

[**FORM 3 – APPLICANT’S WORK PLAN**](#TOC)

**Instructions:**

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

1. Applicant’s Work Plan Narrative
2. Work Plan (*Work plan template provided)*

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities the Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable state funding source, 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 experiencing or at risk of homelessness, experience working with and/or advocating on behalf of individuals experiencing or at risk of homelessness, and a history of strong community coordination and collaboration in case management provided to individuals experiencing or at risk of homeless.

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 individuals experiencing or at risk of homelessness applying for SSI and SSDI.
2. **Agency Qualifications.** Describe and document Applicant’s capacity to carry out the programmatic intent of funds and proposed Scope of Work activities. Information in this section should include the Applicant’s mission, programs, and services. The names, titles, qualifications, and experience of persons who will be responsible for and assisting with the SOAR project must be included.
3. **Coordination and Collaboration.** Describe Applicant’s community involvement and document the strength of relationships with other agencies to achieve common goals which includes assisting individuals experiencing or at risk of homelessness to apply for SSI and SSDI using the SOAR case management model. Supporting information can include a list of current agency subawards or contracts, evidence of working relationships and community partners, 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. Letters of commitment/support from these partners can be attached to this application.
4. **Detailed Narrative.** Identify the Applicant’s background and purpose for this project. Describe in detail the need for the proposed project and how the Applicant’s project will address assisting individuals experiencing or at risk of homelessness to apply for SSI and SSDI. Responding to the requirements detailed in the Project Description section, describe the activities the Applicant will engage in, why these activities are necessary, and what these activities will achieve. Explain the approach that will be taken to be successful in achieving the project’s goal, the expected performance measurement requirements (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). 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, aligning with the expected Performance Requirements. Explain how successful completion of the project will contribute to achieving the Scope of Work and Performance Requirements identified for this project. Explain what the projected short-term and long-term (post-project) benefits of the project will be for individuals experiencing or at risk of homelessness applying for SSI and SSDI and in the communities where SOAR services are provided.
6. **Work Plan.** Create a Work Plan of activities to complete the objectives using the attached 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 the sustainability of the project and/or its outcomes. Template is provided below. Additional goals and objectives are allowable and may be inserted into the template.
7. **Project Sustainability.** Applicants must describe in detail their plan to sustain SOAR-related activities and efforts if future funds are not available. The plan should identify the activities, features, or practices that the applicant wants to sustain.

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|  | **WORK PLAN TEMPLATE** |
|  | *Organization Name:* |
|  | *Project Title: RFA R3320 - NHAP SOAR (SSI/SSDI Outreach, Access, and Recovery) Grant* |
|  | *Project Duration: 7/1/2025 - 6/30/2026* |
|  | **Goal:** |
|  | **Objective:** |
|  |  |
| **#** | **Activity** | **List What Your Measure of Success Will Be.** | **Responsible Staff/Party** | **Start Date** | **End Date** |
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