**ATTACHMENT C – Sample Work Plan**

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| **Work Plan: [Insert applicant name]** | | | | |
| **Goal(s)** Specific and measurable goals | **Key tasks/activities** What are the steps you will take and tasks you will accomplish in order to achieve the goal | **Person(s) responsible** Who is responsible for the key tasks/activities | **Begin date** When will the task/activity start? | **End date** When will the task/activity end and/or when will the goal be achieved? |
| *Example: Goal #1*  *Conduct a landscape assessment of available housing options for people who use drugs in Maryland* | *Identify the requirements for each housing option* | *Organization’s Executive Director* | *August 2021* | *October 2021* |
| *Generate a system map of housing options for people who use drugs and referral or co-located services* | *Operations Manager* | *October 2021* | *November 2021* |
| *Describe population currently receiving housing-first services by household type, gender, subpopulation (ex: youth, veteran), including characteristics of persons served if available (ex: income, geography, behavioral health needs).* | *Executive Director and Operations Manager* | *November 2021* | *December 2021* |
| *Highlight gaps in housing, housing referral services, or housing first programs for people who use drugs in Maryland by region* | *Organization’s Executive Director* | *December 2022* | *February 2022* |
| *Identify federal, state, and local funding options for housing assistance for people who use drugs* | *Organization’s Executive Director* | *February 2022* | *April 2021* |
| *Example: Goal #2*  *Conduct a needs assessment for housing among people engaged in harm reduction services in Maryland* | *Collect data from multiple sources including Ryan White CareWare and the Center for Harm Reduction Services Grantee Reporting Form* | *Operations Manager* | *August 2021* | *October 2021* |
| *Conduct 5 focus groups with people who use drugs and are participant’s in Center-funded programs to learn more about current housing situation* | *Peer recovery specialist* | *October 2021* | *March 2021* |