

Appendix B

Program Narrative

Department of Workforce Services (DWS)

ELL at the Humanitarian Center

Organization:

Directions: Narrative must be in the default size, font, and spacing provided. Additional narrative attachments are not allowed.

Section A: Program Services – Please select the service that will be provided under this grant. (Check the box that applies for the proposed program)

Check the service(s) the program will offer:

- **Primary Services** – (Organization must provide the following primary services):

☐ English Language Learning (ELL)*

- **Secondary Services** – (If applicable, services may include the following):

☐ ELL with workforce preparation skills*

☐ Contextualized ELL with workforce preparation skills focused on Health, Transportation and Food Services*

☐ Digital Literacy*

☐ Life skills, financial literacy, GED preparation, Citizenship/Civic preparation

***Priority Points:**

- a. Priority points will be given to organizations that have detailed plans to teach ELL with general workforce preparation skills
- b. Priority points will be given to organizations that have detailed plans to teach ELL with career exploration and contextualized ELL with workforce preparation skills focused on Health, Transportation and Food Services
- c. Priority points will be given to organizations that have detailed plans to teach ELL with digital literacy component.

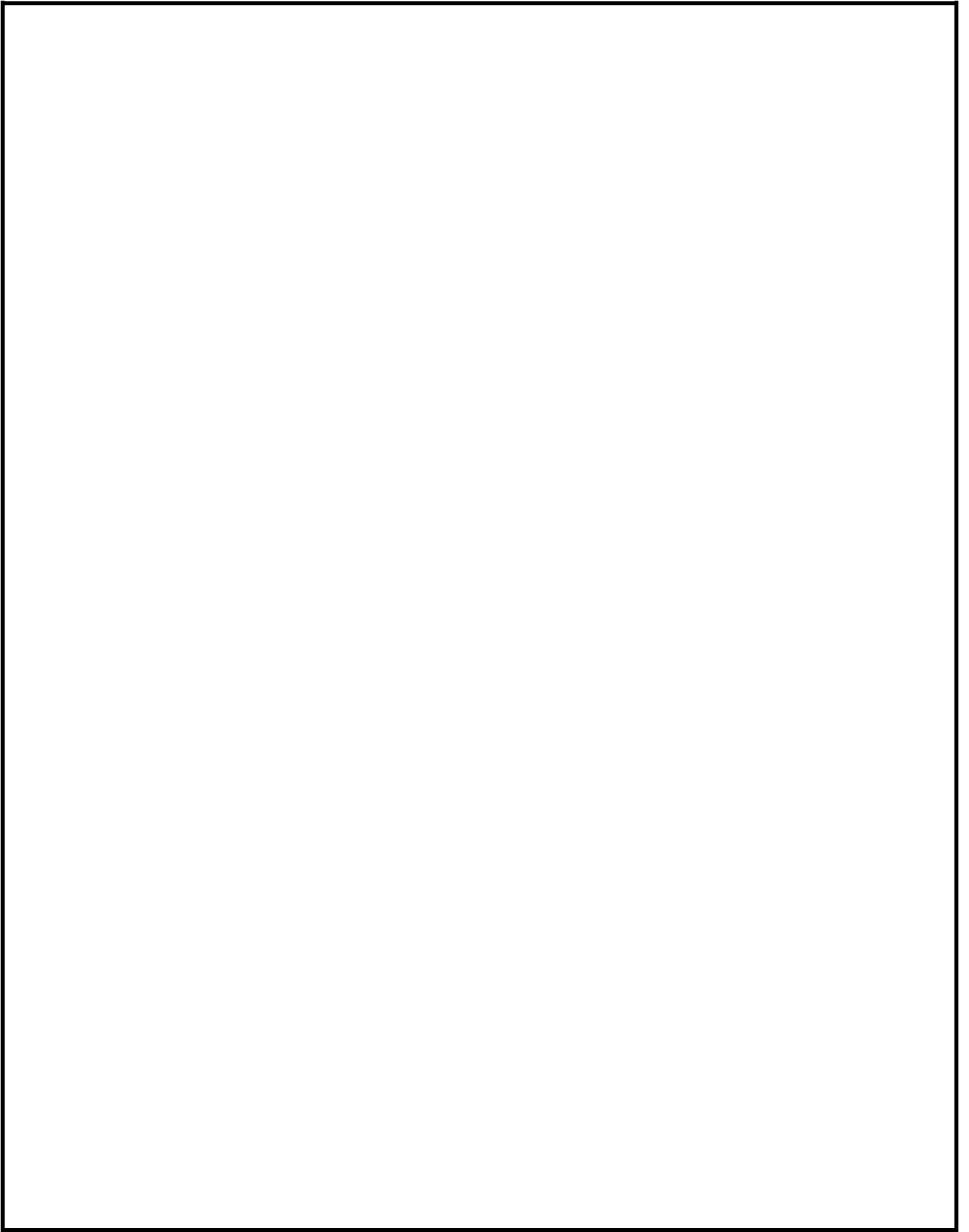
Section B: Answer the following questions about the services the organization will provide.

