**INIMUM REQUIREMENTS FOR CONDITIONAL PROJECT WORK PLAN APPROVAL**

Project Summary

1. Outcome summary matches outcome tabs
2. Training locations listed

Implementation Timeline

* 1. Reasonable, chronological, comprehensive activities for startup and delivery
  2. Month of completion for each activity (no ranges)
  3. Schedule for hiring TBH
  4. Schedule for drafting/revising and finalizing Stipend and BRF policies. Note that these policies must be finalized prior to the first enrollment
  5. Training/cohort start and completion months

Staffing Plan

1. All key roles (based on chart embedded in sheet) are reflected
2. TBH staff must also be included (where subaward relationship)

Outcomes

1. Must be reasonable
2. Must be consistent with NOGA Exhibit D or be adjusted with the input and approval of DCEO
3. The completion rate should be estimated at 70-80% of the enrollments for most grantees
4. NOGA Exhibit D deviations require written explanation

**CONDITIONS TO FINAL WORKPLAN APPROVAL**

Curriculum

* 1. Must be finalized before any recruitment
  2. DCEO Grant Managers and GMs will review and work with grantee to address

Marketing and Outreach Plan

* + 1. Must be finalized before recruitment can begin
    2. DCEO Regional Managers will assist at connecting CEJA workforce grantees in each region (Navigators to the Climate Works and Workforce Hub grantees)

Subaward Agreements

1. Subaward are required for subrecipients that will administer the CEJA Programs
2. Subaward must include the key provision outlined in the DCEO Subaward template.
3. Subawards must be reviewed and approved by DCEO prior to the issuance of any grant funds to the Subrecipients (this is coordination by the DCEO grant manager)
4. Note that there is a difference between Subrecipients and Vendors. DCEO can assist in making this determination
5. Partnership Agreements or Memorandum of Understanding should be developed for Partners that are not covered by a Subaward Agreement or Vendor Contract.