Digital Instruction for Adult Education
Narrative and Work Plan

Statement of Need (75 POINTS)

1.1 EXECUTIVE SUMMARY:
- Describe your program goals for enhancing student outcomes through increased access to distance learning and technology integration that will lead to increased Education Functioning Levels and increased student outcomes. Discuss how your system goals improve your infrastructure and lead to increased student technology access.

(Maximum of 400 words)

1.2 PROGRAM BACKGROUND:
- Describe your Program's mission, goals and the community or stakeholders you serve.
- Highlight any recent accomplishments or challenges related to your technology infrastructure.

(Maximum of 400 words)

1.3   CURRENT TECHNOLOGY INFRASTRUCTURE:
- Detail your existing technology infrastructure, including hardware, software, and network capabilities. Include organizations resources such as laptops or hotspots for lending libraries if you are using funds for that purpose.
- Identify any limitations, vulnerabilities, or outdated equipment that hinder your Program's efficiency and effectiveness.
- (Maximum of 400 words)

- IF you are using funds to purchase seat licenses, explain the need and how you will implement quality technology inclusive instruction.

(Maximum of 400 words)

1.4   CHALLENGES:
- Discuss the specific challenges and gaps in your current technology infrastructure.
- Explain how these challenges impact your organization's ability to deliver services, engage stakeholders, or fulfill your mission.

(Maximum of 400 words)

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1.5   IMPACT ON STAKE HOLDERS:
- Describe how the inadequacies in your technology infrastructure affect your adult education students.
- Provide real-life examples or anecdotes to illustrate the impact on your community.
     (Maximum of 400 words)

1.6   EMERGING TECHNOLOGICAL TRENDS:
- Highlight any emerging technological trends relevant to your organization's field or sector.
- Explain how your current infrastructure's limitations hinder your ability to adapt to these trends.

(Maximum of 400 words)

1.7   ALIGNMENT WITH ORGANIZATIONAL GOALS:
- Explain how improving your technology infrastructure aligns with your organization's strategic goals and long-term vision.
- Discuss the anticipated benefits and outcomes of a technology infrastructure upgrade.

(Maximum of 300 words)

1.8   STAKEHOLDER INPUT:
- Summarize input from key stakeholders, including staff, board members, and beneficiaries, regarding the need of technology infrastructure improvement.

(Maximum of 300 words)

1.9   CONCLUSION:
- Recap the critical points made in the statement of need.
- Emphasize the urgency and significance of addressing your technology infrastructure challenges.

(Maximum of 400 words)

SCOPE OF WORK (25 POINTS):

Clearly describe the project activities and associated timeline, and person(s) responsible for each activity to be carried out during the grant period. The activities should clearly relate to the proposed goals of the grant. *Attach a chart or table with your Narrative Submission.* Within the Work Plan, applicants should address the following:

a. How the project will promote student engagement and personalized learning.
b. How the project will collect and utilize data on student achievement, engagement, and technology usage.
c. How the project will ensure faculty and staff are provided with comprehensive training and professional development on the use of technology and/or the enhancements.