

**GOE NEH Funding Opportunity April 2018
Attachment 2: Subgrant Workplan Template**

Name of Applicant:		Name of Project:	
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Task/ Milestone	Start Date	Activity	Deliverable	Detailed Description	Completion Date
Task/ Milestone 1		<i>Site Selection</i>	<i>Report to GOE will include a map of the location with the on-site power availability (e.g., 3-phase) Expect approximately 10% of the budget will be allocated for this Task/Milestone</i>	<i>Please provide a narrative description for each proposed task/milestone. Please also describe how “fairness” is planned to be incorporated into each, specifically when it comes to selecting a host site and procuring equipment. For example, explain how the process you are proposing allows for all interested parties to compete for these resources. Alternatively, if you think this doesn’t apply, please explain why.</i>	
Task/ Milestone 2		<i>Design</i>	<i>Report to GOE will include the drawings, specifications, etc. Expect approximately 15% of the budget will be allocated for this Task/Milestone</i>	<i>See note above</i>	
Task/ Milestone 3		<i>Equipment purchase</i>	<i>Report to GOE will include the equipment specifications. Expect approximately 35% of the budget will be allocated for this Task/Milestone</i>	<i>See note above</i>	
Task/ Milestone 4		<i>Construction/Installation</i>	<i>Report to GOE will include construction start/end dates, labor used (e.g., in-house, subcontract) Expect approximately 35% of the budget will be allocated for this Task/Milestone</i>	<i>See note above</i>	

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Task/ Milestone	Start Date	Activity	Deliverable	Detailed Description	Completion Date
Task/ Milestone 5		<i>Final Close-out</i>	<i>Final report to GOE will include wrap-up of the project, photos of the completed installation, final invoices for equipment purchases and post construction design updates (as-built drawings, specs, costs). Expect approximately 5% of the budget will be allocated for this Task/Milestone</i>	<i>See note above</i>	

Notes: Complete the table above. The items pre-populated are suggested items. Percentages noted are estimates and are adjustable, based on the individual subgrantee. Tie each Task/milestone to the budget on the budget template provided. Provide a detailed description of the work that will take place in order to complete each Task/Milestone, including information on how the Deliverable will be produced and to what specifications.