

## COMPONENT B – 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 B – 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 B – WORK PLAN  
DETAIL**

Objective
<b>1. Describe how the Support and Technical Assistance Centers (STAC) will provide technical assistance to programs serving adults with low literacy levels. STACs should include strategies to assist programs with program improvement (1.1.1), educational gains (1.1.2), ITAPs (1.1.3), CAPs (1.1.4)</b>
Describe
<b>1.1</b>
How is the Objective met
<b>1.1.1</b>
<b>1.1.2</b>
<b>1.1.3</b>
<b>1.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>2. Describe the support STAC will provide to programs to achieve or exceed NYRS/state accountability benchmarks. Indicates previous strategies used to ensure proficient program performance (2.1.1), lessons learned (2.1.2), support provided to reach benchmarks (2.1.3), and evaluation strategies to be used (2.1.4)</b>
Describe
<b>2.1</b>
How is the Objective met
<b>2.1.1</b>
<b>2.1.2</b>
<b>2.1.3</b>
<b>2.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>3. Describe how STAC will successfully cooperate and communicate with NYSED/AEPP (3.1.1-3.1.2) and with RAEN directors (3.1.3-3.1.4)</b>
Describe
<b>3.1</b>
How is the Objective met
<b>3.1.1</b>
<b>3.1.2</b>
<b>3.1.3</b>
<b>3.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>4. Describe the data entry support (4.1.1), professional development (4.1.2), one-on-one technical assistance (4.1.3), and volunteer/teacher support (4.1.4). How will College and Career Readiness Standards, NYSED CareerKits, ABE, Ell, and HSE prep be incorporated into STAC technical support?</b>
Describe
<b>4.1</b>
How is the Objective met
<b>4.1.1</b>
<b>4.1.2</b>
<b>4.1.3</b>
<b>4.1.4</b>

## COMPONENT B – WORK PLAN

Objective
<b>5. Describe how the STAC will conduct program surveys/evaluations (5.1.1-5.1.2) and annual regional evaluations (ROS or NYC) on training (5.1.3-5.1.4). This should include NYSED/AEPP and RAEN-sponsored workshops and training opportunities.</b>
Describe
<b>5.1</b>
How is the Objective met
<b>5.1.1</b>
<b>5.1.2</b>
<b>5.1.3</b>
<b>5.1.4</b>

## COMPONENT B – 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 B – WORK PLAN  
DETAIL**

Objective
<b>1. Describe how the Support and Technical Assistance Centers (STAC) will provide technical assistance to programs serving adults with low literacy levels. STACs should include strategies to assist programs with program improvement (1.1.1), educational gains (1.1.2), ITAPs (1.1.3), CAPs (1.1.4)</b>
Describe
<b>1.1</b>
How is the Objective met
<b>1.1.1</b>
<b>1.1.2</b>
<b>1.1.3</b>
<b>1.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>2. Describe the support STAC will provide to programs to achieve or exceed NYRS/state accountability benchmarks. Indicates previous strategies used to ensure proficient program performance (2.1.1), lessons learned (2.1.2), support provided to reach benchmarks (2.1.3), and evaluation strategies to be used (2.1.4)</b>
Describe
<b>2.1</b>
How is the Objective met
<b>2.1.1</b>
<b>2.1.2</b>
<b>2.1.3</b>
<b>2.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>3. Describe how STAC will successfully cooperate and communicate with NYSED/AEPP (3.1.1-3.1.2) and with RAEN directors (3.1.3-3.1.4)</b>
Describe
<b>3.1</b>
How is the Objective met
<b>3.1.1</b>
<b>3.1.2</b>
<b>3.1.3</b>
<b>3.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>4. Describe the data entry support (4.1.1), professional development (4.1.2), one-on-one technical assistance (4.1.3), and volunteer/teacher support (4.1.4). How will College and Career Readiness Standards, NYSED CareerKits, ABE, Ell, and HSE prep be incorporated into STAC technical support?</b>
Describe
<b>4.1</b>
How is the Objective met
<b>4.1.1</b>
<b>4.1.2</b>
<b>4.1.3</b>
<b>4.1.4</b>

## COMPONENT B – WORK PLAN

Objective
<b>5. Describe how the STAC will conduct program surveys/evaluations (5.1.1-5.1.2) and annual regional evaluations (ROS or NYC) on training (5.1.3-5.1.4). This should include NYSED/AEPP and RAEN-sponsored workshops and training opportunities.</b>
Describe
<b>5.1</b>
How is the Objective met
<b>5.1.1</b>
<b>5.1.2</b>
<b>5.1.3</b>
<b>5.1.4</b>

## COMPONENT B – 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 B – WORK PLAN  
DETAIL**

Objective
<b>1. Describe how the Support and Technical Assistance Centers (STAC) will provide technical assistance to programs serving adults with low literacy levels. STACs should include strategies to assist programs with program improvement (1.1.1), educational gains (1.1.2), ITAPs (1.1.3), CAPs (1.1.4)</b>
Describe
<b>1.1</b>
How is the Objective met
<b>1.1.1</b>
<b>1.1.2</b>
<b>1.1.3</b>
<b>1.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>2. Describe the support STAC will provide to programs to achieve or exceed NYRS/state accountability benchmarks. Indicates previous strategies used to ensure proficient program performance (2.1.1), lessons learned (2.1.2), support provided to reach benchmarks (2.1.3), and evaluation strategies to be used (2.1.4)</b>
Describe
<b>2.1</b>
How is the Objective met
<b>2.1.1</b>
<b>2.1.2</b>
<b>2.1.3</b>
<b>2.1.4</b>



