**New Mexico Higher Education Department**

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# Adult Education

# Request for Applications

##  2019-2020

## Funding Application:

**The Adult Education Justice Initiative**

**The Adult Education Justice Initiative**

**REQUEST FOR APPLICATIONS—2019-2020**

**Available Funding**

The New Mexico Higher Education Department (NMHED) will distribute up to a total of $750,000 (seven hundred fifty thousand dollars) in grants under this Request for Applications from funding appropriated in 2019 by the New Mexico State Legislature. The minimum grant amount allocated will be $20,000 (twenty thousand dollars) and the maximum amount will be $250,000 (two hundred fifty thousand dollars).

### Grant Period

The grant period will begin July 1, 2019 and end June 30, 2020. Any unexpended funds at the end of the grant period shall revert to the State General Fund. The opportunity for any future funding is subject to legislative appropriation.

### Purpose of Grant

The purpose of this grant application is to support the statewide development of an expanded, effective, sustainable, and coordinated continuum of services for individuals who are, or will be, navigating reentry into their community’s social and economic life after involvement in the criminal justice system.

Funding is to be used to provide adult education and literacy activities for individuals aged 22 and over who are or have been involved in the criminal justice system in order to assist them

1. To become literate and obtain the knowledge, skills, and support systems necessary for social and economic self-sufficiency. This includes increased capacity for productive civic engagement and effectively participating in the education of children.
2. To earn a secondary school diploma or high school equivalency credential and transition to postsecondary education and training, with an emphasis on career pathways designed to help secure meaningful employment with a family-sustaining wage and opportunities for advancement.

### Eligible Applicants

The New Mexico Higher Education Department will fund programs that currently provide adult education services for adults.

Types of entity that may apply include the following:

1. A local educational agency;
2. A community-based organization or faith-based organization;
3. A volunteer literacy organization;
4. An institution of higher education;
5. A public or private nonprofit agency;
6. A library;
7. A public housing authority;
8. A nonprofit institution that is not described in 1 through 7 above and has the ability to provide adult education and literacy activities to eligible individuals;
9. A consortium or coalition of entities described in 1 through 8 above; and
10. A partnership between an employer and an entity described above.

In order to be considered for funding, an otherwise eligible entity must demonstrate experience in providing some of the following services:

1. Assisting adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;
2. Assisting adults to 0btain a secondary school diploma or its legal equivalent;
3. Assisting adults in the transition to postsecondary education and training;
4. Providing adults with workforce preparation;
5. Assisting adults in the transition to employment, particularly into jobs with sustainable, family-supporting wages, and into career pathways.

In Section 6 of the Application packet below, include any performance and/or demographic data you have maintained over the past two years that will demonstrated that you have been providing some of the services listed above.

### Contact Information

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Cia Padilla

Financial Officer

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### Application Procedure

### (A matrix of dates related to this grant application is on page 5 of this document.)

All eligible providers who may wish to apply for a grant should notify NMHED at adult.education@state.nm.us by **June 24, 2019**, to ensure inclusion in all notifications, clarifications, and opportunities to ask questions during the application process.

NMHED will conduct a pre-application conference by webinar on **June 28, 2019**, for all who have indicated an intent to apply. The purpose of the conference is to hear and respond to questions and provide clarification about the application and its process so that all applicants have access to the same information. The webinar will be recorded for those unable to attend. Until the application due date, applicants may submit questions in writing to adult.education@state.nm.us . All questions will be answered in writing, and questions and answers will be posted on the NMHED website ( [www.hed.state.nm.us](http://www.hed.state.nm.us) ).

The *deadline for submission is* ***July 23, 2019****.* You will be notified within one business day of receipt of your application. If you do not receive a notification within this timeframe, please contact an NMHED AE staff member at NMHED to ensure your application was received. Applications must be emailed to adult.education@state.nm.us. You may also send copies of your application to contact addresses listed above.

**NOTE: *Paper applications will not be accepted*.**

***Your application will not be considered if you do not submit by July 23, 2019.***

Applications will be reviewed by an impartial committee made up of members with expertise in adult education and literacy programming and operation, including in a corrections environment. Determination of and notification to service providers who will be awarded a grant will be made no later than **August 1, 2019**.

