***Applicants must use the PHW24 RHWP Goals and Deliverables Grid, Appendix E to populate the PHW24 Reproductive Health and Wellness Program Plan***

**One comprehensive program plan must be submitted by the applicant agency. Multiple program plans from the applicant agency and subcontractors will not be accepted.** Applicants should complete the program plan for each Objective proposed.

**Goals:** List the goals that will be addressed in the program plan.

**Deliverable:** List the deliverable that will be addressed in the program plan. Applicant must apply for Deliverable 1, 2, and 3. A detailed and specific work plan must be provided to be considered for this funding.

**Strategy**: For each deliverable, copy the specific strategies from the “RHWP Goals and Deliverables Grid” to the program plan. The strategies describe how the applicant will meet each measure. Strategies should align with program activities.

**Activities:** The applicant should copy the specific activities that will be implemented to address each strategy. Applicants must list all activities listed in the “RHWP Goals and Deliverables Grid” Applicants may provide additional activities as appropriate. Evaluation measures are provided for each strategy, but additional evaluation measures for specific activities should be included and documented in the program plan.

**Benchmarks/Evaluation Measures**: Copy the specific evaluation measures from the “RHWP Goals and Deliverables Grid” to the program plan. The evaluation measures describe how the strategies will be measured and evaluated. All evaluation measures associated with a strategy must be addressed. Program reports should reflect the enablers and/or barriers to meeting the proposed benchmark. **Evaluation measures cannot be altered.** However, additional evaluation measures for specific activities should be included in the program plan.

**Person(s) Responsible:** List the name of the person(s) that will be responsible for implementing the specific activities.

**Timeline:** Indicate the date the activities will be completed or accomplished. It is not acceptable to list “ongoing” or “at end of grant period” for any activities.

**Accomplishments**: Please note that the accomplishments column when submitted as the applicant’s initial program plan should remain blank. Applicants will complete the accomplishments column when they submit Mid-Year and Annual progress reports. A description of the accomplishments is due on two dates. A PHW24 Mid-Year Progress Report must be submitted by April 15, 2024. A PHW24 Annual Progress Report must be submitted after the close of the FY2024 grant year (November 15, 2024). Both Progress Reports should describe the overall progress, including results to date and comparison of actual accomplishments with proposed goals for the period, any current problems or favorable or unusual developments, and work to be performed during the succeeding period. The report should identify and elaborate on problems, delays, and adverse conditions that affect the subrecipient's ability to meet the program's objectives or time schedules. The Progress Reports should address how the specific evaluation measures are being addressed.

PHW Subrecipient Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GMIS #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

This document is being submitted as: *(please check one)* **🞎 Initial Program Plan 🞎 Revised Program Plan**

**🞎 Mid-Year Progress Report 🞎 Annual Progress Report**

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| --- | --- | --- | --- | --- | --- |
| **Objective: 🞎 Objective 1.1 🞎 Objective 1.2 🞎 Objective 2.1 🞎 Objective 2.2 🞎 Objective 2.3 🞎 Objective 3.1**    **PHW Deliverable:** | | | | | |
| **Strategy** | **Activities** | **Person Responsible** | **Timeline** | **Evaluation Measures** | **Accomplishments** |
|  |  |  |  |  | *Accomplishments column to be completed for*  *Mid-Year Progress Report*  *and*  *Final Progress Report* |