

COMPONENT A – WORK PLAN

These instructions are for Applicants – this page should not be included in the contract

A standard template for the work plan is included, which identifies the objectives that need to be met and one or more associated tasks to be completed. Each task is associated to one or more performance measures.

Applicants may add Tasks or Performance Measures to the table if needed and also do not have to use all of the provided spaces for Tasks and Performance Measures.

For Multi-Year contracts, each period will have a separate work plan – a contract that has five periods established would have five separate work plans outlined here.

COMPONENT A – WORK PLAN SUMMARY

PROJECT NAME: State Adult Literacy Education (ALE) (RFP GC25-007)

CONTRACTOR NAME: _____

CONTRACT PERIOD NUMBER: 1

CONTRACT PERIOD: From: July 1, 2025

To: June 30, 2026

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.

The Adult Literacy Education (ALE) grant provides funding to support adult literacy education programs including Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), and Adult Secondary Education (ASE) programs. The ALE grant seeks grantees that will help increase the literacy levels of participants at the lowest Functioning Levels as represented by the New York Reporting System (NYRS) Educational Functioning Levels of Adult Basic Education and/or English for Speakers of Other Languages (ESOL). At least 50 percent of the participants receiving services must be at the lowest Functioning Literacy Levels (NYRS Levels (1 through 2.5) and up to 50 percent can be allocated for participants at the highest two levels of Adult Secondary Education (ASE) that is NRS Levels 5 and 6. Students in Adult Basic Education, must be assisted in preparing for the NYS High School Equivalency (HSE) exam, leading to an HSE diploma.

Contract Number: # _____

**COMPONENT A – WORK PLAN
DETAIL**

Objective
1. Describe how the program will demonstrate improvement or maintain satisfactory performance for Fiscal Year 2025-26. Include what steps will be taken throughout the year. (Describe how each of these roles will provide support: Program improvement team tasks (1.1.1), data manager (1.1.2), program manager (1.1.3), instructors (1.1.4), case manager (1.1.5))
Describe
1.1
How is the Objective Met
1.1.1
1.1.2
1.1.3
1.1.4
1.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
2. Describe four strategies to improve or maintain the quality of direct program instruction, student persistence, and meeting the 12 hours of intake. (2.1.1-2.1.4) Fifty (50) percent of the population must be in the lowest beginning levels of adult basic education persistence should be included in the description.
Describe
2.1
How is the Objective Met
2.1.1
2.1.2
2.1.3
2.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
3. Describe how the program will ensure that all staff funded by AEPP or other organizations that provide instruction/assessments to ALE students meet the 14 hours of Professional Development (PD) sponsored by RAENs. Include the level of communication (3.1.1), cooperation (3.1.2), sufficient funding (3.1.3), and sufficient planning to ensure PD is prioritized (3.1.4).
Describe
3.1
How is the Objective Met
3.1.1
3.1.2
3.1.3
3.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
4. Describe how the program will meet benchmarks in enrollment (4.1.1), MSG benchmark (4.1.2), post-test rate benchmark (4.1.3), employment second quarter benchmark (4.1.4), and credential rate to improve Literacy Levels (4.1.5). Include the use of College and Career Readiness Standards, NYSED CareerKits, and educational programming.
Describe
4.1
How is the Objective Met
4.1.1
4.1.2
4.1.3
4.1.4
4.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
5. Describe methods of instruction. (modalities and locations) (5.1.1). Evidence of program success is provided. Describe how students (5.1.2), teachers (5.1.3), and leadership (5.1.4) will be included in evaluating and improving program services.
Describe
5.1
How is the Objective Met
5.1.1
5.1.2
5.1.3
5.1.4

COMPONENT A – WORK PLAN SUMMARY

PROJECT NAME: State Adult Literacy Education (ALE) (RFP GC25-007)

CONTRACTOR NAME: _____

CONTRACT PERIOD NUMBER: 2

CONTRACT PERIOD: From: July 1, 2026

To: June 30, 2027

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.

