

Suggested SAEF4 Work Plan Template

States are encouraged to develop and implement a Work Plan that reflects specific goals and activities supported by SAEF4 formula funds within the Period of Performance (POP). The Work Plan should include the name of the lead or supporting institution or partner organization responsible for achieving the proposed activities or producing specific deliverables. States are encouraged to align with and leverage their SAEF3 Work Plan in this effort, as appropriate. A suggested Work Plan template is provided below, or states may use their own Work Plan template.

<i>Year # Quarter #</i>	
<i>GOAL #</i>	<i>Insert goal</i>
<i>Activity(ies): Insert activity(ies)</i>	<i>Insert description(s) (if applicable)</i>
<i>Lead/Support Implementer (s)</i>	<i>Insert lead or supporting organization that will implement proposed activity</i>
<i>Deliverable(s): Insert deliverable(s)</i>	<i>Insert description (if applicable)</i>
<i>Milestones</i>	<i>Insert milestone</i>
<i>Time frame</i>	<i>Insert time frame for deliverable</i> <i>Start:</i> <i>End:</i>
<i>Cost</i>	<i>\$ Insert costs</i>
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<i>Cost</i>	<i>\$ Insert costs</i>
<i>Cost Sharing Amount</i>	