

A photograph of a city street scene at dusk or dawn. The sky is a deep blue, and the buildings are illuminated with warm lights. In the foreground, there are several tall buildings, including a prominent brick building with a balcony. A large, dark, semi-transparent banner is overlaid across the middle of the image, containing the event title and date. On the right side of the banner, there is a black square containing a white letter 'B' with a red horizontal bar underneath it. At the bottom of the image, there is a dark blue bar with the text 'CITY OF BOSTON' in white.

The Digital Literacy Initiative (DigLit) Information Session

Monday, October 28, 2024, via Zoom

Mayor's Office of Workforce Development



Agenda

- Review of the RFGA
- Timeline
- Question and Answer
- Adjourn

Eligibility



- Occupational skills training or job readiness training programs
- Received funding from OWD and/or DESE MassSTEP funding within the last three years (between Oct. 17, 2021 - Oct. 17, 2024)
- Boston-based or serving a significant number of Boston residents (18+)
- Non-profit organizations, holding 501(c)(3) status or with a fiscal sponsor holding 501(c)(3) status, or institutions of higher education

Example of Job Readiness Programs



Example:

ESOL or HiSet Program

- Focus: Language acquisition, educational attainment (i.e, English listening, speaking, reading, writing, high school equivalency preparation)
- Goal: Improve language skills to support integration, educational advancement, or future job readiness
- Does not meet OWD's criteria for a job readiness program.

Job Readiness Program

- Focus: Employment preparation (resumes, interviewing, soft skills, workplace norms, and entrepreneurship basics)
- Goal: Equip participants with the skills needed to secure, enhance, or retain employment, navigate job applications, or launch small businesses, fostering economic independence

Background on DigLit



- Funded by **U.S. Department of Labor's FY 2023 Community Project Funding** designated by Representative Ayanna Pressley
- Based on a successful implementation in collaboration with the City of Boston's Adult Literacy Initiative (ALI) involving 25 ABE providers (2021 - 2023)
- Funding will target **15–20 occupational training programs**, enabling them to deliver high-quality digital literacy instruction
- Grantees will receive:
 - expert **technical assistance** and **professional development**
 - award of \$30,000 to \$40,000 in **flexible funding**

Ensure that **15–20 occupational skills training providers** are able to:

- Enhance **technology-based learning** within their occupational skills training programs
- Equip their programs with the **resources and skills** necessary to teach digital literacy effectively
- Integrate **digital technology** seamlessly into their instruction

- OWD will fund occupational skills training programs that serve marginalized populations facing barriers like **limited literacy, numeracy, English proficiency, digital skills,** or **no high school diploma.**
- Programs must have a track record of serving any of the following:
 - Low-income individuals
 - Returning citizens and justice-involved individuals
 - Housing-insecure individuals

Scope of Work

- participate in technical assistance activities
- complete needs assessment
- create action plan
- implement action plan for tech integration
- participate in project evaluation



Participation Requirements



- Program team leads = minimally, 1 instructor + 1 administrator.
- Team leads meet regularly with coaches and participate in community of practice (webinars, trainings).
- All program staff should contribute to DigLit activities - needs assessment, action plan, implement action plan for tech integration.
- Estimate 4 hours per month, per team lead to participate and complete activities.

Required Technical Assistance Activities



- Meet monthly with World Education coach and attend Community of Practice events to share progress and support the completion of activities
- Complete Digital Needs Assessment
- Develop an Action Plan
- Implement Action Plan for Tech Integration

- Outlines effective program practices
- Program teams to complete it together
- Categories:
 - *Technology integration practices*
 - *Staff digital literacy and technology integration skills*
 - *Program practices that support staff digital literacy and technology integration*
 - *Program practices that support students' digital literacy skill development*
 - *Technology infrastructure needs*

Develop an Action Plan



- Informed by Digital Needs Assessment Priorities
- Detailed road map - what, when, who?
- Outlines resources available and needed

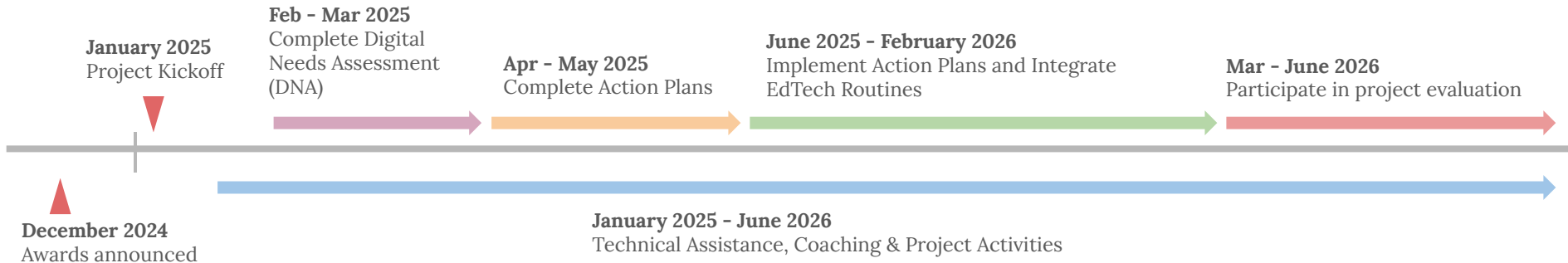
- Informed by Action Plans
- Implement action plans and strategies for tech integration
- With ongoing support from World Education coaches, develop EdTech Routines aligned to transferable skills and workplace success skills
- Share best practices and foster a community of learning and innovation

- Compensation for staff participating in professional development coaching and the community of practice
- Technology purchases (e.g., laptops, smartboards, curriculum materials, software, tablets, hotspots)
- Supplies and/or materials associated with the action plan
- Local conference, seminar, or training related to the program

Exclusion(s)

- Equipment with a cost greater than \$5,000 or non-local travel

Time Commitment



Estimate 4 hours per month, per team lead (2), to participate and complete activities.



Data Tracking & Reporting

- Tracked metrics:
 - participation and attendance rates
 - completion of needs assessments and action plans
 - integration of EdTech routines
- Pre- and post-surveys to capture perception shifts and adoption of new practices

- Organization Information
- Target Population

Program Proposal

- Program Description
- Program Track Record
- Target Population Overview
- Job Titles and Opportunities for Advancement
- Partnerships
- Support services

- Interest and Readiness to Increase Digital Literacy
- Addressing Needs of Target Population
- Staffing Strategy

(Budget submitted after completion of needs assessment & action plan)



- Responses to this RFGA must be received by Tuesday, November 26, 2024 by 5 p.m.
- Applications must be submitted through the online form.

Important Dates

Grant Application Launch	Tuesday, October 17, 2024
Information Session	Monday, October 28, 2024 at 10:00 a.m. [Registration Link]
Inquiries Due	November 21, 2024 by 5 p.m. to brooke.machado@boston.gov
Application Deadline	Tuesday, November 26, 2024 by 5 p.m.
Awards Announced	Friday, December 20, 2024
Project Kickoff	Week of January 21, 2025

Submission of Questions

Email questions regarding the procurement to
brooke.machado@boston.gov

- The deadline to submit questions is November 21, 2024 by 5 p.m.
- Responses to questions will be posted on the OWD website at boston.gov/owd-grantmaking
- In addition, we will have time for a Q&A at this meeting.



THANK YOU

