

## FORM 3- APPLICANT'S WORK PLAN

**Instructions:** Applicants must fill out included work plan application (**Attachment 2- Applicant's Work Plan**). See **Attachments Section 2.8** for more information. Applicant's Work Plan must address the following:

1. Describe and justify the proposed work plan activities that will be completed under the RFA. Provide details about work plan activity completion timelines. If applicable, describe how youth voice informed the proposed work plan activities. Provide details on the evidence-based, evidence-informed, or science-based education and information that will be delivered during outreach and education activities. For example, state the specific evidence-based curriculum that will be used and/or state the specific reproductive health topics that will be discussed.
2. Show an understanding of the requirements for the project under the applicable federal or state funding source (or both).
3. Describe the program evaluation activities that will be used to collect data for the Performance Measures developed. An Applicant's program evaluation must include a plan to collect data on *the number of adolescents served and the number of adolescents utilizing reproductive health services upon receiving a referral*.

In addition to the detailed narrative, Applicants must complete the fillable "groupings" on the Work Plan Template. Each grouping contains the long-term *Y&YA Goal*, the short-term *Outcome*, multiple *Activities*, and three *Performance Measures* spaces. The Applicant will determine the number of groupings needed to present and organize their proposed Y&YA work. Each grouping must have the same *Goal*, but different *Outcomes*, *Activities*, and *Performance Measures*. The following provides details on each grouping space:

### **Goal**

The Goal space on the work plan lists the goal of Y&YA funds to **Decrease STD/STI Prevalence and Incidence Rates among Adolescents**. The goal is automatically filled in and will remain the same for all groupings.

### **Outcome**

In the *Outcome* space, Applicants will insert a short-term outcome that is measurable and expected to be accomplished within the period of performance (April 1<sup>st</sup>, 2024, to March 31<sup>st</sup>, 2025). The outcome should be a measurable overarching statement that speaks to the work the Applicant will complete to reach the goal.

### **Activities**

Applicants will insert their planned activities in the *Activities* spaces on the work plan template. Proposed activities must align with the guidance provided in the Project Description and the Applicant's narrative. Activities speak to the work that an Applicant will complete to meet the outcome. The activity spaces **should only** include a brief statement about the activity that will occur, such as updating brochures, developing a social media campaign, or attending three outreach events at a local community college. The detailed narrative provided in the *Work Plan Narrative* space includes the description and justification for the activity. Applicants may insert as many activities needed to support and accomplish the outcome. Each planned activity should be inserted in its own separate activity space and assigned a unique activity number (i.e., 1.1, 1.2, 1.3, etc.).

### **Performance Measures**

For each grouping, three *Performance Measures* must be developed by the Applicant. The Performance Measures selected can be categorized as any of the following:

1. **Quantity**-This is a measurement of effort and is the most common type of data collected by a program or project. This answers questions about what is being produced and how much was provided. Examples are the number served and demographics, or the number of activities. Specific

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examples include:

- a. The number of outreach events attended.
  - b. The number of youth and young adults completing a satisfaction survey.
  - c. The number of education classes facilitated.
  - d. The number of social media campaigns completed.
  - e. The number of outreach chlamydia/gonorrhea tests performed.
2. Quality - This is a measurement of effort that answers questions about how well the program/activity did in meeting an objective. Examples of measures of quality are motivation, satisfaction, knowledge, and awareness of participants or the target population as well as the accuracy, accessibility, and timeliness of the intervention/activity. Specific examples include:
- a. The percent of youth and young adults reporting the clinic is "youth-friendly" on a survey.
  - b. The percent of staff reporting an increase in knowledge after attending a training.
3. Result- This is a measurement of effect that answer questions about how well your effort worked for those you are targeting and whether the expected change occurred. Some examples are the number and percent who perform as expected (now and across time) or number and percent reporting a change in behavior. Specific examples include:
- a. The number of adolescent clinic visits increased by \_\_\_\_% compared to the prior six months.
  - b. The percent of new adolescent appointments made based on social media or other messaging.
  - c. Positive chlamydia tests decreased % compared to the number in the six months prior.

Select the type of measure using the drop-down menu by clicking on the downward arrow button next to the phrase "Select Option" for each measure. Performance measures identify if the implementation of the Work Plan is going as predicted and if the subrecipient is on track to meet the outcome. Performance measures are not statements of activity, rather a statement of how a culmination of work plan activities can simply be identified as having reached an expected level of achievement.