**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>3. Describe how STAC will successfully cooperate and communicate with NYSED/AEPP (3.1.1-3.1.2) and with RAEN directors (3.1.3-3.1.4)</b>
Describe
<b>3.1</b>
How is the Objective met
<b>3.1.1</b>
<b>3.1.2</b>
<b>3.1.3</b>
<b>3.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>4. Describe the data entry support (4.1.1), professional development (4.1.2), one-on-one technical assistance (4.1.3), and volunteer/teacher support (4.1.4). How will College and Career Readiness Standards, NYSED CareerKits, ABE, Ell, and HSE prep be incorporated into STAC technical support?</b>
Describe
<b>4.1</b>
How is the Objective met
<b>4.1.1</b>
<b>4.1.2</b>
<b>4.1.3</b>
<b>4.1.4</b>

## COMPONENT B – WORK PLAN

Objective
<b>5. Describe how the STAC will conduct program surveys/evaluations (5.1.1-5.1.2) and annual regional evaluations (ROS or NYC) on training (5.1.3-5.1.4). This should include NYSED/AEPP and RAEN-sponsored workshops and training opportunities.</b>
Describe
<b>5.1</b>
How is the Objective met
<b>5.1.1</b>
<b>5.1.2</b>
<b>5.1.3</b>
<b>5.1.4</b>

## COMPONENT B – 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.

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>1. Describe how the Support and Technical Assistance Centers (STAC) will provide technical assistance to programs serving adults with low literacy levels. STACs should include strategies to assist programs with program improvement (1.1.1), educational gains (1.1.2), ITAPs (1.1.3), CAPs (1.1.4)</b>
Describe
<b>1.1</b>
How is the Objective met
<b>1.1.1</b>
<b>1.1.2</b>
<b>1.1.3</b>
<b>1.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>2. Describe the support STAC will provide to programs to achieve or exceed NYRS/state accountability benchmarks. Indicates previous strategies used to ensure proficient program performance (2.1.1), lessons learned (2.1.2), support provided to reach benchmarks (2.1.3), and evaluation strategies to be used (2.1.4)</b>
Describe
<b>2.1</b>
How is the Objective met
<b>2.1.1</b>
<b>2.1.2</b>
<b>2.1.3</b>
<b>2.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>3. Describe how STAC will successfully cooperate and communicate with NYSED/AEPP (3.1.1-3.1.2) and with RAEN directors (3.1.3-3.1.4)</b>
Describe
<b>3.1</b>
How is the Objective met
<b>3.1.1</b>
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**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>4. Describe the data entry support (4.1.1), professional development (4.1.2), one-on-one technical assistance (4.1.3), and volunteer/teacher support (4.1.4). How will College and Career Readiness Standards, NYSED CareerKits, ABE, Ell, and HSE prep be incorporated into STAC technical support?</b>
Describe
<b>4.1</b>
How is the Objective met
<b>4.1.1</b>
<b>4.1.2</b>
<b>4.1.3</b>
<b>4.1.4</b>



## COMPONENT B – WORK PLAN

Objective
<b>5. Describe how the STAC will conduct program surveys/evaluations (5.1.1-5.1.2) and annual regional evaluations (ROS or NYC) on training (5.1.3-5.1.4). This should include NYSED/AEPP and RAEN-sponsored workshops and training opportunities.</b>
Describe
<b>5.1</b>
How is the Objective met
<b>5.1.1</b>
<b>5.1.2</b>
<b>5.1.3</b>
<b>5.1.4</b>

## COMPONENT B – 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 B – WORK PLAN  
DETAIL**

Objective
<b>1. Describe how the Support and Technical Assistance Centers (STAC) will provide technical assistance to programs serving adults with low literacy levels. STACs should include strategies to assist programs with program improvement (1.1.1), educational gains (1.1.2), ITAPs (1.1.3), CAPs (1.1.4)</b>
Describe
<b>1.1</b>
How is the Objective met
<b>1.1.1</b>
<b>1.1.2</b>
<b>1.1.3</b>
<b>1.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>2. Describe the support STAC will provide to programs to achieve or exceed NYRS/state accountability benchmarks. Indicates previous strategies used to ensure proficient program performance (2.1.1), lessons learned (2.1.2), support provided to reach benchmarks (2.1.3), and evaluation strategies to be used (2.1.4)</b>
Describe
<b>2.1</b>
How is the Objective met
<b>2.1.1</b>
<b>2.1.2</b>
<b>2.1.3</b>
<b>2.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>3. Describe how STAC will successfully cooperate and communicate with NYSED/AEPP (3.1.1-3.1.2) and with RAEN directors (3.1.3-3.1.4)</b>
Describe
<b>3.1</b>
How is the Objective met
<b>3.1.1</b>
<b>3.1.2</b>
<b>3.1.3</b>
<b>3.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective
<b>4. Describe the data entry support (4.1.1), professional development (4.1.2), one-on-one technical assistance (4.1.3), and volunteer/teacher support (4.1.4). How will College and Career Readiness Standards, NYSED CareerKits, ABE, Ell, and HSE prep be incorporated into STAC technical support?</b>
Describe
<b>4.1</b>
How is the Objective met
<b>4.1.1</b>
<b>4.1.2</b>
<b>4.1.3</b>
<b>4.1.4</b>

**COMPONENT B – WORK PLAN  
DETAIL**

Objective	
5. Describe how the STAC will conduct program surveys/evaluations (5.1.1-5.1.2) and annual regional evaluations (ROS or NYC) on training (5.1.3-5.1.4). This should include NYSED/AEPP and RAEN-sponsored workshops and training opportunities.	
Describe	
5.1	
How is the Objective met	
5.1.1	
5.1.2	
5.1.3	
5.1.4	