

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

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No

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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.

- 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 recur
- 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.
- Process of technical assistance/counseling

Addendum 1 Program Execution Strategy for Fiscal Year 2026

This form is only for personnel not included in the FY25 budget and/or program managers not previously approved to perform on an APEX Accelerator agreement. Duplicate page 2 as needed.

Qualifications of the program manager and counselors must demonstrate that they are able to accomplish the following duties:

- Program Manager:
 - Direct and administer the operations of the APEX Accelerator
 - Management qualifications
 - Understand the requirements of the APEX Accelerator program
 - Knowledge and understanding of federal, state, and local government contracting policies and procedures
 - Financial management knowledge
- Counselors:
 - Ability to counsel and advise business firms/clients on how to seek, obtain, and perform on federal, state, and local government price contracts and subcontracts
 - Knowledge of federal, state, and local government contracting laws, regulations, policies and procedures.
 - Interpersonal skills

Personnel Name:	
Job Title:	
Qualifications:	