1. Provide a detailed description of the program. Include in the description answers to the following:

- a. What is the organization's plan to provide services in the most effective and efficient manner?
- b. How is the organization planning to include digital literacy component?
- c. Is the organization planning on having a program administrator present at the site? How many hours per day and how many days per week?

2. What experience does the organization have providing the proposed services?

a. Please detail experience in providing the services selected in Section A.

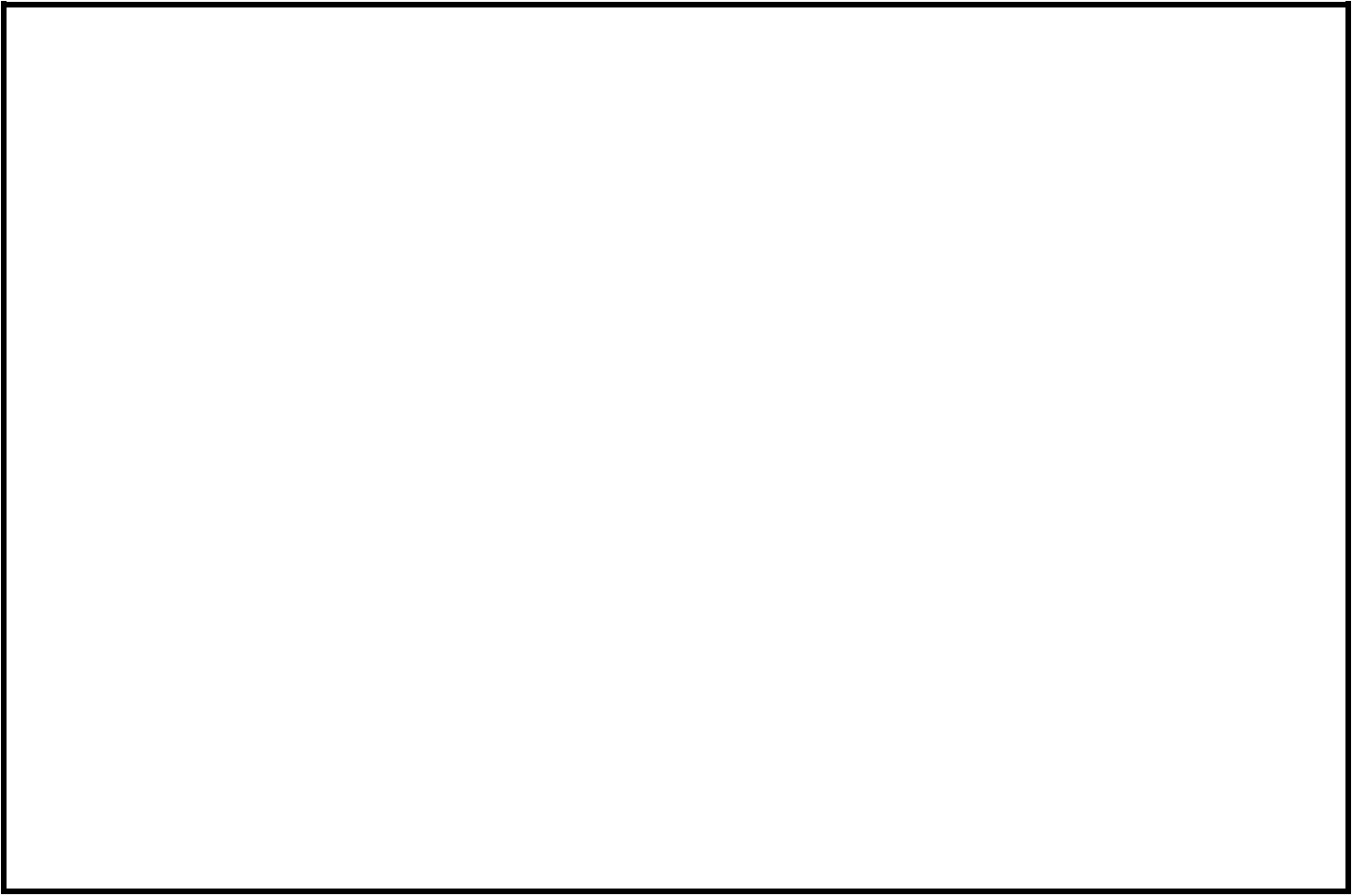


3. What experience does the organization have in providing services to refugees?

4. What experience does the organization have in providing contextualized English instructions with career and work preparation skills in the curriculum?

- a. What experience does the organization have in developing ELL curriculum, including workplace preparation and career exploration curriculum based on specific career clusters such as health, transportation, food services, etc.

5. What challenges does the organization foresee in the implementation of this program? What is the organization's plan to address these challenges?



Section C: Goals, Outputs, and Outcomes
Describe the goals, outputs, and outcomes for this program

Program Goals

What will the organization accomplish?

(Goals should be Specific, Measurable, Attainable, Relevant, and Timely).

Program Outputs

What are the projected program outputs?
How will this data be measured?

Program Outcomes

Based off the program services, what result(s) will indicate you have accomplished your goal(s)?
How will this data be recorded?