

Workplan Instructions

Applicants are required to complete all work plans templates in Appendix 2 and Appendix 3 for years One (1) and Two (2). The applicant will review the annual objective listed on the template and provide a data source and then list up to five (5) activities that support the annual objective listed on the templates. The applicant will list any partners that will be involved in the activities, the anticipated start and end date, and marking the appropriate box(s) for the strategies that will be used. Workplan objectives for years Three (3) and Four (4) will be re-evaluated during year two and redistributed to be completed by the applicant. Failure to complete the work plan templates shall disqualify the applicant.

A sample template is included to show an example of how to complete the workplan template activities. Please note that the start and end date may vary due to the workplan deliverable. All sample responses are notated in red.

Recap of the boxes on the Template that the applicant must fill out for the RFA:

- Data Source for baseline measurements
- Activities
- Partners (may put NA if not applicable)
- Start date
- End date
- Strategies