# Contingency Planning

**A contingency plan is a plan that identifies detailed actions to be taken in the event that a specific challenge arises. The contingency plan should ensure that the project will be successfully completed within the proposed funding time frame. A contingency plan is not designed to prevent challenges from occurring, but rather to address challenges if/when they arise. Here are five common types of challenge scenarios that could happen to your project that you should have contingency plans for.**

1. **Late Hiring:** If key positions are delayed in being filled, describe how start-up activities will be implemented and by whom until project staff are in place. Be sure to include the acting individual’s qualifications.
2. **Staff Turnover:** Identify key positions that could suddenly become vacant and Describe who will step in to continue implementing project activities until new project staff is hired. Be sure to include the acting individual’s qualifications.
3. **Partnership Falls Through:** If a partnership were to fall through, describe other partners that can be brought in to accomplish the same activities as the original partner and their availability. If the partnership is contributing to the Non-Federal Share (Match) describe how the match obligation will be met.
4. **Participants**
   1. **Recruitment:** If you plan on having to recruit participants but can't get the number of participants in your application, describe the plan to recruit more participants during the budget period (year) and/or what incentives will be used to increase recruitment.
   2. **Retention:** What kinds of issues could arise that would cause a drop in participant attendance? How do you plan on addressing those issues to keep participant retention?
5. **Other (natural disasters, global pandemic, etc.):** Describe alternate dates for conducting activities or how some activities can be shifted around to accommodate the delays.