

**RFP No. HCSA 900518 - SUPPLEMENT 2:
SAMPLE WORK PLAN TEMPLATE – PROVIDED TO DEMONSTRATE FORMAT ONLY**

*Note: The language in this sample work plan template is provided solely to demonstrate the **format** of the work plan. Bidders should not use any of the **content** from this page unless it is actually relevant and appropriate for the proposed project.*

Project Outcomes & Outcome Measures How will people tangibly benefit from your project? How will you know they have obtained this benefit?	Activities	Timeline (by Quarter)	Responsible Entity
Outcome 1: [Organization] staff, including formerly incarcerated individuals, are capable to provide reentry peer specialist services and facilitate CBT groups. Measures: [Organization] staff complete the TRS training, begin utilizing TRS with clients, and begin teaching CBT workshops	<ul style="list-style-type: none"> • Select, contract with, and begin work of a technical assistance provider as a trainer and facilitator of the TRS model. • Hire new case manager • Train staff in TRS and CBT 	Quarter 1 Quarter 1 Quarter 2	<i>Program Director</i> <i>Program Director</i> <i>Program Director and Consultant</i> <i>Program Staff</i>
Outcome 2: At least 25 clients graduate from [Organization] new CBT group. Measures: 25 probationers and parolees complete at least 14 sessions of CBT classes taught by [Organization] staff as indicated on sign-in sheets and class observations.	<ul style="list-style-type: none"> • Enroll new clients from probation and parole • Utilize TRS and CBT services with new clients • Begin weekly CBT sessions with clients 	Quarter 3 Quarter 3 Quarter 3	<i>Program Staff</i> <i>Program Staff</i> <i>Program Staff</i>
Outcome 3: At least 75% of probationers and parolees who complete CBT sessions enroll in employment programs with [Organization] partner organizations. Measures: At least 19 probationers and parolees who complete the CBT course will enroll in employment training programs that their [Organization] case manager connect them with, as indicated by enrollment forms and observation.	<ul style="list-style-type: none"> • Connect clients to employment services • Continue to enroll new clients into TRS and CBT services with [Organization] case management 	Quarters 3, 4, 5 & 6 Quarter 4	<i>Program Staff</i> <i>Program Staff</i>