

OFFICE OF ADOLESCENT HEALTH

GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT APPLICATION

Pregnancy Assistance Fund Grantees

Last Updated December 2016



Applications Due: May 15, 2017

Office of Adolescent Health

GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT
APPLICATION – PREGNANCY ASSISTANCE FUND GRANTEES

Table of Contents

PART ONE: GENERAL INSTRUCTIONS	3
PART TWO: APPLICATION CONTENT	3
I. Required Forms and Other Required Information	4
II. Six-Month Progress Report	4
III. Work Plan	5
IV. Budget and Budget Narrative Guidance	6
V. Appendices	11
PART THREE: APPLICATION SUBMISSION THROUGH GRANTSOLUTIONS	11
PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS	12
EXHIBIT A: EXAMPLE PROGRESS REPORT TEMPLATE	13
EXHIBIT B: DESCRIPTION OF OAH GRANT EXPECTATIONS	15
EXHIBIT C: EXAMPLE LOGIC MODEL TEMPLATE	16
EXHIBIT D: EXAMPLE WORK PLAN TEMPLATE	17
EXHIBIT E: WORK PLAN INSTRUCTIONS	18

Office of Adolescent Health
GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT
APPLICATION – PREGNANCY ASSISTANCE FUND GRANTEES

PART ONE: GENERAL INSTRUCTIONS

Eligibility

These instructions are applicable to Office of Adolescent Health (OAH) Pregnancy Assistance Fund (PAF) grantees and provide guidance on the preparation and submission of your non-competing continuation grant application.

Purpose

Each year of the approved project period, grantees are required to submit a non-competing continuation application. The non-competing continuation application is the grantee's official request to OAH for continued funding for the upcoming budget year.

The OAH Guidance for Preparing a Non-Competing Continuation Grant Application prescribes the content, information, and requirements for the OAH non-competing grant application. This guidance should be used in conjunction with the Funding Opportunity Announcement (FOA) under which the competing grant application was funded. The FOA provides information and guidance for grantees for the entire project period.

Non-competing continuation grant applications will be reviewed by the OAH Project Officer and the Office of the Assistant Secretary for Health (OASH) Office of Grants Management (OGM) Grants Management Specialist.

PART TWO: APPLICATION CONTENT

The non-competing continuation grant application should include:

- All required OASH grants management forms (see Section I below)
- A six-month progress report for the first six months of the current project period (August 1, 2016 – January 31, 2017)
- A work plan for the upcoming budget year (August 1, 2017 – July 31, 2018)
- A detailed budget and a budget narrative for the upcoming budget year (August 1, 2017 – July 31, 2018), and
- Any additional materials in the appendices.

The contents of the application should be properly labeled and numbered. Contents should be complete and written in 12-point font, ideally Times New Roman.

I. REQUIRED FORMS AND OTHER REQUIRED INFORMATION

The required forms that must be submitted with the non-competing continuation grant application can be found within the non-competing continuation application kit at www.grantsolutions.gov and include:

- SF-424 – Application for Federal Assistance
- SF-424A – Budget Information Non-Construction Program
- SF-424B – Assurances Non-Construction Program
- SF-LLL – Disclosure of Lobbying Activities

II. SIX-MONTH PROGRESS REPORT

The six-month progress update should include (see **Exhibit A** for the **Six-Month Progress Update Template**):

- An update on the status (i.e., met, unmet, in progress) and a narrative description of the progress in completing each of the OAH expectations for the grant program. (See **Table 1** on page 5 for a summary of OAH grant expectations and **Exhibit B** on page 15 for a detailed description of the OAH grant expectations).

For each OAH expectation, you should describe the key activities that were implemented to address the expectation, as well as any accomplishments and barriers encountered. If the expectation has not been met, you should describe what is currently being done to meet the expectation and the timeline for when it will be met.

- An update on any other significant project activities that occurred during the six-month project period that don't fall under one of the OAH expectations.
- A report on any significant barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.
- A description of key accomplishments during the six-month reporting period and any other updates since the last report.

