**ATTACHMENT C – PROGRAM APPROACH**

1. **PROJECT WORK PLAN**

Use the Work Plan template below to demonstrate how your organization will conduct the proposed activities and *meet the targets outlined Section II (Scope of Work)* of the RFP.

A sample objective and activity have been provided below in blue.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategy 1. Staffing** | | | | |
| ***Objective 1. Hire, train, and retain qualified CHW staff*** | **Person responsible** | **Timeline** | **Measure** | **Key Partners** |
| *Activity 1. Identify existing staff to deploy to ComPass* | *Project Lead* | *Sept – Oct 2023* | *# existing staff deployed* | *NA* |

**Complete the following:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategy 1. Staffing** | | | | |
| Objective | **Person responsible** | **Timeline** | **Measure** | **Key Partners** |
| Activity 1. |  |  |  |  |
| Activity 2 |  |  |  |  |
| **Strategy 2. Project Coordination** | | | | |
| Objective | **Person responsible** | **Timeline** | **Measure** | **Key Partners** |
| Activity 1. |  |  |  |  |
| Activity 2. |  |  |  |  |
| **Strategy 3. Reporting** | | | | |
| **Objective** | **Person responsible** | **Timeline** | **Measure** | **Key Partners** |
| Activity 1. |  |  |  |  |
| Activity 2. |  |  |  |  |
| **Strategy 4. Community engagement** | | | | |
| **Objective** | **Person responsible** | **Timeline** | **Measure** | **Key Partners** |
| Activity 1. |  |  |  |  |
| Activity 2. |  |  |  |  |
| **Strategy 5. Resource Navigation** | | | | |
| **Objective** | **Person responsible** | **Timeline** | **Measure** | **Key Partners** |
| Activity 1. |  |  |  |  |
| Activity 2. |  |  |  |  |

1. **PROPOSAL NARRATIVE**

Please provide answers to the following questions detailing your organization’s experience and plan for carrying out NYC ComPass.

1. Provide a brief (200-400 words) experience statement describing any existing or past projects, programs, or initiatives **targeting older adults and/or people living with disabilities. This may include supporting older adults and persons living with disabilities to access health services, like vaccines.** *The Narrative should demonstrate the ability to leverage programs and/or relationships with venues, organizations, and other partnerships with stakeholder groups serving the target populations, such as senior centers or disability advocacy groups. External organization that are named in this section as a partner must be able to be verified upon request.*
2. Describe in more detail how your organization will meet the following requirements:
   1. Ensure the timely completion of one-time startup deliverables within two months of contract award.
   2. Plans for hiring/designating and training community vaccine champions.

(a maximum of 300-500 words for sections a & b).