

**ABE Open and Competitive Multi-Year Request for Proposals  
Scoring Criteria for Program Service Option 4–Volunteer Tutoring Component**

<b>Required Program Information</b>	<b>Grant Priorities</b>
	<b>Note: Applicants applying for a Volunteer Tutor Component must limit their response to no more than five pages, single-spaced with 12 point font.</b>
<b>SECTION I</b>  <b>Community Assets and Needs</b> <b>(0-20 Points)</b>	<p><b>A. (10 Points)</b> 1. Provides an overview of the process used to determine the need for instructional services provided by volunteers.</p> <p><b>B. (10 Points)</b> 1. If the applicant is requesting funding for a Volunteer Coordinator in collaboration with one or more other Department-funded Community Learning Centers, applicant identifies the other programs and includes Memoranda of Agreement in Appendix D, outlining the roles and responsibilities of each partner.</p>
<b>SECTION II</b> <b>Organizational Capacity</b> <b>(0-20 Points)</b>	<p><b>A. (10 Points)</b> 1. Provides a brief summary of the organization’s experience and expertise in managing a volunteer component.</p> <p><b>B. (10 Points)</b> 1. Describes how the agency ensures that staff members have the qualifications to carry out their responsibilities effectively. Includes a current resume and the job description of the Volunteer Coordinator in Appendix B.</p>
<b>SECTION III</b>  <b>Profile of Proposed Services</b> <b>(0-40 Points)</b>	<p><b>A. (5 Points)</b> 1. States the average number of volunteers and volunteer/tutor matches that will be active in the proposed volunteer component on a monthly basis.</p> <p><b>B. (No points assigned)</b> 1. Applicant completes and submits the required elements of the SMARTT. Applicant submits a hard copy of the required elements of the SMARTT plan in Appendix C.</p> <p><b>C. (5 Points)</b> 1. States the organization’s expectations and minimum commitments of volunteers.</p> <p><b>D. (30 Points)</b> 1. Describes the processes/procedures the organization will use to recruit, screen, orient, train, match with students, and support volunteer tutors. Describes how the program will track and sustain the minimum commitment of volunteers. (6 Points)</p> <p>2. Describes with projected percentages and numbers, how the volunteers will reflect the racial/ ethnic/cultural and linguistic diversity of the target population (e.g., volunteers sharing a common language other than English with the adult learners). (6 Points)</p> <p>3. Describes how the program will ensure that volunteers receive adequate initial and ongoing training. (6 Points)</p> <p>4. Provides an overview of the program’s volunteer training curriculum. (6 Points)</p> <p>5. Describes the process that will be used to select, orient, and support students receiving volunteer instruction. Describes how supplemental volunteer instruction will be used to support students most in need of literacy. (6 Points)</p>

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<b>SECTION IV</b> <b>Evaluation/Continuous Improvement</b>  <b>(0-15 Points)</b>	<b>A. (15 Points)</b> 1. Describes how goals will be set for the volunteer tutor component and how the ABE program administration supports the program in meeting its overall goals. (7 Points)  2. Describes the process that will be used to evaluate the effectiveness of the volunteer tutor component and plan for continuous improvement. Includes the criteria that the program will use to evaluate the effectiveness of the volunteer tutor component. Provides one or more examples of how data have been used by the program to improve the volunteer tutor component, if applicable. (8 Points)
<b>SECTION V</b>  <b>Budget</b> <b>(0-5 Points)</b>	<b>A. (5 Points)</b> 1. Applicant submits a budget narrative that provides details of the proposed expenditures, including hourly rates, weekly personnel time commitments, etc. for the requested grant. Applicant describes all Program Service Option expenditures in a separate budget narrative that is incorporated into the budget for the Community Adult Learning Center. 2. Detailed budget narrative corresponds to the line item sequence of the required budget pages in the Department's Standard Application for Grants package.