**FORM 3 – APPLICANT’S WORK PLAN**

*The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal funding source, and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.*

The Applicant’s Work Plan will include the following information:

1. Identify the reason the applicant is applying for the funds, including how the funds will support the administration of their food distribution programs so that more low-income families can be served.
2. Identify the geographical areas the applicant currently serves and areas they plan to serve, including the hours of availability.
3. Identify how they will perform their intended purpose for the funds.
4. Provide the total number of families currently served and how many people are served. Also, provide an estimate of the total number of families projected to be served utilizing the grant funds and the projected increase of the number of families to be served and/or the projected percentage increase of the number of families to be served with these grant funds.
5. Describe how eligibility requirements will be verified, including the information collected to determine and ensure eligibility of low-income families.
6. Identify all sources of food and funds used to purchase food that is distributed by the applicant (i.e., local foodbank, private donations, charities, etc.)
7. A detailed description of the applicant’s qualifications and history of the applicant, as well as any relevant and current accreditations, standards, and/or certifications that the applicant possesses.
8. Provide evidence that the applicant has been operating as a food bank or food pantry serving ten (10) or more counties in Nebraska for at least one (1) year.
9. A description of the size of the applicant’s organization and the demand for food distribution services within the applicant's community.
10. A narrative that defines how the applicant’s organizational structure supports the project.
11. Demonstrate how the applicant is able to keep all purchased and donated food secure so that it is only given out to eligible applicants.
12. Identify, by position and name, those staff considered key to the project’s success. This must include a food storage and distribution manager who has completed food safety training within the last five years.