**Instructions:**

Applicants must provide the following elements as part of the budget submission:

1. Work Plan (*work plan template provided)*
2. Work Plan Narrative

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal or state funding sources (or both), and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.

Applicant must demonstrate a working knowledge of the issues that affect individuals with developmental disabilities and their families, experience working with and/or advocating on behalf of individuals with developmental disabilities, and a history of conducting education in the activity area identified in the application.

1. **Project Summary.** Provide a brief, one paragraph statement that clearly states the project goal, the major activities to be undertaken, and the projected impact on people with developmental disabilities and/or family members.
2. **Agency Qualifications.** Describe and document the applicant’s capacity to carry out the programmatic intent of funds and proposed activities. Information in this section should include agency mission, programs, and services. The names, titles, qualifications, and experience of persons who will be responsible for and assisting with the project must be included.
3. **Coordination and Collaboration.** Describe your community involvement and document the strength of relationships with other agencies to achieve common goals. Information included would be a list of current agency subawards or contracts, evidence of working relationships and community partnering, and a list of agency memberships on community focus groups, teams, coalitions, or other local organizations. If applicable, identify other individuals or organizations collaborating on the project, and provide a brief description of their contribution and qualifications. Attach letters of commitment/support from these partners.
4. **Detailed Narrative.** Identify the selected State Plan Goal and Objective for this project. Describe in detail the need for the proposed project and how your project will address the stated need. Responding to the requirements detailed in the Project Specific Requirements section, describe the activities that you will engage in, why these activities are necessary, and what these Primary Project Activities will achieve. Explain why this approach will be successful in achieving the project’s goal, and the Expected Project Outputs (what will be created or achieved by the end of the project) and Expected Project Outcomes (the level of achievement or success that occurred because of the project activities). See Section 4 for examples of Expected Outputs and Expected Outcomes. Include a description of any products and deliverables that will be developed.
5. **Accomplishments.** Summarize the expected accomplishments of the project. Identify the output and outcomes to be achieved (see Output and Outcome under the DD Suite Help button). Explain how successful completion of the project will contribute to achieving the State Plan Goal identified for this project. Explain what the projected short-term and long-term (post-project) benefits of the project will be for people with developmental disabilities and their family members.
6. **Work Plan.** Create a Work Plan of activities to complete the objectives using the Work Plan template. The Work Plan must include the following: start and end dates for each Activity (these dates cannot simply reflect the start and end dates of the project; each activity will have a specific start and end date); the person responsible for the activity; and the estimated number of individuals who will benefit from the project. Work Plan MUST include a goal and activities related to sustainability of the project and/or its outcomes.
7. **Project Sustainability.** Applicants must describe in detail their plan to sustain the project once Council funds end. The plan should identify the activities, features, or practices that the applicant wants to sustain.