**Evaluation Criteria**

NMHED will select awardees based on several factors, which may include the following:

* Selection Committee’s scoring and recommendations;
* Alignment of proposed applicant activities with grant requirements;
* Evaluation of cost of service relative to need and cost efficiency;
* Evaluation of historic program data provided by the applicant; and
* Evaluation of financial statements/audits provided by applicant.

In addition, NMHED may contact employees, board members, partners or business associates of applicant organizations to clarify or verify information and responses provided by applicants.

# Application Timeline

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| --- | --- |
| **Action** | **Date** |
| Applicants notify NMHED of intention to apply. | June 24, 2019 |
| Pre-application conference for eligible providers (web-based) | June 28, 2019 |
| Application due—Eligible providers submit their applications to NMHED via email to adult.education@state.nm.us. | July 23, 2019 |
| NMHED reviews the applications and makes the final selection of providers under the grant. | July 23-July 31, 2019 |
| Notification of providers who are to receive grant awards. | August 1, 2019 |

## GRANT APPLICATION PACKET

**July 1, 2019 through June 30, 2020**

### Required Funding Application Contents

**Signed Cover Sheet**

1. **Applicant Information and Eligibility**
2. **Funding Application Narrative**
3. **New Mexico Certifications and Assurances**
4. **Budget Forms**
5. **Program Performance Data**
6. **Financial Statements or Independent Audits for Two Years**

**Applications must contain all seven of the above components to be considered complete and to be evaluated.**

**Your submitted application, along with a signed award letter from the Secretary of the New Mexico Higher Education Department, will constitute the Grant Agreement for your organization.**

**New Mexico Higher Education Department**

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# Adult Education

## 2019-2020 Funding Application COVER SHEET

**Name of Organization**

**Tax identification number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DUNS number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address City State Zip Code**

**Chief Executive Officer of Organization –Printed Name**

**Chief Executive Officer of Organization –Signature Date**

**Contact Person Phone Number**

**E-Mail Address of Contact Person**

### APPLICANT INFORMATION and ELIGIBILITY

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| 1. **What type of eligible provider is your organization?**

 [ ]  Local educational agency[ ]  Community-based organization of demonstrated effectiveness[ ]  Volunteer literacy organization of demonstrated effectiveness[ ]  Institution of higher education[ ]  Public or private nonprofit agency[ ]  Library[ ]  Public housing authority[ ]  Nonprofit institution that is not described above[ ]  Consortium of the agencies, organizations, institutions, libraries or authorities described above[ ]  Partnership between an employer and an entity as described above |
| 1. **This grant is to fund educational services to adults 22 years of age and older who are or have been involved in the criminal justice system. How many such students do you anticipate serving during FY 19/20?**

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| 1. **Which of the following services do you currently provide for adults?**

 [ ]  Assisting adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency[ ]  Assisting adults to 0btain a secondary school diploma or its legal equivalent[ ]  Assisting adults in the transition to postsecondary education and training [ ]  Providing adults with workforce preparation[ ]  Assisting adults in the transition to employment, particularly into jobs with sustainable, family-supporting wages, and into career pathways. |

### FUNDING APPLICATION NARRATIVE

**Total Possible Points = 540**

**Directions***:*

* Respond to each of the following prompts. Responses should be clear and concise.
* Please include program data or research on which you base practices, as appropriate to the prompt.
* Text boxes will expand to accomm0date your narrative.

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|  **①**  100 pointsPlease outline the nature and scope of your proposed project. Make sure to address which services listed below you intend to provide, and explain how your proposed approach will particularly address the needs of students 22 and over who are or have been involved with the criminal justice system*.*1. Assisting adults to become literate and obtain the knowledge, skills, and support systems necessary for social and economic self-sufficiency –which includes increased capacity for productive civic engagement and effectively participating in the education of children;
2. Assisting adults to 0btain a secondary school diploma or its legal equivalent;
3. Assisting adults in the transition to postsecondary education and training;
4. Providing adults with workforce preparation;
5. Assisting adults in the transition to employment, particularly into jobs with sustainable, family-supporting wages and opportunities for advancement.
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| ② 40 pointsPlease describe your organization’s experience engaging with any aspect(s) of the criminal justice system in New Mexico, as well as experience directly serving incarcerated and/or other justice-involved individuals.  |

