Program Execution Strategy

Did your Program Execution Strategy change from the previous period of performance? Changes to your Program Execution Strategy include a significant process change in how you manage and coordinate the APEX Accelerator program or adding a new subrecipient.

Yes ☐ No ☐

Use the below as an outline to write your Program Execution Strategy. The Program Execution Strategy should only include the topics below. Attach pages, as necessary, to this form to complete your Program Execution Strategy.

- Background on the individual program
- Discussion on service area/demographics and facilities, trends in the service area
- Discussion on how you will reach your goals using various types of outreach and technical assistance
- How do you intend to manage and coordinate the effort under a cooperative agreement, including planning, assigning responsibility, controlling personnel, controlling utilization of resources, tracking deliverables, monitoring performance and obtaining feedback from your clients.
- Your procedures for monitoring and controlling costs
- Your procedures for identifying problems, resolving them and ensuring they do not reoccur
- Any proposed subrecipients and/or subcontractors and the degree to which you will use them
- Your facilities (include address, square footage, and cost per square foot) and other details such as accessibility to the public, office hours, and Americans with Disabilities Act compliance
- Describe the process of technical assistance/counseling