

ATTACHMENT A: Timetable and Deliverables

Timeline [Months]		Events	Personnel	SS/HS Activities	Other Grant Activities	Deliverables
Start	Stop					
1	3		Singleton		<ul style="list-style-type: none"> Study other state, federal, and private funding opportunities [beyond SS/HS] Meet with program officers in Harrisburg and Washington D.C. 	<ul style="list-style-type: none"> Grant information file
					<ul style="list-style-type: none"> Gather and prepare summary/synthesis of community needs data Gather and prepare summary/synthesis of capacity information 	<ul style="list-style-type: none"> Needs data file and summary Capacity data file and summary
		Meeting	Krem, Engle, Singleton	<ul style="list-style-type: none"> Create consultant work plan Compose invitation to planning committee members 		<ul style="list-style-type: none"> Consultant work plan Planning committee invitation
		Meeting	Planning Committee, Singleton, Engle	<ul style="list-style-type: none"> Discuss: Open Space event process, theme, guest list, date, location, letter of invitation 		
		Meeting	Planning Committee, Singleton, Engle	<ul style="list-style-type: none"> Make final decisions re: Open space event Compose letter of invitation Create action plan for mailing, logistics 		<ul style="list-style-type: none"> Guest list, date, location Letter of invitation Action plan for mailing, logistics
			Singleton	<ul style="list-style-type: none"> Contact program officers and previous SS/HS grantees and reviewers Study funded SS/HS proposals 		<ul style="list-style-type: none"> Notes re: federal review process File of funded proposals with observations
	Open Space Event	Planning Committee, Singleton, Engle	<ul style="list-style-type: none"> Open Space event #1 		<ul style="list-style-type: none"> Book of Proceedings 	
4	6		Singleton		<ul style="list-style-type: none"> Continue to study other state, federal, and private funding opportunities Prepare other grant proposal/s [beyond SS/HS] 	<ul style="list-style-type: none"> Updated grant information file Grant proposal/s
		Meeting	Planning Committee, Singleton, Engle	<ul style="list-style-type: none"> Conduct follow-up discussion and plan next steps 		<ul style="list-style-type: none"> Action plan
			Partners Planning Committee, Singleton	<ul style="list-style-type: none"> Compose draft partnership mission and vision statement Compose draft memoranda of agreement demonstrating commitment of SS/HS partners Create tentative governance and leadership structure for the partnership Prepare draft of integrated, comprehensive, communitywide plan 		<ul style="list-style-type: none"> Partnership mission and vision statement List of member organizations Governance and leadership structure for the partnership Comprehensive plan
		Meeting		<ul style="list-style-type: none"> Discuss: Open Space event #2 process, theme, guest list, date, location, letter of invitation Make final decisions re: guest list, date, location Compose letter of invitation Create action plan for mailing, logistics 		<ul style="list-style-type: none"> Guest list, date, location Letter of invitation Action plan for mailing, logistics
		Open Space event	Partners Planning Committee, Singleton	<ul style="list-style-type: none"> Open Space event #2 [to obtain feedback on proposed plan, agreements, and governance structure] 		<ul style="list-style-type: none"> Book of Proceedings

ATTACHMENT A: Timetable and Deliverables [continued]

Timeline [Months]		Events	Personnel	SS/HS Activities	Other Grant Activities	Deliverables
Start	Stop					
7	9		Singleton		<ul style="list-style-type: none"> Continue to study other state, federal, and private funding opportunities Prepare other grant proposal/s [beyond SS/HS] 	<ul style="list-style-type: none"> Updated grant information file Grant proposal/s
			Singleton	<ul style="list-style-type: none"> Revise mission/vision statement, memoranda of agreement, governance and leadership structure, communitywide plan Obtain required signatures on memoranda of agreement demonstrating commitment of SS/HS partners Compose list of member organizations 		<ul style="list-style-type: none"> Signed memoranda of agreement List of member organizations
10	24		Singleton		<ul style="list-style-type: none"> Continue to study other state, federal, and private funding opportunities Meet with program officers in Harrisburg and Washington D.C. Prepare other grant proposal/s [beyond SS/HS] 	<ul style="list-style-type: none"> Updated grant information file Grant proposal/s
		Partnership Activities	SS/HS Partnership	<ul style="list-style-type: none"> Offer interdisciplinary trainings Conduct public awareness campaigns Sponsor community events Arrange for communication and information sharing among all participating agencies and services Gather data on sponsored programs Maintain records and file of all partnership activities 		<ul style="list-style-type: none"> Partnership activities records/files
16	21		Singleton	<ul style="list-style-type: none"> Prepare draft proposals for SS/HS grant Engage external evaluator Organize mock review of proposal[s] Revise and submit proposal 		<ul style="list-style-type: none"> Proposal drafts Proposal revisions Evaluator proposal and contract Final SS/HS proposal