FORM D: WORK PLAN

Applicants must describe its plan for service delivery to the population in the proposed service area(s) and include timelines for accomplishments. Address the required elements (see WORK PLAN Guidelines) associated with the services proposed in this proposal.

A maximum of **5** additional pages may be attached if needed**.**

FORM D: WORK PLAN GUIDELINES

Applicant must describe its plan for service delivery to high-risk minority populations in the proposed service area(s). If new initiatives are proposed, include time lines for accomplishments. The work plan must be MAI specific and must include:

1. Describe the population to be served, location(s) and times where services are provided (units, shelters, street venues, etc) and counties served.
2. Describe how the program gains access to and/or identifies the target population. Include a list of entities that refer MAI clients to the agency. Describe how the MAI program reaches out to the target population, and community providers to increase entry into ADAP and Medical Care.
3. Summarize the services MAI staff provides to the target population. Describe the core services, how the services are provided, who provides the services, the length of the sessions, and the Health Education and Risk Reduction messages.
4. Describe how linkage of clients to ADAP, HIV medical care, and other social support services is verified after release.
5. Describe the process and who is responsible for collecting, tabulating and reporting program data. Include how data is used to guide program implementation.
6. Describe coordination with other health and human services providers in the service area(s) and delineate how duplication of services is avoided.
7. Describe how the program provides services to culturally diverse populations. (e.g., use of interpreter services, language translation, compliance with ADA requirements, location, hours of service delivery, and other means to ensure accessibility for the defined population.)
8. Describe quality assurance activities to ensure clients receive a quality service and the MAI program is implemented to meet contractual requirements and expectations.