The Adult Literacy Education (ALE) grant provides funding to support adult literacy education programs including Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), and Adult Secondary Education (ASE) programs. The ALE grant seeks grantees that will help increase the literacy levels of participants at the lowest Functioning Levels as represented by the New York Reporting System (NYRS) Educational Functioning Levels of Adult Basic Education and/or English for Speakers of Other Languages (ESOL). At least 50 percent of the participants receiving services must be at the lowest Functioning Literacy Levels (NYRS Levels (1 through 2.5) and up to 50 percent can be allocated for participants at the highest two levels of Adult Secondary Education (ASE) that is NRS Levels 5 and 6. Students in Adult Basic Education, must be assisted in preparing for the NYS High School Equivalency (HSE) exam, leading to an HSE diploma.

Contract Number: # _____

**COMPONENT A – WORK PLAN
DETAIL**

Objective
1. Describe how the program will demonstrate improvement or maintain satisfactory performance for Fiscal Year 2026-27. Include what steps will be taken throughout the year. (Describe how each of these roles will provide support: Program improvement team tasks (1.1.1), data manager (1.1.2), program manager (1.1.3), instructors (1.1.4), case manager (1.1.5))
Describe
1.1
How is the Objective Met
1.1.1
1.1.2
1.1.3
1.1.4
1.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
2. Describe four strategies to improve or maintain the quality of direct program instruction, student persistence, and meeting the 12 hours of intake. (2.1.1-2.1.4) Fifty (50) percent of the population must be in the lowest beginning levels of adult basic education persistence should be included in the description.
Describe
2.1
How is the Objective Met
2.1.1
2.1.2
2.1.3
2.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
3. Describe how the program will ensure that all staff funded by AEPP or other organizations that provide instruction/assessments to ALE students meet the 14 hours of Professional Development (PD) sponsored by RAENs. Include the level of communication (3.1.1), cooperation (3.1.2), sufficient funding (3.1.3), and sufficient planning to ensure PD is prioritized (3.1.4).
Describe
3.1
How is the Objective Met
3.1.1
3.1.2
3.1.3
3.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
4. Describe how the program will meet benchmarks in enrollment (4.1.1), MSG benchmark (4.1.2), post-test rate benchmark (4.1.3), employment second quarter benchmark (4.1.4), and credential rate to improve Literacy Levels (4.1.5). Include the use of College and Career Readiness Standards, NYSED CareerKits, and educational programming.
Describe
4.1
How is the Objective Met
4.1.1
4.1.2
4.1.3
4.1.4
4.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
5. Describe methods of instruction. (modalities and locations) (5.1.1). Evidence of program success is provided. Describe how students (5.1.2), teachers (5.1.3), and leadership (5.1.4) will be included in evaluating and improving program services.
Describe
5.1
How is the Objective Met
5.1.1
5.1.2
5.1.3
5.1.4

COMPONENT A – WORK PLAN SUMMARY

PROJECT NAME: State Adult Literacy Education (ALE) (RFP GC25-007)

CONTRACTOR NAME: _____

CONTRACT PERIOD NUMBER: 3

CONTRACT PERIOD: From: July 1, 2027

To: June 30, 2028

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.

The Adult Literacy Education (ALE) grant provides funding to support adult literacy education programs including Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), and Adult Secondary Education (ASE) programs. The ALE grant seeks grantees that will help increase the literacy levels of participants at the lowest Functioning Levels as represented by the New York Reporting System (NYRS) Educational Functioning Levels of Adult Basic Education and/or English for Speakers of Other Languages (ESOL). At least 50 percent of the participants receiving services must be at the lowest Functioning Literacy Levels (NYRS Levels (1 through 2.5) and up to 50 percent can be allocated for participants at the highest two levels of Adult Secondary Education (ASE) that is NRS Levels 5 and 6. Students in Adult Basic Education, must be assisted in preparing for the NYS High School Equivalency (HSE) exam, leading to an HSE diploma.

