

22-Plan Instructions

Plan Components

The ATP Guidelines require that a plan must include, but not be limited to, the specified plan components or explain why the component is not applicable.

- On the Tab for '**Plan Components**', please check the box for the components the plan will include, or if not included, explain why the component is not applicable.

Scope of Work (SOW) Template

The SOW will provide the details as to how the required plan components will be included through the development of the plan. It is intended that this SOW can serve as a basis for a request for proposals to hire a consultant.

On the Tab for '**SOW Template**', please input the process for how you will execute completing the plan. Insert additional rows or headings as needed.

Include:

- A task title
- A task description
- The start and end dates of the task
- The estimated cost per task

In the column for 'Required Plan Component the Task will Address', select the component from drop down menu. Multiple components can be included in one task.

Sample SOW

A sample SOW is provided.