**Instructions:** The intent of this work plan is to assist you in planning and organizing the implementation of funded programs under the Integrated English Literacy and Civics Education (IELCE) Grant Renewal for FY2024. This work plan follows the format of the Application Narrative portion of your application and should be used to develop the activities that will assist the organization in meeting the goals of the application and carrying out the required and permissible activities. Complete each portion of the following template. This plan should be robust, comprehensive, and detailed. There are examples of activities to guide you in completing this form. **You must develop measurable and comprehensive activities for each quarter.** **Not following the example or not having a plan that fully addresses the activities implemented throughout the year may result in your workplan being returned to you with required changes prior to receiving your grant agreement.** Note that you may add more rows in each section to include additional activities.

This work plan will be provided to your ICCB Regional Support as the guiding document to be used throughout the year.

Estimated number of IELCE students to be served in FY2024.

Identify Bridge Program to be run.

Identify ICAPS Program to be run.

|  |
| --- |
| **Partnerships and WIOA Alignment Specific to IELCE** |
| **Goal/ Objective**Program Considerations 4 and 10 outlined in the Notice of Funding Opportunity.  | * Identify the activities that align with your local workforce innovation board(s) plan(s).
* Identify how your activities will meet the goals and priorities of the local plan, by meeting the education and employment needs of the area.
* Describe activities that will provide access through the one-stop delivery system.
* Identify the partnerships, collaborations, and innovative projects that have been created to meet the needs of the IELCE program participants and how these will strengthen the LWDB partnerships.
* Detail any plans to subgrant the award and any applicable cooperative agreements to carry out activities.
 |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: IELCE services at One-Stop* | *Adult education staff will provide representation to the local board monthly through participation in coordinating meeting.**Title II staff will present IELCE services to core partners*  | *Adult education staff will provide representation to the local board monthly through participation in coordinating meeting.**Title II staff will analyze IELCE referrals for referral outcomes.*  | *Adult education staff will provide representation to the local board monthly through participation in coordinating meeting.**Title II staff will engage in MOU Negotiations*  | *Adult education staff will provide representation to the local board monthly through participation in coordinating meeting.* |
| *Activity 1*  |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| **Program Design** |
| **Goal/Objective**Program Consideration 7 and 8 as outlined in the Notice of Funding Opportunity. | * Discuss the proposed activities that will be implemented to ensure competencies will meet requirements.
 |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: IELCE presentation at fall teacher/staff orientation and other events* | *Adult Education staff will complete specific professional development related to IELCE competencies.* *The Director for AEL will review Student data monthly to ensure competencies are being met.*  | *Instructors not meeting the expectation for competencies will complete additional iLEARN trainings on competencies.*  |  |  |
| *Activity 1*  |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| **Recruitment and Retention**  |
| **Goal/Objective**Program Considerations 4 and 11 as outlined in the Notice of Funding Opportunity. | * State how you will recruit and retain students.
* Describe your recruitment activities with timelines and evaluation methods.
 |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Develop an IELCE marketing initiative* | *The AEL Division will have a full outreach campaign planned by September 30*  | *The AEL division will have fliers distributed around the community and begin using digital ads to promote enrollment.* *The AEL division will implement an early alert warning for students missing 2 consecutive classes.*  | *The AEL division will have fliers distributed around the community and begin using digital ads to promote enrollment.* *The AEL division will implement an early alert warning for students missing 2 consecutive classes.*  | *The AEL division will contact all students who have obtained enough hours to be considered a participant but has not met an EFL and invite them back in the final quarter of the year.*  |
| *Activity 1*  |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| **English Language Learning & Civics, Workforce Preparation Bridge, and Workforce Training ICAPS** |
| **Goal/Objective**Program Considerations 4, 8 as outlined in the Notice of Funding Opportunity.  | * Identify the activities that will ensure Civics instruction is incorporated into the IELCE program.
* Identify the activities that will ensure Workforce Preparation (Bridges) are incorporated into the IELCE program.
* Identify the activities that will ensure Workforce Training (ICAPS) are incorporated into the IELCE program.
* State the activities that will connect IELCE students with postsecondary education, training, and employment.
 |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Review civics and workforce instruction with IELCE instructors* | *The IELCE Bridge will be identified and promoted through the recruitment strategies.*  | *AEL Director will review the instructor lesson plans to ensure Civics are integrated into the classroom.**Students will be actively recruited to join the ICAPS program* | *The ICAPS program will start at the beginning of the 3rd quarter.*  | *The AEL Division will review local labor market data to make any adjustments for Workforce training programs.*  |
| *Activity 1*  |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| **Contextualized Instruction and Assessment** |
| **Goal/Objective**Program Considerations 4, 8 as outlined in the Notice of Funding Opportunity.  | * Identify the activities that ensure instructional practices and activities to be used by instructors lead to increased Education Functioning Levels.
* Identify the activities that will ensure you reach the required pre and post testing requirements
 |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Review expectations for delivery and reporting with IELCE instructors* | *Adult Education Teachers will be provided the NRS Core Performance Report monthly to identify students to be post-tested.*  | *Adult Education Teachers will be provided the NRS Core Performance Report monthly to identify students to be post-tested.*  | *Adult Education Teachers will be provided the NRS Core Performance Report monthly to identify students to be post-tested.*  | *Adult Education Teachers will be provided the NRS Core Performance Report monthly to identify students to be post-tested.*  |
| *Activity 1*  |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| **Support and Service Integration** |
| **Goal/Objective** Program Considerations 10 and 11 as outlined in the Notice of Funding Opportunity.  | * Identify activities that support students who attend in-person and remote.
* Identify activities that are coordinated with other stakeholders, including WIOA core and required partners to transition students to post-secondary education and employment.
 |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Participated in APC meetings* | *Create a packet of resource information for all staff so they can make referrals to social services.*  | *Analize student barriers to employment to identify if appropriate supports are in place for learners.*  |  |  |
| *Activity 1* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| *Activity 6* |  |  |  |  |
| **Professional Development** |
| **Goal/Objective**Program Considerations 9 as outlined in the Notice of Funding Opportunity.  | * Identify how the professional development will occur throughout the year.
* Indicate an overview of your professional development plans.
* Identify who will create, implement, and assess the plan’s effectiveness.
* Identify the activities that focus on program data with professional development.
 |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Provide faculty professional development day* | *Program staff will attend the Forum for Excellence*  | *A mid-year in service will be held and staff will share out how they have applied information learned from the PD.* |  |  |
| *Activity 1* |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |