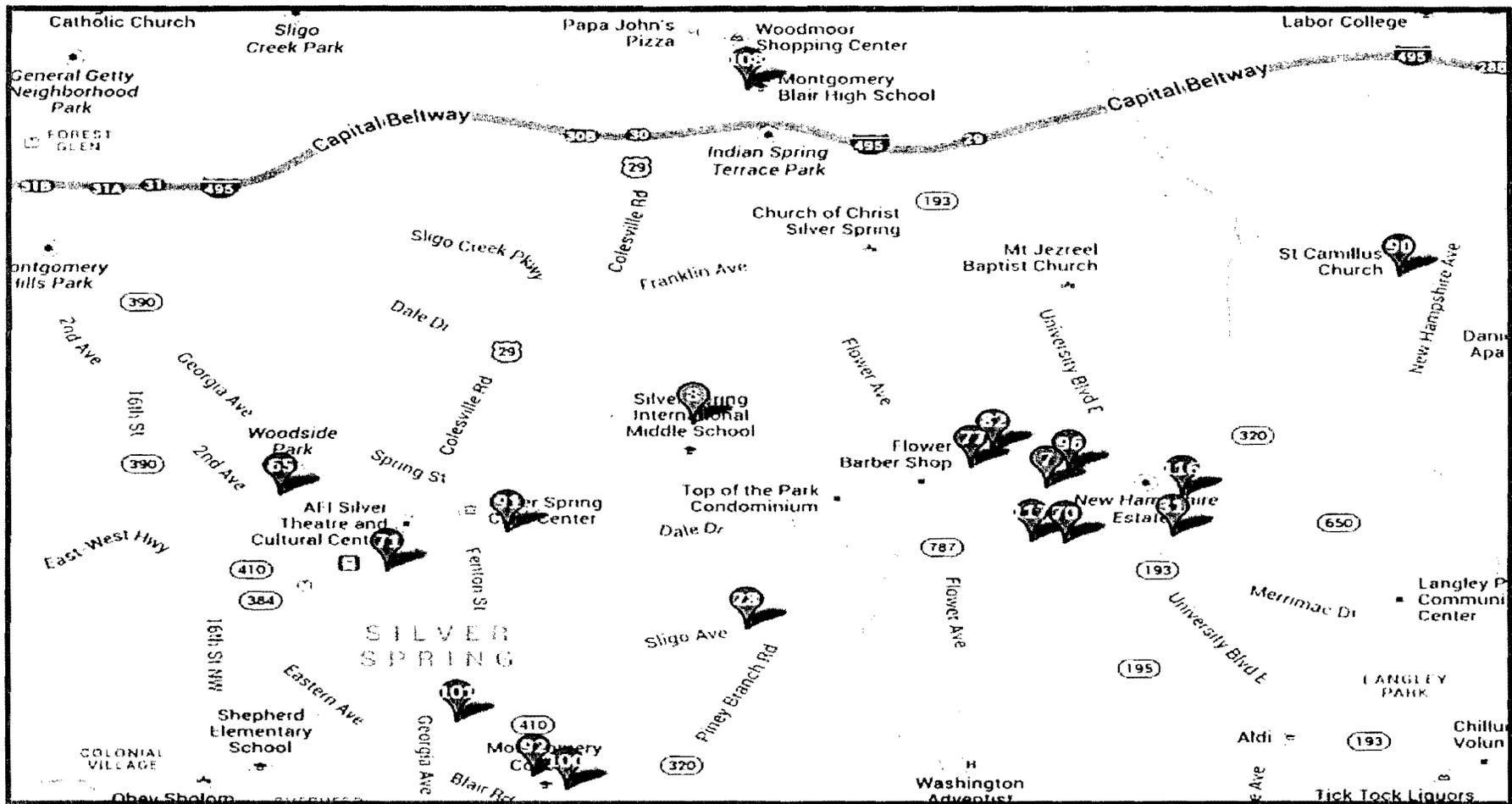


* Red= funded through MCAEL Blue= not funded through MCAEL

- | | |
|--|---|
| <ul style="list-style-type: none"> 9. LCMC: Rockville HS 13. Families Foremost Center 25. Rockville Senior Center 38. CCACC: Bethany House 41. Community Ministries: Rockville United Church 42. Community Ministries: Living Faith Lutheran Church 44. Community Ministries: Meadow Hall ES 45. Community Ministries: Maryvale ES | <ul style="list-style-type: none"> 51. Christ Episcopal Church 63. Japanese Christian Community Center of Washington 64. Jewish Community Center of Greater Washington 80. MCPL Conversation Club: Rockville Library 81. MCPL Conversation Club: Twinbrook Library 87. Seven Locks Baptist Church 99. Mont. College AELP: Rockville Campus 109. Mont. College AELG: Richard Montgomery HS |
|--|---|

25

FY 14 Silver Spring MCAEL ESOL Class Locations*



* Red= funded through MCAEL Blue= not funded through MCAEL

- | | |
|--|--|
| <ul style="list-style-type: none"> 7. LCMC: Long Branch Center 8. LCMC: Silver Spring International MS 28. Adventist Community Services of Greater Washington 31. CASA Workers: Silver Spring Welcome Center 65. Lado International Institute 70. LCMC- EDFL: Rolling Terrace ES 71. MedTech 77. MCPL Conversation Club: Long Branch 82. MCPL Language Lab: Long Branch Library | <ul style="list-style-type: none"> 90. St. Camillus Catholic Church: St. Francis International School 91. St. Michael's Church School 92. Thomas Shortman Training Fund 96. CASSA: Long Branch 100. Mont. College AELP: Takoma Park 101. Mont. County Refugee Training Program, Mont. College: Takoma 108. Mont. College AELG: Montgomery Blair HS 116. Linkages: New Hampshire Estate ES 117. Linkages: Rolling Terrace ES |
|--|--|

26