

# Cooperative Agreement Work Plan Template

Form Approved  
 OMB 0920-xxxx  
 Exp. 0x/xx/2027

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Section 1. Cooperative Agreement Work plan Component A				
<b>Objective 1:</b>	<i>By # days post-award, establish and convene a Regional Coordinating Body</i>			
<b>Implementation Timeframe</b>	<b>Start Date:</b> MM/DD/YYYY		<b>End Date:</b> MM/DD/YYYY	
	<i>Target date</i>	Responsible Position or Party	Progress or Process Measure(s)	<b>Status</b>
<b>Activity 1:</b>				
<b>Activity 2:</b>				
<b>Activity 3:</b>				
<b>Activity 4:</b>				
<b>Activity 5:</b>				
<b>Setting</b>	<input type="checkbox"/> <b>Regional</b> <input type="checkbox"/> <b>State</b> <input type="checkbox"/> <b>Territorial</b> <input type="checkbox"/> <b>Local</b> <input type="checkbox"/> <b>Tribal</b>			
<b>Collaboration and Coordination</b>	<i>Describe collaboration and coordination activities with STLT health departments and officials, health care facilities, and health care coalitions to improve public health preparedness and response.</i>			
<b>Health Equity Considerations</b>	1. <i>Are considerations to increase the likelihood that health equity can be addressed integrated into the decision-making process when developing and convening the regional coordinating body?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable  2. <i>If yes to Question 1, how? If no, please explain why not.</i> <i>[Include text here]</i>  3. <i>Has the center considered the burden of social determinants of health on populations with access and functional needs, low socioeconomic status, and communities experiencing racism?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
<b>Objective 2:</b>	<i>By # days post-award, develop a Five-Year Regional Work Plan, FY2025-2030 with priority areas and objectives, and STLT PHPR focus areas</i>			
<b>Implementation</b>	<b>Start Date:</b> MM/DD/YYYY		<b>End Date:</b> MM/DD/YYYY	

Timeframe				
	Target date	Responsible Position or Party	Progress or Process Measure(s)	Status
Activity 1:				
Activity 2:				
Activity 3:				
Activity 4:				
Activity 5:				
Setting	<input type="checkbox"/> Regional <input type="checkbox"/> State <input type="checkbox"/> Territorial <input type="checkbox"/> Local <input type="checkbox"/> Tribal			

<b>Collaboration and Coordination</b>	<i>Describe collaboration and coordination activities with applicable STLT health departments and officials, health care facilities, and health care coalitions to improve public health preparedness and response.</i>			
<b>Health Equity Considerations</b>	<p>1. Has the coordinating body considered the evidence base documenting drivers of health disparities and inequities to inform development of the objective? If yes, how? If no, please explain why not. [Include text here]</p> <p>2. Are considerations for health equity integrated into the decision-making process when developing and framing the focus areas, objectives, and priorities? <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Applicable If yes, how? If no, please explain why not.</p> <p>3. Has the planning process considered the burden of social determinants of health on populations with access and functional needs, low socioeconomic status, and communities experiencing racism? <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Applicable</p> <p>4. Are there known unintended positive or negative impacts of the planning process or plan on health equity? <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Applicable</p>			
<b>Objective 3:</b>	By # days post-award, establish a Steering Committee (may be a subset of the Regional Coordinating Body)			
<b>Implementation Timeframe</b>	<b>Start Date:</b> MM/DD/YYYY		<b>End Date:</b> MM/DD/YYYY	
	Target date	Responsible Position or Party	Progress or Process Measure(s)	Status
Activity 1:				
Activity 2:				
Activity 3:				
Activity 4:				
Activity 5:				
Setting	<input type="checkbox"/> Regional <input type="checkbox"/> State <input type="checkbox"/> Territorial <input type="checkbox"/> Local <input type="checkbox"/> Tribal			
<b>Collaboration and Coordination</b>	<i>Describe collaboration and coordination activities with applicable state, territorial, local, and tribal health department and officials, health care facilities, and health care coalitions to improve public health preparedness and response.</i>			

<b>Health Equity Considerations</b>	<p>1. Are considerations to increase the likelihood that health equity can be addressed integrated into the decision-making process when developing and convening the Steering Committee?  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>2. If yes to Question 1, how? If no, please explain why not.  [Include text here]</p>			
<b>Objective 4:</b>	By # days post-award, establish and maintain a regional public health preparedness and response center (Year 1, to be maintained in years 2 – 5)			
<b>Implementation Timeframe</b>	<b>Start Date:</b> MM/DD/YYYY		<b>End Date:</b> MM/DD/YYYY	
	Target date	Responsible Position or Party	Progress or Process Measure(s)	Status
<b>Activity 1:</b>				
<b>Activity 2:</b>				
<b>Activity 3:</b>				
<b>Activity 4:</b>				
<b>Activity 5:</b>				
<b>Setting</b>	<input type="checkbox"/> Regional <input type="checkbox"/> State <input type="checkbox"/> Territorial <input type="checkbox"/> Local <input type="checkbox"/> Tribal			
<b>Collaboration and Coordination</b>	Describe collaboration and coordination activities with applicable state, territorial, local, and tribal health department and officials, health care facilities, and health care coalitions to improve public health preparedness and response.			
<b>Health Equity Considerations</b>	<p>1. Are considerations to increase the likelihood that health equity can be addressed integrated into the decision-making process when developing and convening the staffing and operations of the regional center?  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>2. If yes to Question 1, how? If no, please explain why not.  [Include text here]</p>			
<b>Objective 5:</b>	By # days post-award, develop, implement, and evaluate activities to meet objectives in the Five-Year Regional Work Plan, FY2025-2030. The Five-Year Regional Work Plan will include focus areas, partners, roles, and resources needed to accomplish the plan's objectives.			
<b>Implementation Timeframe</b>	<b>Start Date:</b> MM/DD/YYYY		<b>End Date:</b> MM/DD/YYYY	
	Target date	Responsible Position or Party	Progress or Process Measure(s)	Status
<b>Activity 1:</b>				
<b>Activity 2:</b>				
<b>Activity 3:</b>				
<b>Activity 4:</b>				
<b>Activity 5:</b>				

