

1308 Workplan Template Guidance

Applicants must submit a detailed work plan for Year 1 of the award and provide a general summary of work plan activities for Years 2-5 in narrative form. The work plan should describe how the applicant plans to implement all of the required activities for the strategy for which they are applying and achieve FOA outcomes. Refer to Year 1 Required Activities and Work Plan Elements for additional information.

Work plans also need to include the additional components and planning activities listed within the FOA guidance. This sample work plan template is available for use, and is not required to use; however, you are required to include all of the elements listed within the template as detailed in the FOA guidance. CDC will provide feedback and technical assistance to awardees to finalize the work plan activities post-award.

Work Plan should be single spaced, Calibri 12 point, 1-inch margins, number all pages, content beyond the page limits listed below will not be reviewed. STL agency applicants should name the file "WP-St[#][Site]" and NGO applicants should name the file "WP-St[#]-[Approach][Site]" and upload it as a PDF to <http://www.grants.gov> under "Other Attachments".

Strategy 1 – up to 8 pages

Strategy 3 – up to 18 pages

Strategy 2 – up to 18 pages

Strategy 4 – up to 10 pages

- 1) Include 5-year project period outcomes with a timeline or Gantt chart to support achievement of outcomes.
- 2) Include 5-year goals and SMART objectives related to required strategies including measures and data sources for accomplishing objectives.
- 3) Include concise program activities in support of the objectives that align with the logic model and include appropriate process measures or milestones for accomplishing tasks and identify the person/agency responsible for accomplishing the program activities.
- 4) Describe administrative roles and functions to support implementation of the award, and assessment processes to ensure successful implementation and quality assurance.

1308 Work Plan Title: STL "WP-St[#][Site]" NGO "WP-St[#]-[Approach][Site]"

[Site] – the state, city, tribe or territory in which your project takes place.

[Strategy #] – SURV1, SB2, CBA3, or YMSM4; provide a separate Work Plan for each Strategy.

Strategy: a broad approach by which a program will be funded to achieve specific outcomes. This FOA will fund agencies and organizations to implement four key strategies:

Strategy 1: School-Based Surveillance (SURV)

Strategy 2: School-Based HIV/STD Prevention (SB)

Strategy 3: Capacity Building Assistance for School-Based HIV/STD Prevention (CBA)

Strategy 4: School-Centered HIV/STD Prevention for Young Men Who Have Sex with Men (YMSM)

5-Year Project Period Outcomes: outcome(s) that will result by the end of the FOA period of funding.

Goal: broad statement(s) of program purpose which describes the expected long-term effects of a program. Goals should remain constant for the entire 5-year funding cycle and address the program's effect in reducing a health problem.

Objective: statement(s) describing the results to be achieved and the manner in which these results will be achieved. Objectives should be SMART, that is, Specific, Measurable, Achievable, Realistic, and Time-phased. Specific objectives include *who* will be targeted and *what* will be accomplished; measurable objectives include *how much* change is expected with enough specificity that the achievement of the objective can be measured through counting or through documentation of change or completion; achievable objectives can be accomplished given existing resources and constraints; realistic objectives address the scope of the problem and reasonable programmatic steps; and time-phased objectives provide a time line indicating when the objective will be measured or a time by which the objective will be met. Although the Workplan Template shows four objectives for each goal, your workplan may have more or fewer objectives that support each goal in your workplan.

Rationale for the objective: clearly describes why and how the objective will contribute to accomplishing the goal. The objective should be clearly justified, relate to the program strategy and goal, and link to outcomes on the project period outcome(s) and 5-year goals(s). In addition, you may provide context that shows why this objective is necessary given your program's resources or constraints; how and why the work is being done.

Measures for accomplishing objectives: measures that are quantifiable criteria that describe whether or not the objective was accomplished. Measures might include target numbers (e.g., 100 middle school health education teachers trained), or quantifiable changes (such as middle school teachers reporting increased confidence in teaching a health education curriculum after attending a professional development event), or completion of an activity.

Data Sources to measure the objective: sources may include rosters, phone logs, agendas, surveys, observations, interviews, or focus groups in addition to YRBS, Profiles, and other data. Data sources are used to assess whether an objective has been achieved. The data sources themselves are not provided to DASH, but instead a summary of the data is reported to DASH. (For example, you do not need to submit meeting or training rosters to DASH. Data sources should be kept, however, and should be available on the request of your project officer during site visits.) Data sources should be summarized to report complete, partial, or unmet objectives in progress reports (for example: only 20, not 40 people attended meetings; participants were school principals as intended, not other school staff; the intended outcomes of the meetings were achieved).

Program Activities in support of the objective: describe anticipated events that take place as part of a program in support of the objective. Although we include only four spaces for activities in the Work Plan Template for each objective, you should list all activities required to achieve each objective.

Person/agency responsible for accomplishing the activity: clearly identify the *person/agency* that is most responsible for accomplishing the program activity.

Activity *Completion Date*: the date the activity is anticipated to be completed.

[Agency] [Strategy] 1308 Workplan

(Optional Template)

5-Year <i>Project Period Outcomes:</i>

Goal 1:		
Objective1.1:		
Rationale for the objective:		
Measures for accomplishing the objective:	Data sources to measure the objective:	
A.	A.	
B.	B.	
C.	C.	
D.	D.	
Program Activities in support of the objective:	Person/agency responsible for accomplishing the activity:	Activity completion date:
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.

Goal 1:		
Objective1.2:		
Rationale for the objective:		
Measures for accomplishing the objective:		Data sources to measure the objective:
A.		A.
B.		B.
C.		C.
D.		D.
Program Activities in support of the objective:	Person/agency responsible for accomplishing the activity:	Activity completion date:
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.

Goal 1:		
Objective1.3:		
Rationale for the objective:		
Measures for accomplishing the objective:		Data sources to measure the objective:
A.		A.
B.		B.
C.		C.
D.		D.
Program Activities in support of the objective:	Person/agency responsible for accomplishing the activity:	Activity completion date:
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.

Goal 2:		
Objective2.1:		
Rationale for the objective:		
Measures for accomplishing the objective:		Data sources to measure the objective:
A.		A.
B.		B.
C.		C.
D.		D.
Program Activities in support of the objective:	Person/agency responsible for accomplishing the activity:	Activity completion date:
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.

Goal 2:		
Objective2.2:		
Rationale for the objective:		
Measures for accomplishing the objective:		Data sources to measure the objective:
A.		A.
B.		B.
C.		C.
D.		D.
Program Activities in support of the objective:	Person/agency responsible for accomplishing the activity:	Activity completion date:
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.

Goal 2:		
Objective2.3:		
Rationale for the objective:		
Measures for accomplishing the objective:		Data sources to measure the objective:
A.		A.
B.		B.
C.		C.
D.		D.
Program Activities in support of the objective:	Person/agency responsible for accomplishing the activity:	Activity completion date:
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.