Contract Number: # _____

**COMPONENT A – WORK PLAN
DETAIL**

Objective
1. Describe how the program will demonstrate improvement or maintain satisfactory performance for Fiscal Year 2027-28. Include what steps will be taken throughout the year. (Describe how each of these roles will provide support: Program improvement team tasks (1.1.1), data manager (1.1.2), program manager (1.1.3), instructors (1.1.4), case manager (1.1.5))
Describe
1.1
How is the Objective Met
1.1.1
1.1.2
1.1.3
1.1.4
1.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
2. Describe four strategies to improve or maintain the quality of direct program instruction, student persistence, and meeting the 12 hours of intake. (2.1.1-2.1.4) Fifty (50) percent of the population must be in the lowest beginning levels of adult basic education persistence should be included in the description.
Describe
2.1
How is the Objective Met
2.1.1
2.1.2
2.1.3
2.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
3. Describe how the program will ensure that all staff funded by AEPP or other organizations that provide instruction/assessments to ALE students meet the 14 hours of Professional Development (PD) sponsored by RAENs. Include the level of communication (3.1.1), cooperation (3.1.2), sufficient funding (3.1.3), and sufficient planning to ensure PD is prioritized (3.1.4).
Describe
3.1
How is the Objective Met
3.1.1
3.1.2
3.1.3
3.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
4. Describe how the program will meet benchmarks in enrollment (4.1.1), MSG benchmark (4.1.2), post-test rate benchmark (4.1.3), employment second quarter benchmark (4.1.4), and credential rate to improve Literacy Levels (4.1.5). Include the use of College and Career Readiness Standards, NYSED CareerKits, and educational programming.
Describe
4.1
How is the Objective Met
4.1.1
4.1.2
4.1.3
4.1.4
4.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
5. Describe methods of instruction. (modalities and locations) (5.1.1). Evidence of program success is provided. Describe how students (5.1.2), teachers (5.1.3), and leadership (5.1.4) will be included in evaluating and improving program services.
Describe
5.1
How is the Objective Met
5.1.1
5.1.2
5.1.3
5.1.4

COMPONENT A – WORK PLAN SUMMARY

PROJECT NAME: State Adult Literacy Education (ALE) (RFP GC25-007)

CONTRACTOR NAME: _____

CONTRACT PERIOD NUMBER: 4

CONTRACT PERIOD: From: July 1, 2028

To: June 30, 2029

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.

The Adult Literacy Education (ALE) grant provides funding to support adult literacy education programs including Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), and Adult Secondary Education (ASE) programs. The ALE grant seeks grantees that will help increase the literacy levels of participants at the lowest Functioning Levels as represented by the New York Reporting System (NYRS) Educational Functioning Levels of Adult Basic Education and/or English for Speakers of Other Languages (ESOL). At least 50 percent of the participants receiving services must be at the lowest Functioning Literacy Levels (NYRS Levels (1 through 2.5) and up to 50 percent can be allocated for participants at the highest two levels of Adult Secondary Education (ASE) that is NRS Levels 5 and 6. Students in Adult Basic Education, must be assisted in preparing for the NYS High School Equivalency (HSE) exam, leading to an HSE diploma.

Contract Number: # _____

**COMPONENT A – WORK PLAN
DETAIL**

Objective	
1. Describe how the program will demonstrate improvement or maintain satisfactory performance for Fiscal Year 2028-29. Include what steps will be taken throughout the year. (Describe how each of these roles will provide support: Program improvement team tasks (1.1.1), data manager (1.1.2), program manager (1.1.3), instructors (1.1.4), case manager (1.1.5))	
Describe	
1.1	
How is the Objective Met	
1.1.1	
1.1.2	
1.1.3	
1.1.4	
1.1.5	

