

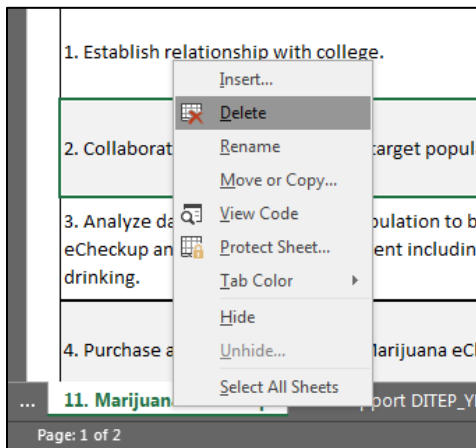
DEPARTMENT OF HEALTH

RPP FY2021 Workplan Template Guidance –

1. Once opened, save your workplan workbook as: “RPP_FY21_Workplans_Grant Number.xlsx” *Example: RPP_FY21_Workplans_03420-XXXXX*
2. On the “Cover Sheet” tab, fill in the information in cells D3 (Lead Agent), D4 (Fiscal Agent), and D5 (FY21 Grant Number). The lead agency name and grant number will be carried over to the workplans from this page.
3. On the “Cover Sheet” tab, **select any optional activities your region plans to implement** in FY2021 from the dropdown menus under “Optional Strategies” Use one cell for each optional strategy you will be implementing. If you were preapproved to add a strategy, type the name of the strategy into one of the dropdown boxes.

	misuse, proper storage, and safe disposal of unused pres	
	6. Education and outreach to community on youth mariju	
	7. Regional Capacity Building	
	Optional Strategies (Select from dropdown lists)	
	8. Expand Safe Prescription Drug Disposal Options	
	9. AlcoholEdu (schools or colleges only)	
	10. eCheckUp (schools, colleges, or worksites only)	
	11. Marijuana eCheckUp (schools, colleges, or worksites	
	12. Support Youth Mental Health First Aid or Drug Impai	
	13. Support evidence-based programs/classroom curricu	
	14. Support peer leadership/youth empowerment at a lo	
	15. Support establishment of GSA or QSA	

4. Use the tabs at the bottom of the workbook to navigate between strategy workplans. The strategies are in the order they are presented on the “Cover Sheet” tab. Use tab 20 if adding another, pre-approved strategy.
5. **Delete and copy strategies from the workbook** by right clicking on the tab and selecting “delete” or “move or copy” (Please delete optional strategy tabs that you are not using):





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6. Refer to example planning tool for help completing the workplans for each strategy. The workplan timelines are expected to be as accurate as possible. You are welcome to add key activities/additional steps as needed, but if there are key activities that are pre-filled, do not delete or remove any of these key activities.
7. Reach out to the RPP Program Manager with any questions ahs.vdhadaprpp@vermont.gov
8. Once complete and reviewed by your RPP team, submit to the ADAP grants email address:
AHS.VDHADAPGrants@vermont.gov and cc ahs.vdhadaprpp@vermont.gov