Table 1 – Overall OAH Grant Expectations for FY15-FY19 PAF Grantees

1. Project Management
2. Service Provision
3. Partnerships and Collaboration
4. Dissemination and Communication
5. Evaluation
6. Continuous Quality Improvement
7. Sustainability
8. Needs and Resource Assessment

See **Exhibit A** for the **Six-Month Progress Report Template**.

See **Exhibit B** for a **Description of OAH Grant Expectations**.

III. WORK PLAN

The work plan for the upcoming budget year (August 1 – July 31) should include the long-term goal(s) that spans the life of the five-year grant project, as well as the objectives and activities that will be completed during the upcoming year to assist in achieving the long-term goal(s).

Programmatic efforts outlined in the work plan must align with the guidance included in the original Funding Opportunity Announcement. To ensure that grantee work plans are aligned with OAH expectations, OAH has developed a consolidated list of grant expectations for the FY15-FY19 PAF grant program based on the information included in the FOA. See **Table 1** on page 5 for a summary of OAH grant expectations and **Exhibit B** on page 15 for a detailed description of OAH grant expectations.

The approved work plan is intended to be an ongoing monitoring and evaluation tool for both the grantee and OAH to use throughout the year. As such, changes to the work plan may be necessary over the course of the year. Grantees should consult with their OAH project officer to discuss any necessary changes. Prior approval may or may not be needed depending on whether the change results in a change of scope for the grant project. If changes made to the work plan result in a change of scope for the grant project, prior approval from OAH and OGM is needed.

Goal(s)

A goal is a broad statement that describes the purpose of your grant project and the expected long-term impact you hope to achieve as a result of your grant project. OAH recommends focusing on 1-2 goals for your five-year grant project.

Objectives

An objective is a statement describing the results to be achieved and the manner in which these results will be achieved. All objectives should be SMART¹ (specific, measurable, achievable,

¹ More information on writing SMART objectives is available at:
<http://www.cdc.gov/healthyouth/evaluation/pdf/brief3b.pdf>.

realistic, and time-phased) and clearly aligned with the logic model² for your grant project.

For each objective, grantees should:

- Identify how you will determine when the objective has been accomplished;
- Indicate which OAH grant expectation the objective is aligned with (See **Table 1** on page 5 and **Exhibit B** on page 15);
- List the activities that will be implemented to accomplish the objective;
- Provide a timeline, including specific dates, for accomplishing each activity; and
- Identify the person/agency responsible for completing each activity.

While grantees can have as many objectives as necessary to accomplish the long-term goal(s) of the project, OAH recommends carefully reviewing and streamlining your work plan objectives, if possible. For example, you should carefully review your objectives to identify: any that may be duplicative or related and are able to be combined into one objective, any that would be better listed as activities under another objective; and any that are no longer necessary. You should make all necessary revisions to your work plan goals, objectives and activities when you submit your continuation application.

In addition, while not all objectives may be aligned with specific OAH grant expectations, OAH does expect that each grant expectation will be aligned with at least one work plan objective. Please note that if your work plan does not already include an objective and corresponding activities for one or more of the OAH grant expectations, OAH does expect that you will create a new objective with corresponding activities for that grant expectation.

Activities

For each objective, the work plan should include the activities that are most critical to accomplishing the objective in the upcoming budget year. OAH asks that you focus the activities included in your work plan to those that are most critical and refrain from including activities that may be important but are less critical to report to OAH (e.g., reviewing newsletters from national organizations, attending information sharing meetings, participating in online professional development courses).

See **Exhibit D** on page 17 for an example Work plan Templates

See **Exhibit E** on page 18 for Work Plan Instructions

IV. BUDGET and BUDGET NARRATIVE GUIDANCE

You should develop your budget and budget narrative for a total budget that is equal to the amount show in Box 14 of your Notice of Award, “Recommended Future Support”. You must complete the required budgetary forms (SF-424A) and submit a budget narrative with detailed

² A logic model is a visual depiction of your grant project and includes the inputs, activities, outputs, short-term outcomes, intermediate outcomes, and long-term outcomes. It is important to revisit your logic model on a regular basis and revise it as needed. OAH recommends including a copy of your updated logic model in the Appendix of your non-competing continuation application. See **Exhibit C** on p.16 for an example logic model template.

justification as part of your continuation application. You must enter the project budget on the Budget Information Non-construction Programs standard form (SF 424A) according to the directions provided with this standard form. The budget narrative consists of a detailed line-item budget that includes calculations for all costs and activities by "object class categories" identified on the SF-424A and justification of the costs. You must indicate the method you are selecting for your indirect cost rate. See Indirect Charges below for further information.

