

**Attachment 4C: Summary of Changes to Work Plan Guidance**

**Updated**

## Work Plan Updates

The Guidance Document was updated to reflect system changes and now links to specific locations in the document from the Work Plan Main page, instead of linking to six smaller documents. Program also clarified specific information that should be included in specific fields in the system. This will allow awardees to input the desired information to document appropriate program progress.

### **WORK PLAN MODULE**

1. BGMIS now includes a required field to capture the name of the grant which dollars are transferred to if transferring from the PHHS Block Grant to another grant. Previously, only the dollar amount was captured. Users must now include this information in order to submit their work plan.
2. BGMIS now includes a required field to capture the name of FTES's assigned to BG programs. Previously, only the FTE title was captured. Users must now include the FTE name(s) in order to submit their work plan.