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|  **③** 40 pointsDescribe how your organization’s activities may currently coordinate with other available education, training, and social service resources in the community. Examples include strong links with elementary and secondary schools, postsecondary training institutions, institutions of higher education, local workforce development boards, one-stop centers, job training programs, social service agencies, business, industry, labor organizations, and community-based organizations. Include any re-entry or recidivism reduction collaborations, making sure to specify any collaborative relationship your organization has with the New Mexico Corrections Department or any local detention facility, including level of formality. |

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| **④**  40 pointsDescribe activities and strategies your organization will use to discover other resources with which your program can collaborate to help provide a continuum of services to individuals 22 and over who are or have been involved in the criminal justice system. |

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|  **⑤** 40 pointsDescribe activities and strategies your organization will implement to strengthen and/or form collaborative relationships with other available education, training, and social service resources in the community such as those listed in **③** above. Will you enter into memoranda of agreement; will you share costs; how will you engage in case-management together with partners? How will you make these relationships sustainable beyond the term of this grant? |

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|  **⑥** 40 pointsDescribe your organization’s activities and strategies to identify individuals in your community in need of the services you will be providing using this grant funding. What outreach and other activities do you plan in order to engage those eligible individuals with your services? |

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|  **⑦** 40 pointsDescribe your organization’s ability to serve eligible individuals with disabilities, including eligible individuals with learning disabilities. Include relationships with organizations or institutional departments that support diagnosis and accommodation for learning disabilities. |

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|  **⑧**  40 pointsDescribe how your organization maintains a high-quality information management system that has the capacity to report measurable participant outcomes and to monitor program performance. How will you gather and maintain the required data for reporting under this grant? |

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|   **⑨** 40 pointsDescribe how your organization’s program is of sufficient intensity and quality, and based on the most rigorous research available, so that participants achieve substantial learning gains. Discuss program administration and processes such as class scheduling, attendance policies, and efforts to increase retention and post testing. If your program includes, or will include, instruction in a short-term institutional setting, describe how you will maintain continuity of services through relocation or release of your program participants. |

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|  **⑩** 40 pointsDescribe how your organization’s activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs as well as obtain and advance in employment leading to economic self-sufficiency. |

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|  **⑪** 40 pointsDescribe how your instructors have been trained and what access they have to high quality professional development, including through electronic means. |

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|   **⑫** 40 pointsCite any significant relevant research or theory that underlies your proposed project, including (but not limited to) project design, operations, and choice of instructional methods and activities. |

**3. NEW MEXICO CERTIFICATIONS AND ASSURANCES**

**Agreement for the Operation of an Approved**

**Adult Education Program**

|  |  |
| --- | --- |
| **Applicant/Agency:** |  |
|  |  |
| **Address:** |  |
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|  |  |

**Contact Information:**

**For the fiscal year beginning July 1, 2019 and ending June 30, 2020**

It is agreed that adult education services will be provided subject to New Mexico state laws and regulations and to the grant agreement comprising the contents of this application, the award letter from the Secretary of the New Mexico Higher Education Department and the following terms:

1. **Student Eligibility**

Funding under this grant is to be expended only for individuals-

* 1. who are 22 years of age and older;
	2. who are not enrolled or required to be enrolled in secondary school under New Mexico State Law;
	3. who are, or have been involved in the criminal justice system; and
	4. who –
		+ 1. lack sufficient mastery of the basic educational or employability skills to enable the individuals to function effectively in society;
			2. do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
			3. are unable to speak, read, or write the English language well.
1. **Funding Priorities**
	1. Basic Literacy – communication skills of listening, speaking, reading and writing the English language, numeracy and problem solving.
	2. HSE – instructional services in adult education leading toward the completion of a high school diploma or its recognized equivalent, and/or services which enable students to enroll in postsecondary or vocational training.
	3. Workforce/Life Skills – services offered for the purpose of improving the productivity of participants in the workplace through improvement of literacy skills, including computer literacy.
2. **Reporting Requirements**
	1. Grant recipients are required to maintain the following unduplicated student level data, at a minimum:

