Work Plan

OMB Control Number = 2035-NEW, Expiration Date = mm/dd/yyyy

Instructions

The Workplan is one of the most important parts of the application package and describes the work to be performed during the performance period. Under this RFA, applicants must submit a Workplan for a federal award that addresses how the applicant's EJ TCTAC will meet the objectives of this RFA, perform the activities and provide the services described in Section I of the RFA (the Eligible Services), and also ensure that it addresses the evaluation criteria in Section V.A and any applicable threshold eligibility criteria in Section III. The Workplan must not exceed (20) single- spaced typewritten pages and be on letter size pages (8 1/2 X 11 inches). Any pages beyond twenty (20) pages will not be read by the review panel. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size. While these guidelines establish the acceptable type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application. Other attachments such as resumes, partnership letters, itemized budget template, and information on endowment size and/or yearly organizational budget can be submitted as attachments and are not included in the 20-page Workplan limit.

Workplans must address the information described above. Make sure they also include the following information which is part of the 20-page Workplan page limit:

Project Summary Page – Recommended not to exceed one page and include:
- Project Title
- Project Geographic Area-See Section I.D.4
- Applicant Information (name, address, main contact information)
- Brief Description of Applicant Organization -- Provide a brief description of the applicant's organization, including its mission and key ongoing projects/activities in which it is involved.
- List of Project Partners -- include partner name and stakeholder group. For example, State University (academic); County commissioner (local government); Local church (faith-based), Local supplier (business/industry), etc.).
- Project Abstract -- Brief description of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.