

**Work Plan Instructions:** To properly complete the work plan template, and ensure application consideration, applicant **must:**

- 1. Complete all fields, with respect to the proposed activities.**
  - a. Indicate Component, Strategy, and Setting based on information provided in RFA.
  - b. Target populations should include specific groups of people, not just zip codes.
  - c. Multiple timelines should be included for each activity, based on the expected starts and completions of proposed steps.
- 2. Indicate which Component activities fall within.**
  - a. The work plan should be repeated for any applicant proposing activities across multiple components.
- 3. Ensure all work plan activities are described in the project narrative and match the funding needs indicated in the budget narrative.**

Project Name: Franklin County Overdose Data to Action: Limiting Overdoses through Collaborative Action in Localities (OD2A: LOCAL) Project

**Name of Agency:** ABC ORGANIZATION

**Point of Contact:** John Smith

Franklin County OD2A: LOCAL Project Annual Work Plan 2024 – 2025	
<b>Component:</b> A <b>Strategy:</b> 1A – Linkage to and Retention in Care <b>Setting:</b> Community	<b>Targeted Population:</b> People who use drugs, unhoused populations, African American males
<b>Short-Term Outcome(s):</b> Increased referrals to and engagement in evidence-based treatment.	
<b>Long-Term Outcome(s):</b> Decreased drug overdose death rate, including prescription and illicit opioid overdose death rates.	

<b>Potential Barriers:</b> filling vacant positions, target populations agreeing to be referred to services					
<b>Activity</b>	<b>Steps Proposed (Detail how each workplan activity will be completed)</b>	<b>Measures</b>	<b>Identify staff responsible for leading activity efforts</b>	<b>Provide a detailed timeline of proposed activity</b>	<b>Provide a detailed timeline of completed activity</b>
A. Increase and improve coordination to XYZ Program	1. Staffing <ul style="list-style-type: none"> <li>a. Create job description.</li> <li>b. Post job.</li> </ul> 2. Identify location site <ul style="list-style-type: none"> <li>a. Develop potential partner list.</li> <li>b. Conduct meetings with potential partners.</li> </ul> 3. Onboard staff <ul style="list-style-type: none"> <li>a. Develop on boarding plan for new staff.</li> </ul> 4. Participation and Evaluation <ul style="list-style-type: none"> <li>a. Attend project meetings.</li> </ul>	Aggregate data collected for location site. <ul style="list-style-type: none"> <li>a. # of referrals to treatment.</li> <li>b. # of clients educated.</li> </ul>	John Smith, Program Coordinator	1 & 2: 9/1/24  3: 12/1/2024  4: 9/1/24	1 & 2: 11/30/24  3: 2/28/25  4: 8/31/25
<b>Strategy: Setting:</b>			<b>Targeted Population:</b>		

<b>Short-Term Outcome(s):</b>					
<b>Long-Term Outcome(s):</b>					
<b>Potential Barriers:</b>					
<b>Activity</b>	<b>Steps Proposed (Detail how each workplan activity will be completed)</b>	<b>Measures</b>	<b>Identify staff responsible for leading activity efforts</b>	<b>Provide a detailed timeline of proposed activity</b>	<b>Provide a detailed timeline of completed activity</b>

**NOTE: Applicants may copy and paste rows to add additional settings (strategies, activities, etc.).**