VOCA GRANT WORK PLAN

Agency Name:

Egrants ID#:

### For each expense, list the individuals responsible and the timeframe of activities through completion. The quarters are based on the Federal Fiscal Year: Quarter 1 (January 1st, 2018 – March 31st, 2018), Quarter 2 (April 1st, 2018 – June 30th, 2018), and Quarter 3 (July 1st, 2018 – September 30th, 2018). Below is an example.

### It is essential that the agency develops a well thought-out plan for spending the awarded funds by the end of the project period (September 30th, 2018).

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| Expense: | Individual(s) Responsible:  | Timeframe:Q1 (Jan-Mar), Q2 (April-Jun), Q3 (Jul-Sept) |
| 1. Website modernization
 | Executive Director ABC Media Inc. (contractor) | Q1* Create & modify contract (ED & ABC Media Inc.)

Q2* Begin development (ABC Media Inc.)
* Review progress (ED)

Q3* Finalize website (ABC Media Inc.)
* Contingent on performance, end contract (ED & ABC Media Inc.)
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| Expense | Individual(s) Responsible: | Timeframe:Q1, Q2, Q3 |
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