**Quarterly Regional Work Plan** 9.9.24

*Purpose:*  BHDDH will use the Regional Work Plan for programmatic and contract monitoring. It allows us to better align goals, objectives, activities/programs from your multi-year prevention strategic plan with your annual approved budget and the actual expenditures reported on invoices with the associated back up documentation, thereby reducing the need to request clarification on invoices.

*Instructions:* Please use this fillable form template to enter expected activities, responsible party, the budget category associated with the expenditure and the frequency of the expenditure. It also asks you to identify how the activity is related to either the Strategic Plan or the contract. This template is pre-populated with common prevention activities as well as open text fields that can be customized to meet regionally specific needs.

It highlights important activities that will be reflected in invoicing during the quarter or annual contract period which may not always be captured well by MosaixIMPACT or associated reports. This form can also be submitted with a budget modification request and revised budget narrative to describe the proposed programmatic changes in planned activities. It will be used assist the Project Director and Contract Monitor in evaluating the request to modify activities and budget.

**Section 1 – Community Based Process and Capacity Building Activities**

| **Community Based Process Activity** | **Relationship to RPTF Strategic Plan or contract** | **Responsible Party** | **Associated budget category** | **Type of Expenditure Expected?** | **Frequency during this quarter?** |
| --- | --- | --- | --- | --- | --- |
| Regional Task Force meetings  | Required by contract.10 meetings/year | [ ] RPTF Director [ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] 10X annually [ ] Other Click or tap here to enter text. |
| Municipal Task Force meetings | Required by contract.10 meetings/year | [ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] 10X annually [ ] Other Click or tap here to enter text. |
| “Town Hall” or other community meetings to obtain broader community input | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces  | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Retreat or extended planning for task force/coalition  | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces  | [ ] RPTF Director[ ] Municipal Coordinator [ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Training for coalition membership  | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one more municipal task forces  | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Consultant[ ] Vendor[ ] OtherClick or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Technical assistance to coalition (external to RIPRC) | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Consultant[ ]  Vendor [ ] OtherClick or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Conference attendance  | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Out of state travel[ ] Local travel [ ]  Training (includes conference cost)Number of projected attendees: Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| State Level Meetings For example: Governor’s Council on Behavioral Health; Governor’s Overdose Task Force- Prevention Strategy Group; Prevention Advisory Committee;Tobacco Free RI; Health Equity ZonesOther: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Collaboration or Coordination with regional or municipal community-based organizations (CBO) on prevention activities | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Collaboration or Coordination with CBOs serving individuals experiencing health disparities (BIPOC, Latinx, immigrant or refugee, LGBTQIA +) | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |

**Section 2 – Information Dissémination**

| **Info Dissemination Activity** | **Relationship to RPTF Strategic Plan or contract** | **Responsible Party** | **Associated budget category** | **Type of Expenditure Expected?** | **Frequency**  |
| --- | --- | --- | --- | --- | --- |
| Website maintenance | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor  | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Weekly [ ] Bi-weekly[ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Social media maintenance | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor  | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Weekly [ ] Bi-weekly[ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Creation of print materials Includes: bus shelter and bus signs, billboards | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor [ ] Program Supplies  | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Creation of original PSAs | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor [ ] Program Supplies | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Dissemination of PSAs  | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor [ ] Program Supplies | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Tabling events | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Speaker (motivational or informational) | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor  | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Other (specify budget category) Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |

**Section 3 – Educational Strategies/Activities**

| **Educational Activity** | **Relationship to RPTF Strategic Plan or contract** | **Responsible Party** | **Associated budget category** | **Type of Expenditure Expected?** | **Frequency**  |
| --- | --- | --- | --- | --- | --- |
| **School Based** EBPs Implemented: Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| **Afterschool** EBPs implemented:Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| **Parent** EBPs implemented:Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |

**Section 4 – Alternatives Activities**

| **Alternatives Activity** | **Relationship to RPTF Strategic Plan or contract** | **Responsible Party** | **Associated budget category** | **Type of Expenditure Expected?** | **Frequency**  |
| --- | --- | --- | --- | --- | --- |
| Pre prom  | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Post prom  | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Graduation  | [x]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| After School Activities (not EBP) | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |

**Section 5 - Environmental Strategies/Activities**

| **Environmental Activity**  | **Relationship to RPTF Strategic Plan or contract** | **Responsible Party** | **Associated budget category** | **Type of Expenditure Expected?** | **Frequency**  |
| --- | --- | --- | --- | --- | --- |
| ALCOHOL Compliance checks | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| TOBACCO/ENDS Compliance checks | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Vendor[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Policy/ordinance change | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Vendor [ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ]  Annual review[ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Media Advocacy in support of policy/ordinance | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Media Literacy (Media Ready) | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ] Training [ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Social Marketing EBPs implemented:Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Includes: Rhode Rules; Safe Homes;Talk Early, Talk Often | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Other: Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Program Supplies[ ]  All Other | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |

**Section 6 – Data Collection or Evaluation Activities**

| **Data Collection or Evaluation Activity** | **Relationship to RPTF Strategic Plan or contract** | **Responsible Party** | **Associated budget category** | **Type of Expenditure Expected?** | **Expenditure Frequency**  |
| --- | --- | --- | --- | --- | --- |
| Focus Groups (to update Needs Assessment or Strategic Plan)  | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Vendor [ ]  Program SuppliesPlease describe how many gift cards each participant will receive:Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text.Please enter total amount of each card: Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Key Informant Surveys (to update Needs Assessment or Strategic Plan) | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant[ ]  Vendor [ ]  Program SuppliesPlease describe how many gift cards each participant will receive:Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text.Please enter total amount of each card: Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Pre or posttests for an intervention | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Consultant[ ]  Vendor [ ]  Program SuppliesPlease describe how many gift cards each participant will receive:Click or tap here to enter text. | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text.Please enter total amount of each card: Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Evaluation SupportRISS Coordination Activities | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator | [ ] Consultant[ ]  Vendor  | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |

**Section 7 - Program Administration Activities**

| **Program Administration Activity** | **Relationship to RPTF Strategic Plan or contract** | **Responsible Party** | **Associated budget category** | **Type of Expenditure Expected?** | **Frequency**  |
| --- | --- | --- | --- | --- | --- |
| Quarterly Workplan | [ ]  Contractual  | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Invoicing  | [ ]  Contractual  | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| IMPACT Entries | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |
| Click or tap here to enter text. | [ ]  Not applicable[ ] Included in strategic plan for the region.[ ] Included in the strategic plan for one OR more municipal task forces | [ ] RPTF Director[ ] Municipal Coordinator[ ] Other Click or tap here to enter text. | [ ] Salary [ ] Fringe[ ] Consultant | [ ] Recurring[ ] One-time [ ] Other Click or tap here to enter text. | [ ] Monthly [ ] Once [ ] Other Click or tap here to enter text. |

Annual & Quarterly Workplan Template Due Dates

The annual workplan will be required starting October of 2024. It will be due each year on October 1st.

The Quarterly Workplan Template is due the first day of each quarter, October 1, January 1, April 1 and June 1.