You must provide an object class category budget (*see detailed description beginning on page 8*) using Section B, box 6 of the SF 424A for the next year of the proposed project that matches your budget narrative. Your budget narrative with line-item detail, for the next year of the proposed project, should discuss the necessity, reasonableness, and allocation of the proposed costs.

If matching or cost sharing is required, you must include a detailed listing of any funding sources identified in box 18 of the SF-424 (Application for Federal Assistance).

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. For example, if you are proposing to provide services to clients, you should describe how many clients are you expecting to serve, the unit cost of serving each client, and how this is cost effective. If this analysis differs significantly from that provided in your original proposal or subsequent continuation applications, explain the difference.

Use the following guidelines for preparing the detailed object class budget required by box 6 of the SF-424A. The object class budget organizes your proposed costs into a set of defined categories outlined below. Both federal and non-federal resources (when required) must be detailed and justified in the budget narrative. "Federal resources" refers only to the HHS/OASH grant funds for which you are applying. "Non-federal resources" are all other non-HHS/OASH federal and non-federal resources. We recommend you present budget amounts and computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget. Note, subrecipient/contract and consultant detailed costs should all be included in those specific line items, not in the overall project object class line items, i.e., subrecipient travel should be included in the Contractual line item not in Travel.

Object Class Descriptions and Required Justifications

Personnel Description: Costs of staff salaries and wages, excluding benefits.

Personnel Justification: Identify the project director or principal investigator, if known at the time of application. Provide a separate table for personnel costs detailing for each proposed staff person: the title; full name (if known at time of application), time commitment to the project as a percentage or full-time equivalent; annual salary and/or annual wage rate; federally funded grant

salary; non-federal grant salary, if applicable; and total salary. No salary rate may exceed the statutory limitation in effect at the time you submit your application (see D.6 Funding Restrictions, Salary Limitation for details). Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Fringe Benefits Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel Description: Costs of travel by staff of the applicant organization.

Travel Justification: For each trip, show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances.

Equipment Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with your organization's regular written accounting practices.)

Equipment Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition; include this with your Budget Narrative file. Reference the policy in this justification and include the policy copy in your Budget Narrative file (not your appendices).

Supplies Description: Costs of all tangible personal property other than those included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Supplies Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual Description: Costs of all contracts or subawards for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include

third-party evaluation contracts, if applicable, and contracts or subawards with subrecipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This line item is not for individual consultants.

Contractual Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR § 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR § 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to HHS/OASH.

Note: Whenever you intend to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each subrecipient/contractor, by agency title, along with the same supporting information referred to in these instructions. If you plan to select the subrecipients/contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultants; insurance; food (when allowable); participant support costs; professional services (including audit charges); space and equipment rent; printing and publication; training, such as tuition and stipends; staff development costs; and any other costs not addressed elsewhere in the budget.

Other Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges Description: Total amount of indirect costs. This category has one of two methods that an applicant may select. You may only select one. For either method, you must show your calculation of the direct cost lines included in the base multiplied by the applicable indirect rate. If you are not using an indirect rate, all costs must be charged to direct cost line items.

(1) Your organization currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency. You should enclose a copy of the current approved rate agreement. If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that the organization is accepting a lower rate than allowed.

(2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must

be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of an indirect cost rate may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income Description: Program income means gross income earned by your organization that is directly generated by this project if funded except as provided in 45 CFR § 75.307(f). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also 45 CFR §§ 75.307, 75.407 and 35 U.S.C. §§ 200-212 (applies to inventions made under Federal awards).

Program Income Justification: Describe and estimate the sources and amounts of Program Income that this project may generate if funded. Unless being used for cost sharing, if applicable, these funds should not be added to your budget. This amount should be reflected in box 7 of the SF-424A.

