# CWD Project Proposal Work Plan Template

**INSTRUCTIONS**Place requested information in the blocks. Write in a narrative format and paste or type the appropriate information into each block. Increase the size of the block so all content is visible.

**WORK PLAN SYNOPSIS**

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| *Project Title:* |  |
| *Name of Organization Submitting the Proposal:* |  |
| *Geographic Location of the project and/or the area that will be served:* |  |
| *Contact Information (name, phone number, email) for Applicant Submitting the Proposal:* |  |

*Select the type of applicant entity from the list below:*

State department of agriculture

State animal health agency

State department of wildlife or natural resources

Indian Tribes

**PROPOSED PERIOD OF ACTIVITY**

*[Enter start and end dates (not to exceed 12 months).]*

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**EXECUTIVE SUMMARY**

*[Describe project in 500 words or less.]*

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**OBJECTIVES**

*[Clearly and concisely state the project objectives. Objectives are intermediate steps taken to achieve the overall purpose of the project activity. Objectives should lead to specific results and be measurable.]*

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| *Objective 1:* |  |
| *Objective 2:* |  |
| *Objective 3:* |  |
| *Objective 4:* |  |
| *Objective 5:* |  |

**RELEVANT NEED OR PROBLEM REQUIRING A SOLUTION**

*[Describe the problem to be solved in 500 words or less, including any relevant physical, economic, social, financial, institutional, or other problems; the potential solutions to the problem; and how the project will help arrive at the solution.]*

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**ALIGNMENT TO CWD MANAGEMENT AND RESPONSE**

*[Describe in 500 words or less how the identified need or problem aligns with the elements of CWD management and response activities (see Funding Opportunity Announcement).]*

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**WORK PLAN NARRATIVE**

**INTRODUCTION**

Each applicant must submit a Work Plan that identifies the details of each activity, the specific roles and responsibilities of the parties involved in the project, as well as the resources to be contributed by each. Project proposal Work Plans that do not use this template may not exceed ten pages in 12-point font. The use of diagrams, visuals, and reference sheets, as well as any letters of collaboration from contributors will not count toward the ten-page limitation.

**WORK PLAN**

This Work Plan reflects a cooperative relationship between the *[insert Recipient’s agency name]*, the Recipient and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS). It outlines the mission-related goals, objectives, anticipated outcomes, as well as the approach for conducting the proposed activities *[the CWD control activities and the related roles and responsibilities of the parties (e.g. mutual roles, APHIS role(s), and Recipient role as negotiated]*.

The project proposal Work Plan should also include detailed information for the major topics listed below. Additional topics can be added as needed to be inclusive.

1. Objectives and Need for Assistance
   1. *Objectives:* List 3-5 objectives for the project with a detailed description of each and how they support the development and management of CWD control or prevention.
   2. *Relevant Need or Problem Requiring a Solution:* Identify and describe relevant needs, problems, or gaps and how the project will provide the solution necessary to address them.
   3. *Contributors:* List organizations, recipients, consultants, or other key individuals, in addition to the applicant, that will contribute to the project. This may include, but is not limited to, land grant or other universities; State or national livestock, wildlife, hunting or conservation organizations with direct and significant interest in the control of CWD; or, a Federal agency. Describe the roles/responsibilities for each contributor and include a description of their involvement, the interaction between parties and the cooperator, their scope of work, and detailed activities to be conducted by the parties for the agreement. A letter of collaboration from each contributor should be included with the completed Work Plan and may be uploaded separately from the Work Plan as attachments. For consulting contracts, applicants must include the following information:
      1. Names of consultants to be engaged;
      2. Daily fees to be paid to each consultant;
      3. Number of estimated days of continuing services;
      4. Scope of work to be performed (deliverables);
      5. Other incidental data supporting the proposed costs; and,
      6. A description of how the consultant(s) will be selected: competitive or sole source. (If sole source, provide a justification with the package.)
   4. *Supporting Documentation*: Articles, reports, testimonies from concerned interests other than the applicant, preliminary data from other ongoing or planned studies, letters of collaboration, or other documents that support the need for the project and its specific actions. These items must be uploaded separately from the Work Plan as attachments.
2. Approach
   1. *Plan of Action:* For each objective provide:
      1. Detailed description of the proposed activities.
      2. Description of the methods that will be utilized for each objective.
      3. Description of both the roles and responsibilities of the applicant, contributors, and APHIS[[1]](#footnote-1) (if applicable) in terms of technical personnel required and activities.
      4. Describe factors which might negatively impact the work and how any potential risks or issues will be mitigated.
      5. List any features that may be unusual or unique, such as technological innovations, reductions in cost or time, or extraordinary social and community involvements, etc.
   2. *Resources Required*: For each objective provide:
      1. Number and Type of Personnel. Use of funds for personnel (salaries, wages and fringe benefits) is limited to temporary employees hired to assist in completing proposed activities. Include the number of people and the number of hours for each position under each action. Address the basis for determining employee compensation and identify any compensation increases projected during the award period. Identify any benefits included in the wages or salaries (e.g. vacation and sick leave).
      2. Equipment Funded by the Project. If equipment needs to be purchased for the project list the number and type of equipment needed and the uses for the equipment. See the Project Proposal Detailed Financial Plan section below for the Federal definition of equipment. Ensure the purpose of each equipment item and how it will benefit or be used for the project has been provided in the proposed activities. Describe how the equipment will be disposed at the end of the project.
      3. Supplies Funded by the Project. List the amount and type of consumable supplies needed and how they will be used. Describe how unused supplies totaling more than $5,000 will be disposed at the end of the project.
      4. Travel Needs. Both local travel and extended travel should be addressed. Local travel means there is no overnight stay, whereas extended travel includes overnight lodging. For both types of travel, list the role and activity of each traveler, the purpose of the travel, and the method of transportation. For local travel, list the number of round trips and the total number of miles for all of the round trips for each traveler. For extended travel, list the total number of travel days.
      5. In-Kind Contributions. For each contributor, identify the type of resources provided, e.g. funds, personnel, equipment, supplies, travel, etc., and the quantity, type and purpose of each resource.
3. Performance and Outcomes
   1. *Projected Performance and Outcomes:* Give a comprehensive description of the projected outcomes for each objective.
   2. *Quantitative Projection of Performance and Outcomes:* Describe howperformance will be measured, and list for each objective:
      1. Achievements, outcomes and deliverables produced when the actions are completed, including the delivery date for each.
      2. Measurement of improvement in efficiency or effectiveness of capabilities.
   3. *Information Management:* Discuss management of information or data that is developed and/or collected during the project. Describe how the information or data collected for the proposal will be shared and maintained.
4. Target Audience and Geographic Location
   1. List the State(s) or region(s) of the country where the activities will take place and the locations that will benefit most from the project’s outcome(s).
5. Supplemental Information
   1. *Personnel Qualifications:* Present the qualifications of the lead technical experts and other key personnel for the project. List each by position; first and last name; employer name, city, state, and phone; title and major duties in the project; and, other experience pertinent to their project duties.
   2. *Relationship to Other Projects:* Describe the relationship between this project and other

1. Need for APHIS Assistance: If there is a need for APHIS technical assistance position(s) these should be listed with the respective number of hours to be spent on the project for each position. [↑](#footnote-ref-1)