|  |  |
| --- | --- |
| CDC logo | HHS logo |

**Work Plan Template: Sodium Reduction in Communities**

**[Insert Applicant/ Sub-Applicant Name]**

**9/30/2013 – 9/29/2016**

**Instructions:**

**General**

* Applicants must submit a detailed work plan for Year 1 of the award and a high-level plan for subsequent years that describes an overall integrated approach to achieving selected sodium reduction. The work plan(s) should describe how the applicant and sub-applicants (if applicable) intend to implement all of the selected interventions and activities to achieve short-term and intermediate outcomes of the FOA. The total length of the work plan (for all years) should not exceed 10 pages each per applicant and sub-applicant (if applicable). CDC will provide feedback and technical assistance to awardees to finalize the work plan post-award.
* Awardees must update work plan each budget period.

**Completing the Work Plan Template**

* **VENUE:**  List the specific venues in which (you are proposing to work on and complete the information below for your work in this venue. **Repeat this process for each venue you identify**.
* **TARGET POPULATION AND REACH**-- Applicants should describe how the selected strategies will affect the entire jurisdiction, or sub-populations within the jurisdiction, and how the strategies have the potential for broad reach and impact.
* **INTERVENTIONS**: Choose all of the interventions you will be working on for this strategy. You may select from the interventions listed as well as add as add additional interventions.
* **SHORT-TERM AND INTERMEDIATE OUTCOMES:** Choose the outcomes you are proposing to achieve. Applicants must choose at least two of the short-term outcomes and the intermediate outcomes. You may also propose additional outcomes.
* **SHORT-TERM & INTERMEDIATE OUTCOME AND PERFORMANCE MEASURES**: List and number the short and intermediate performance measures for each venue. For each measure, specify your proposed data source, baseline estimate, target estimate, and timeframe to the best of your ability. If you do not currently have data for one or more of these measures, include a brief description of your plans to identify and access these data in your narrative for Years 2-5, and leave the data fields for “Data Source”, “Baseline”, “Target”, and “Timeframe” blank in the Template
* **ACTIVITIES**: Describe the critical activities you will do to accomplish the outcome performance measures for this strategy. Include information on lead staff and key partners, and the quarter in which you will be starting and ending work on each activity. Indicate which performance outcome measure with which each activity is associated. A column to track progress in conducting activities throughout the project period is encouraged.

|  |  |
| --- | --- |
| **VENUE:**  |  |
| TARGET POPULATION AND REACH:  |  |
| INTERVENTIONS: | *Choose all that apply** Develop and implement food service guidelines/nutrition standards
* Implement menu and/or meal modifications to reduce sodium
* Implement strategies that may enhance selection of lower sodium foods
* Offer *complementary* venue-specific consumer information activities
* Other(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| SHORT TERM AND INTERMEDIATE OUTCOMES | *Choose all that apply (Short-Term)** Increased availability of lower sodium food products
* Increased accessibility of lower sodium food products
* Increased purchase/selection of lower sodium food products
* Other(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Intermediate)** Reduced Sodium Intake
* Other(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| SHORT TERM AND INTERMEDIATE OUTCOME PERFORMANCE MEASURES: | Short-term Outcome Performance Measures  | Data Source  | Baseline(if known) | Target(if known) | Timeframe |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Intermediate Outcome Performance Measures | Data Source  | Baseline(if known) | Target(if known) | Timeframe |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8.  |  |  |  |  |

|  |
| --- |
| **ACTIVITIES TO ACHIEVE SHORT TERM AND INTERMEDIATE OUTCOME PERMANCE MEASURES:** |
|  | Timeframe: Start Quarter – End Quarter | Activity Description | Lead Staff and Key Partners | Associated Outcome Performance Measures  | Progress Updates |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |