Workplan Template

**[****Remove the first two informational pages, instructional *red* and *blue* text throughout the template, and the example Milestone Tables in the final version of the Workplan.** ***Note that the page numbering will be correct after removing the first two informational pages*]**

**Instructions**

All Applicants are required to submit a Workplan. The Workplan **must not be more than 5 pages, excluding the milestone table.** If the Workplan exceeds the maximum page length indicated above, DOE will review only the authorized number of pages and disregard any additional pages.The Workplanmust be submitted in Microsoft Word format.

The Workplan must conform to the content and form requirements in Section IV of the FOA and the Workplan template, including maximum page lengths. The use of this template is not required; however, the information included within the template is required.

The Workplan must address the Technical Review Criteria included in Section V.A. of the FOA. **Applicants should consider the weight of each of the evaluation criteria (see Section V.A. of the FOA) when preparing the Workplan.**

Save the Workplan in a single Microsoft Word file using the following convention for the title: “ControlNumber\_LeadOrganization\_Workplan” and submit as part of your application.

The Workplan should fully describe the work to be accomplished and how the Applicant will achieve the milestones, accomplish the final project goal(s), and produce all deliverables. Provide the information requested, even if some of the information may have also been included in the Technical Volume.

The following items should not be included in the Workplan:

* Dollar amounts.
* Specific dates (only include general time frames (i.e., Demonstrate XYZ result by Month 3, not Demonstrate XYZ by June 8th, 2013).
* Subcontractors, Vendors or individuals by name. The award, if made, will be with the Applicant and, as such, the Workplan should not provide specific information identifying the Subcontractors or Vendors.

**Treatment of Application Information**

**Please read the following description regarding DOE’s treatment of application information.** If you believe information provided in the Workplan is subject to restrictions on its disclosure and use, please follow the instructions below by inserting the “*Notice of Restriction of Disclosure and Use of Data*” language and appropriate protective markings (e.g., “*Do Not Publicly Release – Trade Secret*,” “*Do Not Publicly Release – Confidential Business Information*,” etc.) in the Workplan and following the described “header and footer” and “bracketing” requirements**.**

In general, DOE will use data and other information contained in applications for evaluation

purposes only unless such information is generally available to the public or is already the

property of the Government.

Applicants should not include trade secrets or commercial or financial information that is privileged or confidential in their application unless such information is necessary to convey an understanding of the proposed project or to comply with a requirement in the FOA.

Applications containing trade secrets or commercial or financial information that is privileged or

confidential, which the Applicant does not want disclosed to the public or used by the Government for any purpose other than application evaluation, must be marked. The use of protective markings such as “*Do Not Publicly Release – Trade Secret*” or “*Do Not Publicly Release – Confidential Business Information*” is encouraged. However, Applicants should be aware that the use of protective markings is not dispositive as to whether information will be publicly released pursuant to the [Freedom of Information Act](https://www.foia.gov/foia-statute.html) (FOIA) as codified at [5 U.S.C. §552](https://www.law.cornell.edu/uscode/text/5/552), et. seq., and as amended by the [Openness Promotes Effectiveness in our Nation (OPEN) Government Act of 2007, Pub. L. No. 110-175](https://www.congress.gov/110/plaws/publ175/PLAW-110publ175.pdf) (See [Pub. L. No. 110-175](https://www.congress.gov/110/plaws/publ175/PLAW-110publ175.pdf) for additional information regarding the public release of information under the Freedom of Information Act).

The Workplan must be marked as follows and identify the specific pages containing trade secrets or commercial or financial information that is privileged or confidential:

**Notice of Restriction on Disclosure and Use of Data:**

*Pages [list applicable pages] of this document may contain trade secrets or commercial or financial information that is privileged or confidential, and is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with a financial assistance or loan agreement between the submitter and the Government. The Government may use or disclose any information that is not appropriately marked or otherwise restricted, regardless of source.*

The header and footer of every page that contains trade secrets or commercial or financial information that is privileged must be marked as follows: “*May contain trade secrets or commercial or financial information that is privileged or confidential and exempt from public disclosure.*”

In addition, each line or paragraph containing trade secrets or commercial or financial information that is privileged or confidential must be enclosed in brackets.

**Buy America Requirements for Infrastructure Projects**

Federally assisted projects which involve infrastructure work, undertaken by applicable Recipient types, require that: (1) all iron, steel, and manufactured products used in the infrastructure work are produced in the United States; and (2) all construction materials used in the infrastructure work are manufactured in the United States.

See Section IV.H.9. and Appendix C of the FOA and provide a short statement in the Project Summary section of the Workplan on whether the project will involve the construction, alteration, and/or repair of infrastructure in the United States and consider the potential schedule impacts in the Milestone Table and the project’s proposed budget. The ultimate determination about whether a project includes infrastructure remains with DOE, but the Applicant’s statement will assist project planning and integration of domestic preference requirements, which may impact the project’s proposed budget.

**Workplan**

**[Applicant Organization Name]**

**[Project Title]**

*If applicable insert the “Notice of Restriction of Disclosure and Use of Data” language and appropriate protective markings (e.g., “Do Not Publicly Release – Trade Secret,” “Do Not Publicly Release – Confidential Business Information,” etc.) and follow the described “header and footer” and “bracketing” requirements.*

1. **PROJECT SUMMARY**

*Provide a concise overview of the proposed clean energy project and curriculum planning activities including, as a minimum, the specific studies and analyses to be completed that will result in a specific project plan, sufficient to implement a clean energy project, and if proposed, clean energy curriculum planning activities to complement the planned clean energy project. Describe how the proposed planning project serves a need and briefly the expected outcomes and benefits of the planning project.*

*The Project Summary is expected to be a concise overview of the proposed project and only a few paragraphs long.*

**B. BACKGROUND**

*Provide a brief summary of the Applicant, goals and objectives, and any relevant background related to the proposed project, such as a description of past studies, previous energy projects or initiatives, existing strategic energy plan, or other relevant background.*

*The Background is expected to be only a few paragraphs long.*

**C. PROJECT APPROACH**

*Provide a description of the overall work scope and approach to achieve the objective(s) and the specific expected end results of the project.*

*Additionally, this section should include a general description of the project management plan, including the following:*

* *The overall approach to, and organization for, managing the work*
* *The roles of each Project Team member*
* *Any critical handoffs/interdependencies among Project Team members*
* *The approach to project risk management*
* *A description of how project changes will be handled*

**D. TASKS TO BE PERFORMED**

*Describe the specific activities to be conducted over the life of the clean energy planning project. This section provides a substantive description of the planned approach to this project and should clearly articulate what work must be accomplished to execute the project scope and thus meet the established project objectives.*

*Structure the task descriptions with a hierarchy of the performance period separated by milestones. In other words, organize the tasks in a logical sequence and divide into performance periods of the project, as appropriate.*

*Each task and subtask is to have a unique number and title and an indication of the approximate duration of the task or subtask. Each task and subtask is to have a substantive description of the objectives, what work is to be accomplished, and relationship to project deliverables or expected results. Appropriate milestones must be incorporated into the task and subtask structure.*

***Milestones:*** *Identify appropriate milestones throughout the project to demonstrate success, where success is defined as project achievement rather than simply completing a task. Milestones must follow the SMART rule of thumb, which is that all milestones should be* ***S****pecific,* ***M****easurable,* ***A****chievable,* ***R****elevant, and* ***T****imely. In addition to describing milestones in the Workplan text, the milestones must be included in the Milestone Summary Table below.*

*Below is an example of a typical task structure. While the example illustrates three tasks, the specific project work scope will dictate the appropriate tasks and subtasks:*

**Task 1.0:** *Distinctive Task Title*

**Task Details:** *Explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addressed and provide a substantive description of the objectives of that task. In addition, the description must indicate the project deliverables or expected results that this task will help achieve.*

**Milestone 1.1** (if applicable)

**Milestone 1.2** (if applicable)

**Etc.**

**Subtask 1.1:** *Title, Subtask Description*

**Subtask Details:** *Describe the specific and detailed work efforts that go into achieving the higher-level tasks.*

**Milestone 1.1.1** (if applicable)

**Milestone 1.1.2** (if applicable)

**Etc.**

**Subtask 1.2:** Title, Subtask Description

*(Continue until all Task 1 subtasks are listed)*

**Task 2.0:** *Distinctive Task Title*

**Task Details:** *Explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addressed and provide a substantive description of the objectives of that task. In addition, the description must indicate the project deliverables or expected results that this task will help achieve.*

**Milestone 2.1** (if applicable)

**Milestone 2.2** (if applicable)

**Etc.**

**Subtask 2.1.1:** *Title, Subtask Description*

**Subtask Details:** *Describe the specific and detailed work efforts that go into achieving the higher-level tasks.*

**Milestone 2.1.1** (if applicable)

**Milestone 2.1.2** (if applicable)

**Etc.**

**Subtask 2.2:** Title, Subtask Description

*(Continue until all Task 2 subtasks are listed)*

**Task 3.0:** *Distinctive Title*

*(Continue in the format above until all tasks and subtasks are listed)*

**E. REPORTING**

Progress and financial status will be documented in quarterly reports. A separate comprehensive Final Report will be submitted that will include the project results, data collected and other documentation as provided in the guidance. Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.

In addition, progress shall be presented at annual Program Reviews to be held each year in Colorado.

**F.** **PROJECT SCHEDULE AND MILESTONES**

The following milestone table summarizes the schedule and milestones associated with the project activities.

*The Applicant’s milestone table should provide a detailed schedule for the entire project, including task and subtask durations, and milestones.*

| **Milestone Summary Table** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Recipient Name:** | |  | | | | |
| **Project Title:** | |  | | | | |
| **Task Number** | **Task or**  **Subtask Title** | **Milestone Number** | **Milestone** | **Task/Milestone Description** | **Anticipated Month (Number of Months from Start Date)** | **Anticipated Quarter (From Start Date)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | See Milestone Summary Table example below |  |  |
|  |  |  |  |  |  |  |

**Example** **Milestone Summary Tables**

*Below is an example of a Milestone Summary Table. Note: The milestone numbering convention should align with Task and Subtask numbers, as appropriate. For example, M1.1, M3.2, etc.*