|  |  |  |
| --- | --- | --- |
| **Item** | **Data Element** | **Comments** |
| **1** | Number enrolled | Those enrolled in classes and administered pretest during program year |
| **2** | Number enrolled at each Educational Functioning Level | From pretest |
| **3** | Number attaining at least one Educational Functioning Level (EFL) gain  | Measured by posttest using pretest assessment and following publisher guidelinesGenerally, assessments measure 2 grade levels per level gain |
| **4** | Percent attaining at least one EFL | Item **3** divided by Item **1** |
| **5** | Number completing full battery of either GED or HiSET test | If you wish, NMHED will obtain this number for your students when you provide first name, last name, and SSN for data match. |
| **6** | Number attaining high school equivalency credential | Number who passed entire battery. NMHED will provide data match if you wish. |
| **7** | Percent attaining high school equivalency credential | Item **6** divided by Item **5** |
| **8** | Number employed during second quarter after program exit | If you wish, NMHED will obtain this number for your students when you provide first name, last name, and SSN for data match. |
| **9** | Percent employed during second quarter after program exit | Item **8** divided by Item **1** |
| **10**  | Number entering post-secondary education or training within one year of exit | If you wish, NMHED will obtain this number for your students when you provide first name, last name, and SSN for data match. |
| **11** | Percent entering post-secondary education or training within one year of exit | Item **10** divided by Item **1** |
| **12** | Total number of instructional hours | Hours of instruction, including tutoring time and time on task using a technology platform |
| **13** | Average number of instructional hours per student | Item **12** divided by Item **1** |

* 1. Annual Reports will be submitted to the New Mexico Higher Education Department, Director of Adult Basic Education Division.
	2. Annual Reports (statistical and narrative) are due August 1, 2020. NMHED will provide a template before June 1, 2020.
	3. Monthly Expenditure Reports/Requests for Reimbursement are due by the 10th working day following the close of business each month. Reports will be submitted to the New Mexico Higher Education Department, Adult Education Division Financial Officer.
	4. Instructional Materials and Equipment Inventory Reports are to be submitted to NMHED within two weeks after the closing of the project or as part of the Annual Report, whichever comes later.
	5. Program data must be kept current.
	6. Monthly attendance reports must be kept at local programs for audit purposes.
	7. Monthly time sheets and pay records (including Time and Effort Reports) will be maintained on each employee at the local level.
1. **Student Fees**
2. No tuition is to be charged for activities funded under this grant.
3. All instructional materials are to be provided at no cost to the student.
4. Any fees charged must have prior written approval by the NMHED AE Director, must be reported as program income, and must be expended for activities allowable under this grant.

***The person or persons whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the applicant to all of its provisions.***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date |  | Signature of Chief Executive Officer and Title |
|  |
| Name of Organization, Applicant or Recipient |
|  |
| Street Address |
|  |  |  |  |  |
| City |  | State |  | Zip Code |

**4. BUDGET FORMS**

###### PROPOSED BUDGET

THIS IS NOT AN APPROVED BUDGET

|  |
| --- |
| NOTE: This budget sheet is required to identify expenditures for your proposed project. If the project is approved, you will be required to submit a final budget request. Project expenditures will not be approved until the final budget is processed. |

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| --- | --- | --- | --- |
| **PROJECT TITLE:** |  | **APPLICANT:** |  |
|  |  |  |  |
| **GRANT YEAR:** | 2019-2020 |  |  |

|  |  |  |
| --- | --- | --- |
| 110 | Professional Salaries | $ |
| 120 | Graduate Assistants/Aides | $ |
| 130 | Technician | $ |
| 140 | Secretarial/Clerical | $ |
| 150 | Other Salaries | $ |
| 200 | Employee Benefits | $ |
| 300 | Purchased Services | $ |
| 400 | Supplies and Materials | $ |
| 500  | Travel In-State $ \_\_\_\_\_\_\_\_\_ Out-of-State $ \_\_\_\_\_\_\_\_\_ | $ |
| 700 | Equipment | $ |
| 800 | Indirect Costs | $ |
| **TOTAL** | **$** |

BUDGET BACKUP

DETAILED BUDGET INFORMATION

Please complete the budget information requested below for each line item in the budget. This section will provide additional information about how the requested funds will be used. If more space is needed, please expand the tables as necessary.

