PS13-1308 Performance Achievement and Monitoring Work Plan Template Instructions for Strategy 1

These performance achievement and monitoring work plan template instructions have been developed to support the completion of the PS13-1308 Continuation Application for Year 4 (August 1, 2016 – July 31, 2017). These templates organize the required activities outlined in FOA PS13-1308 under designated goals that are aligned with the FOA short-term outcomes. Furthermore, the templates provide you space to describe the Action Steps you will take to implement the required activities supported by CDC/DASH funding.

Funded partners are not required to use the templates. If you develop your own template, all of the elements listed within these instructions are required to be included. There is a separate template for each Strategy and two templates are provided for Strategy 2 (SEA and LEA) and Strategy 4 (LEA and NGO).

[Agency Name]: The name of the agency funded under PS13-1308.

[Cooperative Agreement Number]: Each cooperative agreement is assigned a number upon award. This number is found on the Notice of Award and the last 2 numbers change annually. All continuation application and PGO correspondence should include this number. Enter your cooperative agreement number in the template.

[Grant Year]: The budget year. "Year 4" has already been entered on the template.

[Level]: Identify whether you are a state, local, or territorial agency.

<u>5 Year Goals</u>**:** A broad statement of program purpose which describes the expected short-term outcomes of a program. *A goal has been written for you and is provided in the template. This goal will remain constant for the entire five-year funding cycle of the cooperative agreement.*

<u>Required Activities</u>**:** These are concise strategies that support achievement of program goals. *The required activities listed within the FOA are intended to guide the annual programmatic action steps. The required activities are included in the template.*

<u>Date to Complete</u>**:** Identify the date the action step relating to the required activity will be completed.

<u>Action Step</u>**:** Describes a sequence of anticipated actions or events that explain the process that will lead to the intended outcome and is reasonable within the context and timeframe. *Each action step should answer the questions "what is to be done?" and "how will you achieve the required activity?" The actions should include the specific group or organization identified as the anticipated recipient of the Action Step. It may take multiple action steps to adequately address one required activity. <u>Although we include only a few lines for action steps in the template for each goal, you should list all key action steps for each required activity</u>. <u>Please add lines when more than three action steps are needed</u>.*

PS13-1308 Performance Achievement and Monitoring Work Plan Template
Instructions for Strategy 1

Person Responsible: The person/agency that is integrally involved in the development, implementation, and documentation of completion of the specific Action Step. *Be clear in this section by naming the specific person and/or agency. This will help you clarify roles and responsibilities for the completion of the action step.*

Proof of Completion: Evidence that an Action Step is complete. *Proof of completion might include technical assistance logs, PowerPoints, rosters, phone logs, agendas, surveys, observations, interviews, or meeting minutes. The documentation should be used to track your work and applied to program evaluation. You will not be required to submit all documentation to DASH; however, it should be available upon request of your program consultant.*

Program Year: Place a check mark in the box under the number 4 to indicate you were working on the action step during Year 4 (the 12-month period for the program from August 1, 2016-July 31, 2017.)

Additional TA: Indicate whether your agency needs additional technical assistance to implement any action step. Also, if needed, describe the specific type of technical assistance needed.