<b>Activity 6:</b>				
<b>Activity 7:</b>				
<b>Activity 8:</b>				
<b>Setting</b>	<input type="checkbox"/> <b>Regional</b> <input type="checkbox"/> <b>State</b> <input type="checkbox"/> <b>Territorial</b> <input type="checkbox"/> <b>Local</b> <input type="checkbox"/> <b>Tribal</b>			
<b>Collaboration and Coordination</b>	Describe collaboration and coordination activities with applicable state, territorial, local, and tribal health department and officials, health care facilities, and health care coalitions to improve public health preparedness and response.			

<b>Health Equity Considerations</b>	<p>1. Are considerations to increase the likelihood that health equity can be addressed integrated into the decision-making process when developing and convening the staffing and operations of the regional center?  <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Applicable</p> <p>2. If yes to Question 1, how? If no, please explain why not.  [Include text here]</p>
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**Section 1. Cooperative Agreement Work plan Component B**

<b>Objective 1:</b>	By # days post-award, establish a Steering Committee (may be a subset of the Regional Coordinating Body)			
<b>Implementation Timeframe</b>	<b>Start Date:</b> MM/DD/YYYY		<b>End Date:</b> MM/DD/YYYY	
	<i>Target date</i>	Responsible Position or Party	Progress or Process Measure(s)	<b>Status</b>
<b>Activity 1:</b>				
<b>Activity 2:</b>				
<b>Activity 3:</b>				
<b>Activity 4:</b>				
<b>Activity 5:</b>				
<b>Setting</b>	<input type="checkbox"/> <b>Regional</b> <input type="checkbox"/> <b>State</b> <input type="checkbox"/> <b>Territorial</b> <input type="checkbox"/> <b>Local</b> <input type="checkbox"/> <b>Tribal</b>			
<b>Collaboration and Coordination</b>	Describe collaboration and coordination activities with applicable state, territorial, local, and tribal health department and officials, health care facilities, and health care coalitions to improve public health preparedness and response.			
<b>Health Equity Considerations</b>	<p>1. Are considerations to increase the likelihood that health equity can be addressed integrated into the decision-making process when developing and convening the Steering Committee?  <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Applicable</p> <p>2. If yes to Question 1, how? If no, please explain why not.  [Include text here]</p>			
<b>Objective 2:</b>	By # days post-award, establish and maintain a regional public health preparedness and response center (Year 1, to be maintained in years 2 – 5)			

<b>Implementation Timeframe</b>	<b>Start Date: MM/DD/YYYY</b>		<b>End Date: MM/DD/YYYY</b>	
	<i>Target date</i>	Responsible Position or Party	Progress or Process Measure(s)	<b>Status</b>
<b>Activity 1:</b>				
<b>Activity 2:</b>				
<b>Activity 3:</b>				
<b>Activity 4:</b>				
<b>Activity 5:</b>				

<b>Setting</b>	<input type="checkbox"/> <b>Regional</b> <input type="checkbox"/> <b>State</b> <input type="checkbox"/> <b>Territorial</b> <input type="checkbox"/> <b>Local</b> <input type="checkbox"/> <b>Tribal</b>			
<b>Collaboration and Coordination</b>	<i>Describe collaboration and coordination activities with applicable state, territorial, local, and tribal health department and officials, health care facilities, and health care coalitions to improve public health preparedness and response.</i>			
<b>Health Equity Considerations</b>	<p>1. Are considerations to increase the likelihood that health equity can be addressed integrated into the decision-making process when developing and convening the staffing and operations of the regional center?  <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Applicable</p> <p>2. If yes to Question 1, how? If no, please explain why not.  [Include text here]</p>			
<b>Objective 3:</b>	<i>By # days post-award, develop, implement, and evaluate activities to meet objectives in the Five-Year Regional Work Plan, FY2024 – 2029. The Five-Year Regional Work Plan will include focus areas, partners, roles, and resources needed to accomplish the plan’s objectives.</i>			
<b>Implementation Timeframe</b>	<b>Start Date: MM/DD/YYYY</b>		<b>End Date: MM/DD/YYYY</b>	
	<i>Target date</i>	Responsible Position or Party	Progress or Process Measure(s)	<b>Status</b>
<b>Activity 1:</b>				
<b>Activity 2:</b>				
<b>Activity 3:</b>				
<b>Activity 4:</b>				
<b>Activity 5:</b>				
<b>Activity 6:</b>				
<b>Activity 7:</b>				
<b>Activity 8:</b>				
<b>Setting</b>	<input type="checkbox"/> <b>Regional</b> <input type="checkbox"/> <b>State</b> <input checked="" type="checkbox"/> <b>Territorial</b> <input type="checkbox"/> <b>Local</b> <input type="checkbox"/> <b>Tribal</b>			
<b>Collaboration and Coordination</b>	<i>Describe collaboration and coordination activities with applicable STLT health departments and officials, health care facilities, and health care coalitions to improve public health preparedness and response.</i>			

<b>Health Equity Considerations</b>	<p>1. <i>Are considerations to increase the likelihood that health equity can be addressed integrated into the decision-making process when developing and convening the staffing and operations of the regional center?</i></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Applicable</p> <p>2. <i>If yes to Question 1, how? If no, please explain why not.</i> <i>[Include text here]</i></p>
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