**Instructions:** The intent of this work plan is to assist you in planning and organizing the implementation of funded programs under this RFP. 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. You must develop at least one activity for each section, identifying sub-activities as appropriate, and marking anticipated steps or progress for each quarter. Note that you may add more rows for additional activities. *Applicants for Corrections and Integrated English Language and Civics Education should also use and submit this Work Plan. If applying for both AEL and IELCE, please submit separate work plans or clearly denote activities within one Work Plan.*

This work plan will be provided to your ICCB Regional Support as the guiding document to be used throughout the year and updated, revised work plans will be submitted as a part of the Competition Application and the Continuation Plans for Years 2 and 3 of this grant award.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partnerships and WIOA Alignment** | | | | |
| **Goal/ Objective** |  | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Add rows as necessary* |  |  |  |  |
| **Program Design** | | | | |
| **Goal/Objective** |  | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Add rows as necessary* |  |  |  |  |
| **Recruitment and Retention** | | | | |
| **Goal/Objective** |  | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| **Instruction and Assessment** | | | | |
| **Goal/Objective** |  | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| **Contextualized Instruction, Bridge and IET Programs** | | | | |
| **Goal/Objective** |  | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| **Support and Service Integration** | | | | |
| **Goal/Objective** |  |  |  |  |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| **Professional Development** | | | | |
| **Goal/Objective** |  |  |  |  |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity* |  |  |  |  |
| *Sub-activity* |  |  |  |  |
| *Activity* |  |  |  |  |