# Appendix 1. Work Plan

**Notification of Funds' Availability for the Digital Literacy Program Coordinator NOFA by the Puerto Rico Broadband Program**

|  |
| --- |
| **General Information** |
| Name of the organization |   |
| Registration number of the organization (EIN) |   |
| Unique Entity Identifier (UEI) from SAM.gov |  |
| Address of principal offices |   |
| Name of the point of contact |   |
| Email of the point of contact |   |
| Phone of the point of contact |   |
| Name of the legal representative[[1]](#footnote-2) |   |
| Position of legal representative |   |
| Legal status of legal representative |   |
| City of residence of legal representative |   |
| Email of the legal representative |   |
| Phone of the legal representative |   |

| **1. Curriculum & Training** |
| --- |
| 1A)  | Please describe your experience in **developing and executing on training programs**, particularly with a "train the trainer" approach.* Please include a list of any programs completed in the past 5 years, including locations, dates and number of people trained and served.
* If any programs have been managed in Puerto Rico, please prioritize providing details on those.
 |
|  | * [To be completed]
 |
| 1B) | Please describe what will be included in your proposed **initial Digital Literacy curriculum** and how it serves the needs of the target populations in Puerto Rico. Also, discuss how you will update the curriculum as needed over the course of the program. Please also complete the additional curriculum table below (Curriculum and Training template).  |
|  | * [To be completed]
 |
| 1C) | Please describe what will be included in your proposed initial Digital Navigator curriculum focusing on social and teaching skills, and how you will use assessments to ensure to ensure Digital Navigators meet a minimum proficiency are equipped to serve their communities. |
|  | * [To be completed]
 |
| 1D)  | Please describe your plan for hiring and/or staffing trainers for the program. E.g.,What experience will trainers have? How many trainers will be supporting the program as a full-time dedicated resource over the 5 years? How will the trainers be available after completion of initial training material for further support? |
|  | * [To be completed]
 |
| 1E) | Please detail your proposed approach for delivery of trainings and how you will ensure Digital Navigators are adequately trained. E.g., conducting in person / remote sessions, locations for trainings for accessibility for Digital Navigators. |
|  | * [To be completed]
 |
| 1F) | Please describe other initiatives you will include as part of the program, including research projects (e.g., on digital literacy access). |
|  | * [To be completed]
 |

Please complete the table to signify which components will be part of your digital literacy curriculum, the expected hours of content, and any additional notes. If the component will not be included in the original curriculum, please input a 0 in the expected hours column. Also, please feel free to include additional information as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Description (examples)** | **Expected Hours** | **Additional Notes** |
| Basic Computer Skills | Understand basic hardware/software components of a computer, file management, email usage, navigating the internet safely |   |   |
| Online Safety & Security | Cybersecurity, privacy management, recognizing scams, and protecting personal data |   |   |
| Digital Communication | Email set-up, social media basics, video conferencing, VoIP applications |   |   |
| Digital Productivity Tools & Employable Skills | Basic office software, cloud storage, online forms, file sharing, Job search skills, resume building, and professional networking |   |   |
| Digital Social Change Skills | Digital support to enable holistic life outcomes such as applying to benefits programs, making a telehealth appointment, etc. |   |   |
| Other |  |  |  |

| **2. Community Outreach** |
| --- |
| 2A) | What are your plans to ensure the program you develop will benefit all communities in Puerto Rico? * Do you have any established relationships with community organizations such as schools, CBOs or NGOs that can help with outreach of the program?
 |
|  | * [To be completed]
 |
| 2B)  | Please describe your intended marketing strategy to ensure the programs resources are fully utilized. |
|  | * [To be completed]
 |

| **3. Program Management, Efficiency & Sustainability** |
| --- |
| 3A) | Please describe your **experience in managing similar programs**. * Please include a list of **any programs completed** in the past 5 years, including locations, dates, number of organizations you managed / partnered with, and number of people served.
* Please list any **differentiating capabilities** your organization has in regard to program management, and any tools or resources you plan to use to stand-up the program and ensure efficient management.
 |
|  | * [To be completed]
 |
| 3B) | How many **program coordinator(s) and additional resources** will be hired / designated to manage the program? * Will there be a full-time dedicated team or individual in Puerto Rico?
* Please also describe how senior leadership at your organization will be involved in this program?
 |
|  | * [To be completed]
 |
| 3C) | Please describe your intended **strategy to evaluate and report the success of the program**. * What will you measure as the KPIs?
* How will you ensure data is collected and analyzed? How will community feedback be collected and integrated to improve the program?
 |
|  | * [To be completed]
 |
| 3D) | What is your strategy to ensure the longevity and sustainability of the program past the initial funding period? * What innovative approaches can be used to sustain the program?
* Do you plan to make any co-investments or catalyze any other funding sources?
 |
|  | * [To be completed]
 |
| 3E) | Please describe what efforts you will take to minimize / find efficiencies in managing costs and ensure programs funds are used efficiently. Please also fill out the budget template below. |
|  | * [To be completed]
 |

**Proposed Program Pricing and Total Outcomes – please fill out and provide detail via attachment**

**Instructions**: The below table is just one way in which you can submit the Program Pricing. Proponents can submit their Proposed Pricing in the format and way the deem more appropriate. However, the Proposed Pricing should have a split per year and a proposed disbursement schedule.

Please include the total expected program cost and requested funding by year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** | **Total** |
| **Overall Program Cost:** | $ |  |  |  |  |  |

| **Item** | **Cost by item** | **Quantity** | **Total**  | **Note / Explanation** |
| --- | --- | --- | --- | --- |
| **Curriculum & Training**  |  |  |  |  |
| *E.g., cost of training session for (XX participants)* | *50,000* | *4*  | *200,000* | *E.g., cost of staffing and deploying trainers* |
|   |   |   |   |   |
|   |   |   |   |   |
| **Community Outreach** |  |  |  |  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **Program Management** |  |  |  |  |
| *# dedicated resources* |  |  |  | *E.g., compensation for planned staff hired*  |
|  |   |   |   |   |
|   |   |   |   |   |
|  |   |   |   |   |

1. Person that would eventually sign the Grant Agreement if selected [↑](#footnote-ref-2)