**WORKPLAN TEMPLATE**  
**Westrn Indigenous Network Solar for All Program**

|  |  |  |
| --- | --- | --- |
| **Project Title**: | **Applicant Name** | **Project Location** |
| *Title of the Project* | *Name of the organization of the application.* | *Tribal Reservation in the 6-state region.* |

|  |  |
| --- | --- |
| **Project Duration:** | *Project dates* |

**1. Project Overview**

**Objective**:  
Provide a brief description of the project's goals and how it aligns with the Solar for All program. For example, focus on solar energy installation, workforce development, and community engagement within the Tribal community.

**Technical Summary:**

How many homes will receive new solar installations? \_\_\_\_\_\_\_\_ homes

What is the total power rating of the new solar installations? \_\_\_\_\_\_\_\_\_\_kW-DC

What is the annual production of the new solar installations? \_\_\_\_\_\_\_\_\_\_\_\_\_kWh/year

Please describe the type of solar installation being proposed (rooftop grid-tied, off-grid, ground mount grid-tied, etc).

Is any battery storage or infrastructure upgrades needed for this installation? If so, please provide a description and justification:

**Please attach any technical information such as proposals, quotes, production estimates, maps, or preliminary designs to this workplan.**

**2. Project Tasks and Milestones**

**Task 1: Project Planning and Community Outreach**

**Description**: This phase involves finalizing project plans, engaging with the community, and obtaining necessary approvals and agreements.

| **Milestone/Task** | **Deliverables** | **Responsible Party** | **Start Date** | **End Date** | **Estimated Cost** |
| --- | --- | --- | --- | --- | --- |
| Community Outreach and Awareness | Community engagement meetings, informational materials | [Subgrantee Organization] | [Start Date] | [End Date] | $[Amount] |
| Finalize Project Scope | Signed agreements with Tribal communities | [Project Manager/Partner] | [Start Date] | [End Date] | $[Amount] |
| Site Assessment | Complete site assessments and obtain permits | [Technical Team/Contractor] | [Start Date] | [End Date] | $[Amount] |

**Task 2: Solar Installation and Workforce Development**

**Description**: This task covers the installation of solar systems and training local workforce for long-term sustainability.

| **Milestone/Task** | **Deliverables** | **Responsible Party** | **Start Date** | **End Date** | **Estimated Cost** |
| --- | --- | --- | --- | --- | --- |
| Install Solar Systems | Install solar panels, inverters, and battery systems | [Installation Team/Contractor] | [Start Date] | [End Date] | $[Amount] |
| Workforce Training | Complete training for Tribal members (number of participants) | [Trainer/Partner] | [Start Date] | [End Date] | $[Amount] |
| Job Placement Support | Employment follow-up and job placement for trainees | [Subgrantee Organization] | [Start Date] | [End Date] | $[Amount] |

**Task 3: Monitoring and Evaluation**

**Description**: This phase involves tracking project progress, assessing outcomes, and adjusting as needed.

| **Milestone/Task** | **Deliverables** | **Responsible Party** | **Start Date** | **End Date** | **Estimated Cost** |
| --- | --- | --- | --- | --- | --- |
| Project Monitoring | Monthly project progress reports, photos of installations | [Project Manager] | [Start Date] | [End Date] | $[Amount] |
| Evaluation and Reporting | Final project evaluation report | [Evaluator/Partner] | [Start Date] | [End Date] | $[Amount] |

**3. Timeline**

Provide a Gantt chart or table of tasks and milestones along with their estimated start and end dates.

| **Task/Milestone** | **Start Date** | **End Date** | **Duration (Weeks)** |
| --- | --- | --- | --- |
| Community Outreach and Planning | [Start Date] | [End Date] | [X Weeks] |
| Finalize Project Scope | [Start Date] | [End Date] | [X Weeks] |
| Solar Installation | [Start Date] | [End Date] | [X Weeks] |
| Workforce Training | [Start Date] | [End Date] | [X Weeks] |
| Job Placement and Follow-Up | [Start Date] | [End Date] | [X Weeks] |
| Project Evaluation and Reporting | [Start Date] | [End Date] | [X Weeks] |

**4. Budget Overview**

Provide a high-level budget summary showing the major cost categories for the project, including solar installation, workforce training, materials, labor, and other project-related expenses.

| **Category** | **Budget Amount** | **Description** |
| --- | --- | --- |
| Solar Equipment and Materials | $[Amount] | Solar panels, batteries, inverters, etc. |
| Installation and Labor Costs | $[Amount] | Cost of installation and contractor fees |
| Workforce Development and Training | $[Amount] | Trainer fees, curriculum development |
| Community Engagement & Outreach | $[Amount] | Printing, meetings, transportation |
| Project Management and Oversight | $[Amount] | Salaries for project team members |
| Monitoring and Evaluation | $[Amount] | Evaluation services, reporting costs |

**Total Project Budget**: $[Total Amount]

**5. Roles and Responsibilities**

List key project team members and their roles within the project.

| **Team Member** | **Role/Responsibility** | **Organization** |
| --- | --- | --- |
| [Project Manager Name] | Lead Project Planning, Implementation, and Reporting | [Subgrantee Organization] |
| [Technical Lead Name] | Oversee Solar Installation, Technical Support | [Subgrantee Organization/Contractor] |
| [Trainer Name] | Conduct Workforce Training and Development | [Training Partner/Organization] |
| [Community Liaison Name] | Coordinate Community Outreach and Engagement | [Subgrantee Organization] |

**6. Risk Management**

Identify potential risks and mitigation strategies associated with the project.

| **Risk** | **Likelihood (Low/Med/High)** | **Impact (Low/Med/High)** | **Mitigation Strategy** |
| --- | --- | --- | --- |
| Weather Delays | Medium | High | Plan for weather-related delays, schedule buffer time |
| Supply Chain Disruptions | Low | Medium | Work with multiple suppliers, maintain buffer stock of critical materials |
| Community Engagement Issues | Low | High | Regular community meetings, transparent communication |

**7. Evaluation and Success Metrics**

Outline how the project’s success will be measured.

* **Energy Savings**: Number of households benefiting from reduced energy bills, and the estimated lifetime and annual savings from switching to solar.
* **Workforce Development**: Number of local Tribal members trained and employed in solar energy.
* **Environmental Impact**: Reduction in carbon emissions due to solar installations.
* **Community Impact**: Community feedback and engagement metrics, including participation rates in project activities.

**Submitted by**:  
Name and Title:  
Organization Name:  
Contact Information: