



HRSA RCORP March 2022 Progress Report: Work Plan Guidance Document

Reporting Period: September 1, 2021 – February 28, 2022

Key Information:

To support us in updating and submitting our Work Plan for the March 2022 Progress Report, all community agencies must submit the Work Plan Update Document. Submit document to Nicole Yandell, your grant lead (i.e., Holly or Matt), and your TA provider.

Note:

- You are not required to document effort for every Core Activity.
- **Please note that the Work Plan updates now cover a six-month period.**

Pro Tips 😊: For each Core Activity, there are three boxes:

1. **Please describe the effort.** In this box, please indicate any work effort that your local consortium has engaged in during the first half of Year 3 (i.e., September 1, 2021 – February 28, 2022). If you have had no effort, please indicate “No Effort.”
2. **How has the HRSA grant influenced or supported your organization’s efforts in this core activity?** HRSA recognizes that not all activities have “funding” attached to them. They are trying to capture how the HRSA grant is *influencing practice* – even if there were no expenses. In this box, we are asking you to *demonstrate the impact* of the HRSA grant on the work your local consortium has engaged in.

IMPORTANT: If you are currently doing something as a current practice (i.e., an activity that is business as usual, an activity that you have been doing this activity for years and it relates to the core activity, an activity that you have other external funding for that could fall into this category, etc.) that is related to a Core Activity but you haven’t modified, enhanced, or changed due to HRSA funding please do NOT list it on this page. What HRSA wants to know is how is this grant influencing your work beyond the funding dollars. *If you have a question as to whether you should list an activity, please reach out to your local TA provider.*

3. **What are your plans for this Core Activity (if any) for next six months?** In this box, please indicate what plans (if any) your local consortium has to work on this Core Activity in the second half of Year 3.