This worksheet is provided to assist applicants in developing the narrative for the Program Design section of the application. Applicants should identify key outputs (or deliverables and/or milestones) and the timeframe for achieving them.

# Do not submit this worksheet. It is a tool to help applicants organize the required Program Design Narrative section of the application.

The acronym SMARTE is a common tool used to test whether an output is sound. Applicants should ensure that the outputs used in their work plans follow the SMARTE framework described here.

Specifically, SMARTE outputs are as follows:

* + **S**pecific: Specifically and qualitatively describe the output/milestone (e.g., recruit and enroll participants for pre-apprenticeship class).
  + **M**easurable: Where possible, quantitatively describe the output/milestone in the “measure” column below (e.g., 15 individuals begin pre-apprenticeship training).
  + **A**chievable: Check that based on the award amount requested, resources available to be leveraged, and capacity of your organization and partners, you can realistically expect to achieve the output within the scope written in the program design.
  + **R**elevant: Check that achieving the output logically leads to and supports achieving the outcome with which it is associated.
* **T**ime-bound: Include a timeframe for completing the output (e.g., “month 6” or “year 1”).
* **E**quitable: Specify how the output/milestone (e.g. ?) furthers just and equitable outcomes for your organization, community-partners, and participants in the program.

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| **Milestone 1: [Specify milestone from logic model]** | | |
| Output | Measure | Timeline |
| E.g. Participants enroll in pre- apprenticeship class | 15 participants enroll  8 enrollees are from target Priority Population | Class begins July 15, 2022 |
| [add lines as needed] |  |  |

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| **Milestone 2: [Specify milestone from logic model]** | | |
| Output | Measure | Timeline |
| Insert outputs | Insert measures you will use to demonstrate achievement of milestone | Insert due-dates for achieving milestone |
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| **Milestone 3: [Specify milestone from logic model]** | | |
| Output | Measure | Timeline |
| Insert outputs | Insert measures you will use to demonstrate achievement of milestone | Insert due-dates for achieving milestone |
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