# SBHC Planning Grant – Project Workplan

Please use this workplan template to describe your planning project’s activities and deliverables. This template includes required grant activities. Please update the workplan to:

* Propose any changes to the required grant activities, deliverables, or due dates.
* Add unique project activities.
* Assign staff or staff roles to each activity.

If awarded a grant, you will have an opportunity to update your workplan to reflect any changes.

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| **Objective 1: Participate in trainings, technical assistance, and monthly contract meetings.** |
| **Task/Activity** | **Deliverable** | **Staff Responsible** | **Due Date** |
| Attend monthly contract meetings, starting by October 31, 2024, with DOH to discuss project progress and support needs. | Meeting attendance |  | Monthly, starting by October 31, 2024 |
| Participate in at least one key training, support, or technical assistance activity per quarter. | Quarterly report of trainings and TA meetings attended |  | Quarterly,January 15April 15July 15 |
| [Add any other activities here. Add rows as needed.] |  |  |  |
| **Objective 2: Conduct a community needs assessment.** |
| **Task/Activity** | **Deliverable** | **Staff Responsible** | **Due Date** |
| Create a plan and timeline for conducting a community needs assessment. | Community needs assessment plan |  | October 31, 2024 |
| Identify data sources and/or data collection methods to be used in your community needs assessment. | List of data sources and/or data collection methods |  | December 31, 2024 |
| Conduct a community needs assessment. | Quarterly report on progress |  | Quarterly,January 15April 15July 15 |
| Summarize community needs assessment findings, including how SBHC would address identified needs. | Community needs assessment report |  | June 30, 2025 |
| [Add any other activities here. Add rows as needed.] |  |  |  |
| **Objective 3: Engage the community, including youth, families, the school/school district, potential SBHC healthcare sponsors, and other relevant organizations or groups in discussions about the SBHC.** |
| **Task/Activity** | **Deliverable** | **Staff Responsible** | **Due Date** |
| Develop a community engagement plan, including relationship-building activities with the school and healthcare sponsor, plans for creating an advisory group, and plans for engaging with youth. | Community engagement plan |  | October 31, 2024 |
| Implement community engagement plan. | Quarterly report on progress |  | Quarterly,January 15April 15July 15 |
| [Add any other activities here. Add rows as needed.] |  |  |  |
| **Objective 4: Develop a business plan or proposal for a new SBHC.** |
| **Task/Activity** | **Deliverable** | **Staff Responsible** | **Due Date** |
| Create an outline for a business plan, proposal, or other planning document for a new SBHC. The final plan should include, at minimum:* Summary of community’s need
* SBHC staffing and services
* SBHC location
* Any construction or renovation plans
* SBHC budget and fiscal sources
 | SBHC plan outline |  | October 31, 2024 |
| Draft the business plan, proposal, or other planning document for a new SBHC. | Draft SBHC plan |  | December 31, 2024March 31, 2025 |
| Finalize the business plan, proposal, or other planning document for a new SBHC. | Final SBHC plan |  | June 30, 2025 |
| Formalize partnership between school or school district and SBHC healthcare sponsor. | Copy of [Memorandum of Understanding, lease agreement, contract, or other formal agreement] |  | June 30, 2025 |
| [Add any other activities here. Add rows as needed.] |  |  |  |
| **Objective 5: [Add any additional project objectives here. Add objectives and activities as needed.]** |
| **Task/Activity** | **Deliverable** | **Staff Responsible** | **Due Date** |
| [Add any other activities here. Add rows as needed.] |  |  |  |