**Subrecipient Implementation Plan Template**

**Purpose**: Applicant entities must provide clear evidence of their ability to implement the project on time and within budget. This template must be used to describe the scope of work goals, milestones, project beneficiaries, work plan, resources, monitoring/quality controls, community partnerships, and a brief description of staff member positions and new hires regarding project-related tasks, and overall capacity.

To that end, applicants must submit with their application an implementation plan using the Subrecipient Implementation Plan Template, which seeks to answer the following:

* Does the plan accurately outline expectations?
* Does the plan provide a chronological timeline for the project's life that organizes the scope of work into milestones and tasks, how costs and the schedule will be managed, how the project will be implemented, and what techniques will be used to facilitate implementation, including strong labor standards to ensure the applicant will achieve a high-quality work product.
* Does the plan ensure resources (both human capital and financial) are in place, outlining how costs will be managed, and outline all staff (both technical and managerial) that will be needed to successfully implement this project?
* Does your plan ensure the project will be completed within three (3) years by outlining a realistic set of milestones and timeframes and specifying how the schedule will be managed?
* Does your plan outline how the project will be implemented using innovative techniques and strong labor standards to facilitate project implementation and ensure an efficient, high-quality work product with minimal delays?

**Instructions:** Applicants should utilize the template below when creating their Implementation Plan.This template is customizable to fit your project. Edit the sections and add notes, as needed.

* Enter project name, official applicant entity name and primary contact name and phone number in the header space at the top of the template. You will also enter the Public Notice dates for your proposed project. This template can be customized to accommodate your implementation plan. You may edit the segments and add notes as needed.
* Note: DLG recognizes that Implementation Plans submitted in applications may need to be updated/modified during the development of a contractual Scope of Work.
* The “Milestones and Tasks” box should list the major manageable tasks and deliverables of the proposed project and include the entire life of the project. Enter the approximate start and end dates of each task and/ or deliverable under the tabs “Start” and “End”. “Duration” encompasses the number of days the task runs for. Enter in the number of days as the duration of each task and/or deliverable. Label each task and/or deliverable appropriately under the “Label” section. Within the “Tasks” row, there are nine available slots for project timeline tasks. When adding/changing tasks within a row, select the row and enter values.
* To customize your timeline: You may add lines within the “Tasks” section below existing tasks by highlighting the complete box rows, right clicking and selecting “Insert…”. A dialogue box will appear. Select “Shift cells down”, then select “Ok”. This will shift all boxes below the selected row down. The “Milestones and Tasks” box may be used to list major project milestones and applicable tasks such as the completion of a phase of the project. Any changes to this box can be made by following the directions described previously. The label for your new milestone will need to be added in manually. Enter it in the title for this milestone.

**Requirements:** The following elements must be described in the tables below, or a separate attachment, where applicable.

* Project Overview
* Milestones and Tasks in Chronological Order
* Staff /Anticipated New Staff Hires with Position Description
* Goals
* Partners
* Monitoring/Quality Control Mechanisms

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| --- |
| **Project Title:**  |
| Name of Entity Applicant |  |
| Project Point of Contact Name/Title |  |
| Point of Contact Phone Number |  |
| Point of Contact Email Address |  |
| Project Duration |
| Start Date (MM/DD/YYYY) |  | End Date (MM/DD/YYYY) |  |

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| --- |
| **Milestones and Tasks (List in Chronological Order)** |
| **Activity** | **Start** | **End**  | **Duration (Days)** | **Label** | **Staff responsible**  |
| Project Start (Milestone 1) |
| Task 1 |  |  |  | Environmental Review |  |
| Task 2 |  |  |  | Engineering Design |  |
| Task 3 |  |  |  | Site Development |  |
| Construction 50% Complete (Milestone 2) |
| Task 1 |  |  |  | Construction Phase I |  |
| Task 2 |  |  |  | Construction Phase II |  |
| Task 3 |  |  |  | Construction Phase III |  |
| Close Out (Milestone 3) |
| Task 1 |  |  |  | Inspections |  |
| Task 2 |  |  |  | Project Closeout |  |
| Task 3 |  |  |  | Maintenance and Monitoring |  |

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| **Staff** |
| Provide details of current and new staff. |
| Staff:Role:Position Description: |
| Staff:Role:Position Description: |
| Staff:Role:Position Description: |
| Staff:Role:Position Description: |
| Staff:Role:Position Description: |

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| **Goals** |
| Provide 3-5 goals.  |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

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| **Partners** |
| Provide details of 3-5 partners. |
| 1. Name of organization
2. Point of Contact
3. Phone, email
4. Description of role
5. Dollar leveraged
 |
| 1. Name of organization
2. Point of Contact
3. Phone, email
4. Description of role
5. Dollar leveraged
 |
| 1. Name of organization
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3. Phone, email
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5. Dollar leveraged
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| **Monitoring/Quality Control Mechanisms** |
| Describe monitoring and quality control activities (500 words) |