

FY 2020/2021 SAPCS-State Work Plan Sample

WORK PLAN - Sample - the information below (Quarter 1) shows the level of detail and the type of information organization's should provide on the work plan. Be sure to complete all quarters for both years.

Work Plan - Provide the following detail for your Organization's Sexual Assault Activities. Your activities should be listed by quarter in order of timeline for the grant period (Beginning with Quarter 1, then Quarter 2, etc. you may use as much space per quarter that you need). Additional guidance: 1) You must have activities listed for each quarter; and 2) All personnel included on the budget must be listed as a Responsible Party at least once on the work plan.

Work Plan - First Year	Activity/Activities (Activities should include the activities you selected in your Project Summary).	Responsible Party/Parties	How will these Activities help reach the project goals? (The Response in this column should relate to the organization's identified in your Project Summary).
Quarter 1 (EXAMPLE)	1) Provide Advocacy and accompaniment to victims of sexual assault; 2) Provide crisis intervention in person and via the 24-hour hotline; 3) Provide agency overviews, outreach presentations and training workshops; 4) prevention education in XYZ school; 5) Hold staff meetings with sexual assault staff; 6) Enter data on activities, provide status reports on all activities, prepare and submit invoices.	1) Sexual Assault Program Advocate; 2) Hotline advocate, sexual assault program specialist; 3) Outreach and training specialist; 4) Prevention Specialist; 5) Sexual Assault Program Manager; 6) Grant Manager	1) Advocacy and accompaniment will increase victims' access to the criminal justice system; 2) crisis intervention will reduce distress, begin stabilization, and assist victims in determining next steps; 3) Outreach and training will provide knowledge of sexual assault victims' rights to community professionals that interact with victims of sexual violence and increase their knowledge of community resources and services; 4) Prevention education will increase bystander interventions and reduce the incidences of sexual assault; 5) Staff meetings support all grant related activities; 6) Supports the effective use of grant funds.

Quarter 2			
Quarter 3			
Quarter 4			
Work Plan - Second Year	Activity/Activities (Activities should include the activities you selected in your Project Summary).	Responsible Party/Parties	How will these Activities help reach the project goals? (The Response in this column should relate to the organization's identified in your Project Summary).
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			