##### .110 SALARIES:

This includes anticipated expenditures for salaries or personnel providing ***direct instructional services*** to students. Salaries may not be paid on any contract in excess of that which has been paid to the person in performance of their regular responsibilities and/or a salary commensurate with that received by a person for similar responsibilities. Include an itemized breakdown of all funds to be paid to the person; i.e., monthly/hourly salary rate, percentage of time devoted to the project activity, job title, etc.

|  |  |
| --- | --- |
| NMHED Funds Requested for Salaries: | $ |

 Explanation:

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| --- |
| **.110** Professional Salaries  |
|  |
| **.120** Graduate Assistant/Aides Salaries  |
|  |
| **.130** Technician Salaries  |
|  |
| **.140** Secretarial/Clerical Salaries  |
|  |
| **.150**  Other Salaries  |
|  |

### .200 EMPLOYEE BENEFITS:

An itemized breakdown of fringe benefit costs must be included for each staff member. Fringe benefits are considered as those additional to regular salary and received by all employees. They will generally include such items as insurance (life and health), retirement, and social security.

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| --- | --- |
| NMHED Funds Requested for Employee Benefits: | $ |
| Explanation: |
|  |

#### .300 PURCHASED SERVICES:

These include anticipated expenditures for services rendered through special arrangements with a company, person or other educational agency or institution. These are considered sub-contracted services and are reserved to offset costs incurred by employment of consultant-type personnel or services not available within the capabilities of the participating agency. Personnel records are not usually maintained for individuals performing contractual services, nor are these persons usually eligible for personnel benefits that may accrue to regular full-time staff members. However, they are eligible to receive consulting fees and per diems at prevailing state rates. Consultant travel should be itemized under this category and ***not*** under travel. Any equipment rented for use during the term of the contract is considered a contractual service.

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| --- | --- |
| NMHED Funds Requested for Purchased Services: | $ |
| Explanation: |
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**.400 SUPPLIES AND MATERIALS:**

These expenditures refer to consumable items where the item cost is less than $1,000. A separate form is included that allows additional space to itemize costs under this budget line item.

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| --- | --- |
| NMHED Funds Requested for Supplies and Materials: | $ |

#### .500 TRAVEL:

Under these line items, itemize all anticipated project staff travel, including travel costs associated with your professional development plan. Travel shall be computed according to prevailing state rates or the applicant’s agency rate, whichever is lower; including mileage, per diem, lodging, and estimated tolls and parking. Consultant travel ***is not*** included under this category, but shall be itemized under **PURCHASED SERVICES**.

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| NMHED Funds Requested for Travel: | $ |
| Explanation: |
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### .700 EQUIPMENT:

All non-consumable items should be itemized to the extent that the State Director of Adult Education is aware of the types required and their respective use to accomplish the objectives of the project. Equipment costs may include postage and/or transportation fees, but may not include any ***handling fees*** or surcharges made by the grantee. Equipment is defined as an article of tangible personal property having a useful life of more than one year and a cost of $1,000.00 or more. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials. ***Equipment purchased with NMHED funds can only be used for instructional and assessment services provided to students aged 22 and over who are or have been involved in the criminal justice system.***

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| --- | --- |
| NMHED Funds Requested for Equipment: | $ |
| Explanation: |
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### .800 INDIRECT COSTS:

|  |  |
| --- | --- |
| NMHED Funds Requested for Indirect Costs: | $ |
| Explanation: |
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SUPPLIES AND MATERIALS: ADDENDUM

Line item .400

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A consumable item is defined as a material item of an expendable nature that is consumed, worn out, or deteriorated in use, or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

1. Includes anticipated expenditures for supplies required to conduct the activity. This should only include supplies necessary for the conduct of the activity over and above regular office operational costs. Be specific in itemizing these costs.
2. Includes anticipated expenditures for supplies used in the classroom for direct instruction only.
3. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials.

Total NMHED funds requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Quantity** | **Item Requested** | **Use** | **Unit Cost** | **Total Cost** |
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#### If more space is needed, please expand the table as necessary.

**5. PROGRAM PERFORMANCE DATA**

**Include demographic and/or performance data from at least the past two years in order to demonstrate your experience providing services such as those required under this grant.**

**6. FINANCIAL STATEMENTS/INDEPENDENT AUDITS**

**Include certified financial statements and/or independent audits for at least the two years spanning July 1, 2016 through June 30, 2018.**