**COMPONENT A – WORK PLAN
DETAIL**

Objective
2. Describe four strategies to improve or maintain the quality of direct program instruction, student persistence, and meeting the 12 hours of intake. (2.1.1-2.1.4) Fifty (50) percent of the population must be in the lowest beginning levels of adult basic education persistence should be included in the description.
Describe
2.1
How is the Objective Met
2.1.1
2.1.2
2.1.3
2.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
3. Describe how the program will ensure that all staff funded by AEPP or other organizations that provide instruction/assessments to ALE students meet the 14 hours of Professional Development (PD) sponsored by RAENs. Include the level of communication (3.1.1), cooperation (3.1.2), sufficient funding (3.1.3), and sufficient planning to ensure PD is prioritized (3.1.4).
Describe
3.1
How is the Objective Met
3.1.1
3.1.2
3.1.3
3.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
4. Describe how the program will meet benchmarks in enrollment (4.1.1), MSG benchmark (4.1.2), post-test rate benchmark (4.1.3), employment second quarter benchmark (4.1.4), and credential rate to improve Literacy Levels (4.1.5). Include the use of College and Career Readiness Standards, NYSED CareerKits, and educational programming.
Describe
4.1
How is the Objective Met
4.1.1
4.1.2
4.1.3
4.1.4
4.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
5. Describe methods of instruction. (modalities and locations) (5.1.1). Evidence of program success is provided. Describe how students (5.1.2), teachers (5.1.3), and leadership (5.1.4) will be included in evaluating and improving program services.
Describe
5.1
How is the Objective Met
5.1.1
5.1.2
5.1.3
5.1.4

COMPONENT A – WORK PLAN SUMMARY

PROJECT NAME: State Adult Literacy Education (ALE) (RFP GC25-007)

CONTRACTOR NAME: _____

CONTRACT PERIOD NUMBER: 5

CONTRACT PERIOD: From: July 1, 2029

To: June 30, 2030

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.

The Adult Literacy Education (ALE) grant provides funding to support adult literacy education programs including Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), and Adult Secondary Education (ASE) programs. The ALE grant seeks grantees that will help increase the literacy levels of participants at the lowest Functioning Levels as represented by the New York Reporting System (NYRS) Educational Functioning Levels of Adult Basic Education and/or English for Speakers of Other Languages (ESOL). At least 50 percent of the participants receiving services must be at the lowest Functioning Literacy Levels (NYRS Levels (1 through 2.5) and up to 50 percent can be allocated for participants at the highest two levels of Adult Secondary Education (ASE) that is NRS Levels 5 and 6. Students in Adult Basic Education, must be assisted in preparing for the NYS High School Equivalency (HSE) exam, leading to an HSE diploma.

Contract Number: # _____

**COMPONENT A – WORK PLAN
DETAIL**

Objective
1. Describe how the program will demonstrate improvement or maintain satisfactory performance for Fiscal Year 2029-30. Include what steps will be taken throughout the year. (Describe how each of these roles will provide support: Program improvement team tasks (1.1.1), data manager (1.1.2), program manager (1.1.3), instructors (1.1.4), case manager (1.1.5))
Describe
1.1
How is the Objective Met
1.1.1
1.1.2
1.1.3
1.1.4
1.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective
2. Describe four strategies to improve or maintain the quality of direct program instruction, student persistence, and meeting the 12 hours of intake. (2.1.1-2.1.4) Fifty (50) percent of the population must be in the lowest beginning levels of adult basic education persistence should be included in the description.
Describe
2.1
How is the Objective Met
2.1.1
2.1.2
2.1.3
2.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
3. Describe how the program will ensure that all staff funded by AEPP or other organizations that provide instruction/assessments to ALE students meet the 14 hours of Professional Development (PD) sponsored by RAENs. Include the level of communication (3.1.1), cooperation (3.1.2), sufficient funding (3.1.3), and sufficient planning to ensure PD is prioritized (3.1.4).
Describe
3.1
How is the Objective Met
3.1.1
3.1.2
3.1.3
3.1.4

**COMPONENT A – WORK PLAN
DETAIL**

Objective
4. Describe how the program will meet benchmarks in enrollment (4.1.1), MSG benchmark (4.1.2), post-test rate benchmark (4.1.3), employment second quarter benchmark (4.1.4), and credential rate to improve Literacy Levels (4.1.5). Include the use of College and Career Readiness Standards, NYSED CareerKits, and educational programming.
Describe
4.1
How is the Objective Met
4.1.1
4.1.2
4.1.3
4.1.4
4.1.5

**COMPONENT A – WORK PLAN
DETAIL**

Objective	
5. Describe methods of instruction. (modalities and locations) (5.1.1). Evidence of program success is provided. Describe how students (5.1.2), teachers (5.1.3), and leadership (5.1.4) will be included in evaluating and improving program services.	
Describe	
5.1	
How is the Objective Met	
5.1.1	
5.1.2	
5.1.3	
5.1.4	