*Example: Milestone Summary Table for Project Plan Development (nonspecific)*

| **Milestone Summary Table** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Recipient Name:** | |  | | | | |
| **Project Title:** | |  | | | | |
| **Task Number** | **Task or**  **Subtask Title** | **Milestone Number** | **Milestone** | **Task/Milestone Description** | **Anticipated Month (Number of Months from Start Date)** | **Anticipated Quarter (From Start Date)** |
| 0 | DOE Grant Negotiations | M0 | Obtain Department of Energy (DOE) Grant Agreement | Acknowledge DOE grant agreement including conditional funds hold, pending vendor selection and approval (if applicable) | 0 | 0 |
| 1.0 | Project Management & Planning | M1.1 | Initiate and conduct project kickoff meetings | Project Management executes project kick-off and engagement meetings; assign project participants, develop schedule, re-confirm goals and objectives, and review budget targets | 1 | 1 |
| 2.0 | RFP Development | M2.1 | Draft Request for Proposals (RFP) | RFP drafted and ready for review; draft submitted to Business Contact | 1 | 1 |
| 2.0 | RFP Development | M2.2 | Finalize and publish RFP | Governing body/authority approval of final RFP; Publish RFP | 2 | 1 |
| 2.0 | DOE Grant Administration | M2.2.1 | Complete first quarter financial and progress reports | Two completed project report documents: 1) Q1 progress report, 2) Q1 financial report.  Reports uploaded to DOE grant reporting system | 4 | 2 |
| 3.0 | Agreements, Contracts & Procurement | M3.1 | Finalize Consultant(s)/contractor(s) selection process | Complete merit review for Consultant(s) selection; submit required documents to DOE for requesting the review and approval of selected Consultant(s) by the DOE Contracting Officer | 5 | 2 |
| 3.0 | DOE Grant Administration | M3.1.1 | Consultant(s)/contractor(s) selection hold lifted by DOE | Consultant(s) selection approved by DOE Contracting Officer. Grant modification to add selected Consultant(s) to the DOE grant agreement and conditional-hold lift is executed by DOE Contracting Officer | 6 | 2 |
| 3.0 | DOE Grant Administration | M3.1.2 | First project presentation at DOE annual Program Review | Attend DOE annual Program Review; present project overview, clean energy project and curriculum planning strategies, and intended project goals and objectives | 6 | 2 |
| 4.0 | Develop Energy Studies and Analyses Plan | M4.1 | Energy Studies and Analyses Plan reviewed, approved, and started | Energy Studies and Analyses Plan developed by project participants/consultants. Studies and Analyses Plan reviewed and approved by authorizing body. Consultant(s)/contractor(s) begin energy assessments | 7 | 3 |
| 4.0 | DOE Grant Administration | M4.1.1 | Complete second quarter financial and progress reports | Two completed project report documents: 1) Q2 progress report, 2) Q2 financial report.  Reports uploaded to DOE grant reporting system | 7 | 3 |
| 5.0 | DOE Grant Administration | M5.1 | Complete third quarter financial and progress reports | Two completed project report documents: 1) Q3 progress report, 2) Q3 financial report.  Reports uploaded to DOE grant reporting system by due date | 10 | 4 |
| 6.0 | DOE Grant Administration | M6.1 | Complete fourth quarter financial and progress reports | Two completed project report documents: 1) Q4 progress report, 2) Q4 financial report.  Reports uploaded to DOE grant reporting system by due date | 13 | 5 |
| 7.0 | DOE Grant Administration | M7.1 | Complete fifth quarter financial and progress reports by respective due dates | Two completed project report: 1) Q5 progress report, 2) Q5 financial report.  Reports uploaded to DOE grant reporting system by due date | 16 | 6 |
| 9.0 | DOE Grant Administration | M7.1.1 | Second project presentation at DOE annual Program Review | Attend DOE annual Program Review; present project overview, project status and installation overview, insights and lessons learned, and system performance monitoring | 18 | 6 |
| 10.0 | Complete Energy Studies and Analyses | M10.1 | Energy Studies and Analyses complete | Energy Studies and Analyses complete: data reviewed, outcomes defined, and clean energy systems implementation options identified. Related draft deliverables started | 19 | 7 |
| 10.0 | DOE Grant Administration | M10.1.1 | Complete sixth quarter financial and progress reports | Two completed project report documents: 1) Q6 progress report, 2) Q6 financial report.  Reports uploaded to DOE grant reporting system by due date | 19 | 7 |
| 11.0 | Clean Energy Project Plan Development | M11.1 | Draft Clean Energy Project Plan ready for review | Draft Clean Energy Project Plan presented to authorizing body for review | 22 | 8 |
| 11.0 | DOE Grant Administration | M11.1.1 | Complete seventh quarter financial and progress reports | Two completed project report documents: 1) Q7 progress report, 2) Q7 financial report.  Reports uploaded to DOE grant reporting system by due date | 22 | 8 |
| 12.0 | Complete Clean Energy Project Plan | M12.1 | Clean Energy Project Plan finalized and approved | Clean Energy Project Plan finalized and approved by authorizing body; begin draft Final Technical Report; begin final DOE deliverables preparation | 24 | 8 |
| 13 | Grant Closeout | M13.1 | Final reporting | Final reporting completed and submitted to DOE | **Complete**  **Month 28** | 10 |