

# APPLICATION NARRATIVE QUESTIONS (TOTAL 100PTS)

Narrative questions will be evaluated by the Evaluation Committee based on the responses to each application question and scored according to the points allowed for each question. Highly scored applications will provide thorough and detailed answers to the narrative questions.

1. Describe your organization's history, mission and main programs. Describe your organization's experience in providing ESOL programs. **(10pts)**

Organizations applying with partner(s) must identify a lead applicant. If your application includes formal partnerships, applicants will need to identify each partner, describe their roles and responsibilities, and explain the reason for the collaborative group. What structures exist or will you set up to be accountable to each other in this work (i.e., all organizations will meet monthly to discuss challenges and successes)? Please provide Memorandums of Agreement as an attachment. This question will not negatively impact on those who are not applying as a collaborative group. **(Not scored if not relevant, otherwise will be included in question 1 score.)**

2. Describe your organization's experience working with immigrants and refugees, including their ethnicities and languages spoken. How are you connected to the immigrant and refugee communities? Do you have staff from the immigrant and refugee communities? How do you ensure culturally relevant services and language accessibility? **(15 pts)**

3. Describe your proposed program model (Scope of Work). **(40pts)** Please include:

- Purpose and Goals
- Target population
- Curriculum model for the term or year (term can be based on quarterly, trimester, semester)
- Outreach strategy
- Class model:
  - Total number of classes per term and year
  - Total days per week (virtual, hybrid or in-person)
  - Class schedule (evenings, weekends, weekdays, etc.)
  - Total number of students per class for the contract year and per term
- Intake and CASAS or alternative testing process
- Program evaluation methods/tools (qualitative and quantitative)
- Location of class

4. Indicate if this is a new or existing program. If it is an existing program, explain the historical success of the program and provide details, including the number of participants served annually. If it is a new program, explain how the organization plans to maintain and continue the program. **(5pts)**
5. Describe your proposed program staffing model. How many full-time or part-time staff will be involved? Describe the experience, including professional certification if relevant, and roles of each staff member who will be working on this program and the staff-to-students ratio. **(10pts)**
6. Do you provide any additional services that would complement ESOL classes with digital literacy? Examples are: barrier mitigation/case management, employment support services (job search, application support, etc.) or workforce development programs? **(5 pts)**
7. Does your organization have relationships or participate in coalition(s) with other organizations and institutions who provide ESOL programs or services to immigrant and refugee communities? Briefly describe relationships. **(5pts)**
8. Describe your organization's financial management system, leadership and supervision structure, and professional development opportunities for staff. How does your organization establish and maintain general accounting and staffing principles to ensure adequate administrative procedures and contract completion? **(10pts)**
9. **Optional Question:** Is there anything else you would like to share to help us better understand your organization or collaborative group? **(Not scored)**