Non-Federal Resources Description: Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306. For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budget and budget narrative by budget period or by project period for fully-funded awards, even if the narrative by budget period, or by project period for fully-funded awards, exceeds the amount required. A recipient’s failure to provide the required matching amount may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. For awards that do not require matching or cost sharing by statute, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching and are accepted by HHS/OASH, we will include this non-federal cost sharing in the approved project budget and the recipient will be held accountable for the non-federal cost-sharing funds as shown in the Notice of Award (NOA). A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by HHS/OASH as part of the approved project costs and that are shown as part of the approved project budget in the NOA may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports.

Non-federal Resources Justification: You must provide detailed budget information for every funding source identified in box 18. "Estimated Funding (\$)" on the SF-424. Provide this documentation as part of your Budget Narrative file, not your Appendices.

You must fully identify and document in your application the specific costs or contributions you propose in order to meet a matching requirement. You must provide documentation in your application on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully-funded awards).

Estimated Unobligated Balance

You must provide an estimated unobligated balance separate from your proposed budget at the amount provided by in this guidance. You must explain why an unobligated balance exists. If you are requesting to use the unobligated balance in the upcoming budget year, you must:

- a) indicate how you will use the unobligated funds;
- b) provide a revised budget and budget narrative for these funds;
- c) indicate the impact on the project if the funds are used to offset funding rather than add to funding; and,
- d) if applicable, indicate how you will meet the increased amount of matching or cost sharing.

The detailed budget and budget narrative should be uploaded in the Budget Narrative section of the application kit in Grantsolutions.

V. APPENDICES

Supporting documents that add value or clarity to the information presented in the work plan should be included in the appendices. Materials included in the appendices should present information clearly and succinctly. Extensive appendices are not required.

Grantees are encouraged to include a copy of their updated logic model in the Appendix.

PART THREE: APPLICATION SUBMISSION THROUGH GRANTSOLUTIONS

Grantees must submit the non-competing continuation application electronically via GrantSolutions.gov. Any applications submitted via hard copy or any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review.

Applications must be received by **May 15, 2017**. Applications submitted electronically to GrantSolutions.gov after the deadline will not be accepted for review. Grantees are encouraged to initiate electronic applications early in the application development process, and to submit early on or before the due date. This will aid in addressing any problems with submission prior to the application deadline.

You may find your non-competing continuation application kit in GrantSolutions.gov.

The application kit includes the following pre-determined fields:

- **Online Forms**
 - SF-424 – Application for Federal Assistance
 - SF-424A – Budget Information Non-Construction Program
 - SF-424B – Assurances Non-Construction Program
 - SF-LLL – Disclosure of Lobbying Activities

- **Program Narrative**
 - Program Narrative – upload the (1) six-month progress report and (2) work plan for the upcoming budget year

 - Budget Narrative – upload the (1) detailed budget and (2) budget narrative for the upcoming budget year

- **Miscellaneous Information** – upload any documents to include in the Appendix

Non-competing continuation applications submitted via the GrantSolutions system must contain all online forms, the program narrative (work plan), and the budget narrative (detailed budget and budget narrative) to be considered complete. Applications will not be considered valid until all application components are received.

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the grantee with a confirmation page indicating the date and time (Eastern Standard Time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission. As items are received by the OASH Office of Grants Management, the electronic non-competing application status will be updated to reflect receipt of the items. Grantees should monitor the status of their application in GrantSolutions to ensure all items are received.

If you encounter any difficulties submitting your non-competing continuation grant application through GrantSolutions.gov, please contact the GrantSolutions helpdesk at (866) 577-0771 or App_Support@ACF.HHS.GOV prior to the submission deadline. If you need further information regarding the application process, please contact your Grants Management Specialist. For programmatic information, please contact your OAH Project Officer.

PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS

- EXHIBIT A: SIX-MONTH PROGRESS REPORT TEMPLATE
- EXHIBIT B: DESCRIPTION OF OAH GRANT EXPECTATIONS
- EXHIBIT C: EXAMPLE LOGIC MODEL TEMPLATE
- EXHIBIT D: EXAMPLE WORK PLAN TEMPLATE
- EXHIBIT E: WORK PLAN INSTRUCTIONS

EXHIBIT A – Six-Month Progress Report Template for PAF Grantees

(Note: Six-Month Progress Report may be submitted in other formats)

<p>Grantee Name:</p> <p>Grant Number:</p> <p>Reporting Period: August 1, 2016 – January 31, 2017</p>		
OAH Grant Expectation	Status <i>(Met, In Progress, Not Met)</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of each of the OAH expectations. Describe key activities implemented, related accomplishments, and barriers encountered. If the expectation has not been met, describe what is currently being done to meet the expectation and the timeline for when it will be met.</i>
Project Management		
Service Provision		
Partnerships and Collaboration		
Dissemination and Communication		
Evaluation		
Continuous Quality Improvement		
Sustainability		
Needs and Resource Assessment		

EXHIBIT A – Six-Month Progress Update Template for PAF Grantees

Update on Implementation Partners

For each organization partnering with you to implement the PAF program, provide an update on their activities and progress.

Organization #1 –

Organization #2 –

Organization #3 –

Additional Project Activities

Report on any other significant project activities that occurred during the first six-months of the project period.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Six-Month Project Period

Provide a description of the key accomplishments of the grant during the six-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

EXHIBIT B: DESCRIPTION OF OAH GRANT EXPECTATIONS

Included below is a list of expectations for the FY15-FY19 PAF grant program and a description of the specific grantee activities that fall within that grant expectation.

OAH Grant Expectation	Description of Activities that Fall with the Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; build, enhance, and sustain partnerships; monitor partners/ contractors to assess progress in meeting objectives; conduct needs assessment
Service Provision	Assist target population in locating and obtaining services that meet the needs identified – includes direct provision of services as well as service provision through linkages and referrals
Partnerships and Collaboration	Establish formal and informal partnerships to provide referrals for direct services and to implement the PAF grant program
Dissemination and Communication	Increase public awareness and education concerning resources and services available; development of a communications plan; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences
Evaluation	Collect, report, and use performance measure data; evaluate the implementation and success of PAF grant project; annual assessment of the performance of partners
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project
Sustainability	Sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Needs and Resource Assessment	Conduct a needs and resource assessment periodically to ensure the program continues to meet the needs of the population(s) served

EXHIBIT C – Logic Model Example Template
(Note: Logic Model may be submitted as narrative or other format)

Project Name

Goal:

