



**Department of Conservation
Resource Conservation District
Financial Assistance Program**

Work Plan Preparation Instructions

1. Submit a completed work plan(s). An example is provided in this Exhibit.
2. Blank copies are available at http://www.conservation.ca.gov/dlrp/RCD/grant_program
3. Use the following instructions to complete the form.
4. Each objective should have a work plan that identifies critical tasks.

<u>ITEM</u>	<u>INSTRUCTIONS</u>
(A)	List the RCD that is administratively and legally responsible for the agreement. Fiscal Sponsor RCDs should list the name of the sponsored RCD as well (example: "Good Neighbor RCD Fiscal Sponsor for XYZ RCD").
(B)	List each objective that will be accomplished, as described in the Narrative Work Plan, on a separate work plan form.
(C)	The applicant must include a performance measure for each objective. Performance measures are quantifiable standards that measure the success of the work in satisfying the objective(s).
(D)	Tasks are incremental steps taken to accomplish the objective. List and number critical tasks sequentially with the first digit corresponding with the objective number and the subsequent digits identifying the task number. For example, task number 1 of objective 1 would be written as "1.1". The next task would be "1.2" and so forth. Tasks associated with objective 2 would be numbered with 2.1, 2.2, etc.
(E)	Write a short sentence that provides sufficient detail to understand the task's intent. Tasks should capture critical activities that ensure completion of the objective. Enough detailed tasks should be identified under each objective to allow the Department to understand how the objective will be completed.
(F)	Describe the desired results for each task. This section should describe a condition in the future. For example, if the task is to strengthen the partnership with a local water district, the successful

RCD Financial Assistance Request: Exhibit B

completion of the task may be to formalize the partnership, and an “MOU signed with Water District” could be evidence of a task completion.

- (G) Provide an implementation schedule. The implementation schedule can cover several months, a month, or a day. For example, “January – March”, “September”, or “September 15”.