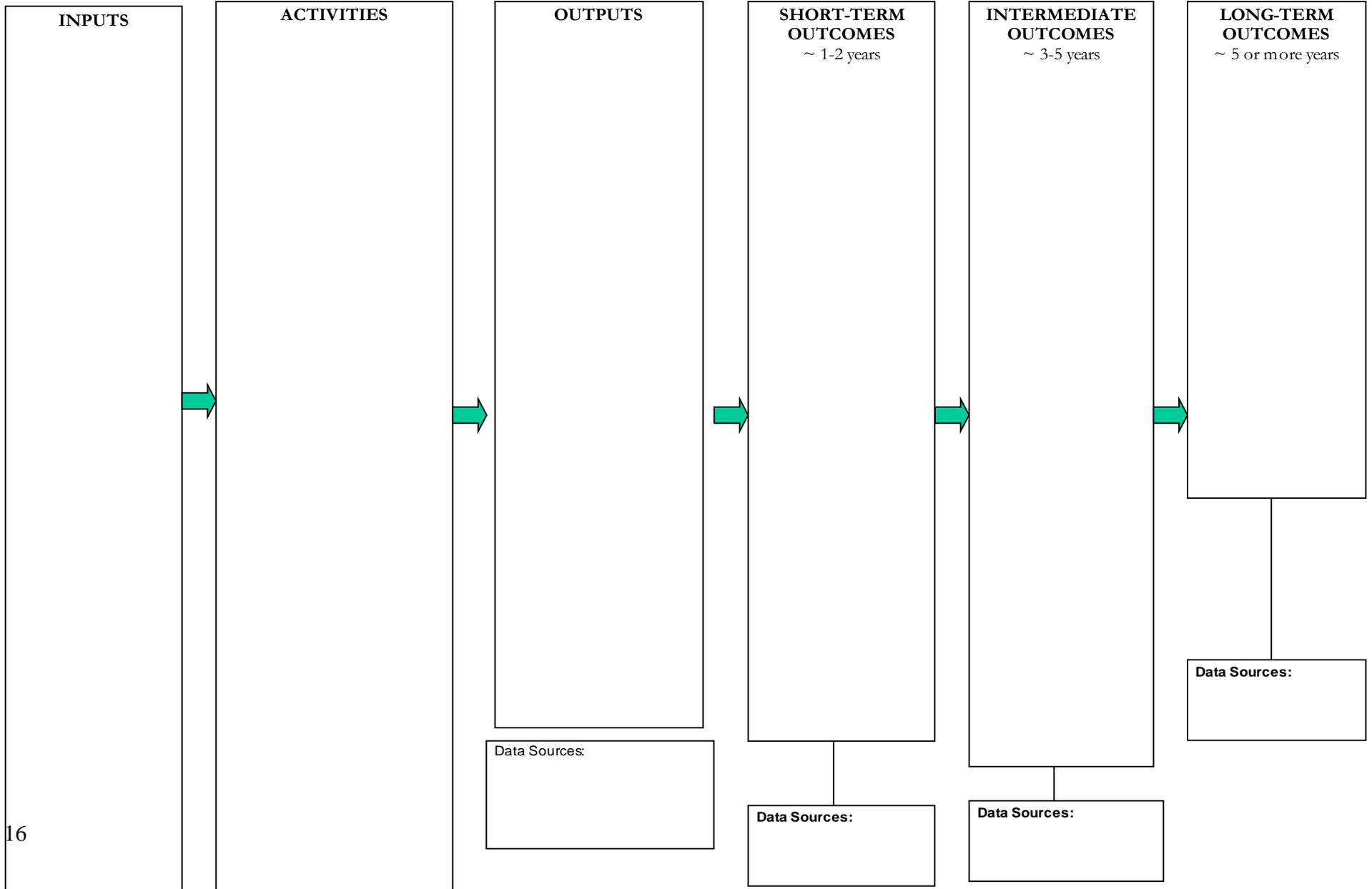


EXHIBIT D – Example Work plan Template

August 1, xxxx – July 31, xxxx

(Note: Work plan may be submitted as narrative or other format)

Grantee Name _____ Grantee Number _____ Funds Requested _____

Five-Year Goal:		
Objective 1:		
Measure(s) of Accomplishment:	Alignment with OAH Grant Expectation:	
Activities in support of Objective 1:	Person responsible for Accomplishing Activities:	Activity Timeline:
1.	1.	1.
2.	2.	2.
3.	3.	3.
Objective 2:		
Measure(s) of Accomplishment:	Alignment with OAH Grant Expectation:	
Activities in support of Objective 2:	Person responsible for Accomplishing Activities:	Activity Timeline:
1.	1.	1.
2.	2.	2.
3.	3.	3.

EXHIBIT E: WORK PLAN INSTRUCTIONS

- 1) **Grantee Name:** Name of the grantee organization.
- 2) **Grantee Number:** Grant Number for the OAH-Funded Project
- 3) **Funds Requested:** Funds requested for project period.
- 4) **Five-Year Goal:** A broad statement of program purpose which describes the expected long-term effects of a program.
- 5) **Objective:** A statement describing the results to be achieved and the manner in which these results will be achieved. Objectives should be **SMART**, that is, **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-phased. **Specific** objectives include *who* will be targeted and *what* will be accomplished; **measurable** objectives include *how much* change is expected specifically enough that achievement of the objective can be measured through counting or through documenting change or completion; **achievable** objectives can be realistically 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.
- 6) **Measurement of Accomplishment** – Quantifiable criteria that describe how you know if you succeeded in accomplishing an objective. Measures might include target numbers or they might include quantifiable changes or completion of an activity.
- 7) **Alignment with OAH Grant Expectation** - Indicate which OAH grant expectation the objective is aligned with (See **Table 1** on page 6 and **Exhibit A**)
- 8) **Activities** – For each objective, include the activities that are most critical to accomplishing the objective. Although we only include a few activities in the example work plan template for each objective, you should list all of the most critical activities for each objective.
- 9) **Person Responsible** – Identify the person most responsible for ensuring that each activity is accomplished.
- 10) **Timeline for Activities** – Identify specific dates for when the activity is expected to be complete.

