

## Sustainability Planning Guide - Teen Pregnancy Prevention (TPP) Program

Used in combination with [\*Building Sustainable Programs: The Resource Guide\*](#),<sup>1</sup> this Sustainability Planning Template provides a streamlined tool and framework for crafting a detailed sustainability plan. Feel free to follow these steps, the steps in *The Resource Guide*, or develop your own template. The goal is to create an action plan – with specific steps, timeline, and clear lines of accountability – that your group can implement to build your sustainability capacity now and in the future.

<b><u>Pre-Planning Steps:</u></b>	<b><u>Responsible</u></b>
1. <b>Assemble the internal leadership team</b> to serve on the Sustainability Planning Committee	TPP Project and Organization’s Leadership
2. <b>Recruit community champions and Youth Leadership Council (YLC) and Community Advisory Group (CAG) members</b> to serve on the Sustainability Planning Committee	Internal Leadership Team – with input and participation from the Youth Leadership Council (YLC), Community Advisory Group (CAG), and other community champions
3. <b>Assess environment</b> (internal/external capacity) <ul style="list-style-type: none"> <li>• <a href="#"><i>Building Sustainable Programs: The Resource Guide</i></a> (p.31-50)</li> <li>• <a href="http://www.donahue.umassp.edu/documents/UMDI_Lead_Assessment.pdf">UMDI LEAD Assessment</a> (<a href="http://www.donahue.umassp.edu/documents/UMDI_Lead_Assessment.pdf">http://www.donahue.umassp.edu/documents/UMDI_Lead_Assessment.pdf</a>)</li> </ul>	
<b><u>Planning Steps:</u></b>	<b><u>Responsible</u></b>
1. <b>Establish vision.</b> Available tools: <ul style="list-style-type: none"> <li>• <i>Envisioning your program/community in five years:</i> <a href="http://www.donahue.umassp.edu/documents/UMDI_LEAD_Sustainability_Vision_Exercise.pdf">UMDI-LEAD-Sustainability Vision Exercise</a> (<a href="http://www.donahue.umassp.edu/documents/UMDI_LEAD_Sustainability_Vision_Exercise.pdf">http://www.donahue.umassp.edu/documents/UMDI_LEAD_Sustainability_Vision_Exercise.pdf</a>)</li> <li>• <i>Creating a shared vision</i> (the logic model for your future program): <a href="#"><i>The Resource Guide</i></a>, page 18.</li> </ul>	Sustainability Planning Committee
2. <b>Integrate Assessment Findings</b>	
3. <b>Prioritize What to Sustain</b> - See page 2.	
4. <b>Establish Budget/Resources Needed</b>	
5. <b>Determine feasibility of different fundraising strategies</b> <ul style="list-style-type: none"> <li>• <a href="http://www.donahue.umassp.edu/documents/UMDI_LEAD_Fundraising_Strategies_Pros_and_Cons.pdf">UMDI-LEAD-Fundraising Strategies Pros and Cons</a> (<a href="http://www.donahue.umassp.edu/documents/UMDI_LEAD_Fundraising_Strategies_Pros_and_Cons.pdf">http://www.donahue.umassp.edu/documents/UMDI_LEAD_Fundraising_Strategies_Pros_and_Cons.pdf</a>)</li> </ul>	
6. <b>Identify the goals and action steps</b> See pages 3-4.	Sustainability Planning Committee with approval of organizational leadership

<sup>1</sup>U.S. Department of Health and Human Services, Office of Adolescent Health. Teen Pregnancy Prevention Resource Center. Retrieved from <https://www.hhs.gov/ash/oah/sites/default/files/sustainability-resource-guide.pdf>.

**OAH Teen Pregnancy Prevention (TPP) Program - Sustainability Planning Template/Step 3**

**Prioritizing What to Sustain**

To prioritize what elements of your TPP program you want to sustain, it is important for your sustainability planning committee to first assess the internal and external environment and then, with your partners, to establish a shared vision for the future. Tools and resources to undertake both these steps are included on the chart on the previous page.

**Planning Step 3** entails determining whether the entire TPP program will be continued or whether continuing specific components of the program, its services, or activities will facilitate continued positive outcomes for youth. To inform your decision about what to keep and in what form, consider questions such as:

- What aspects of the program are most effective and critical to the health and well-being of adolescents?
- Which program components can be sustained with minimal financial resources?
- Can the program itself or aspects of the program be integrated into other programs or partnerships?
- Are there program components that are highly respected or supported by the larger community?

**STEP 3 PLANNING ACTIVITY:** List your current TPP Program components and then prioritize how those components might continue after federal funding by checking the corresponding box to the right on the chart below. Every effort should be made to continue critical/high priority components in some manner in the future.

Project Components <i>(Common examples of TPP program components are shown below)</i>	Maintain as TPP or other stand-alone program within organization	Integrate into other program(s) within organization	Transfer to another organization, school, or community group	Discontinue
Evidence-based TPP curriculum				
Collaborations (formal and informal)				
Community Advisory Group (CAG)				
Youth Leadership Council (YLC)				
Parent engagement				
School engagement				
Safe & supportive environments, policies/procedures				
Service learning				
Youth engagement through social media/technology				
Staff training				
Train-the-trainer program				
Technology (audio-visual/internet)				
Pregnancy prevention and youth enrichment information/resources				
Evaluation process				
Other (specify _____)				

Adapted from: Hutchinson, K. (n.d.) *Sustainability Planning: Increasing the long-term viability of your programs*. Community Solutions Planning and Evaluation.

## **Identify the Sustainability Goals and Action Steps** (Sustainability Planning Step 6)

The following is one example of a planning template that grantees may follow. An alternative planning template can be found in [The Resource Guide](#), page 120, and worksheets for “Assessing Potential Partners” can be found starting on page 109.

***To complete the planning chart (next page), begin by identifying the sustainability goals and methods. Plans typically have between 3-10 Sustainability Goals, sometimes more or less, but more important than quantity is to create goals that reflect what your team envisions.***

- **Sustainability Goal.** One to two sentences describing a change your team wants to see happen in order to build capacity in a key area. Often, sustainability goals focus on:
 

<input type="checkbox"/> Program adaptation/integration	<input type="checkbox"/> Training-of-trainers
<input type="checkbox"/> Community mobilization	<input type="checkbox"/> Partnerships
<input type="checkbox"/> Income diversification	<input type="checkbox"/> Infrastructure/personnel
<input type="checkbox"/> Dollar amount to be raised	<input type="checkbox"/> Communications/dissemination
<input type="checkbox"/> In-kind support	<input type="checkbox"/> And more...

Ideally, the goal will be SMART (Specific, Measurable, Attainable, Relevant, Time bound). The following are two examples of a sustainability goal:

Example 1: *To raise \$20,000 by June 30, 2017 to support delivery of the TOP model’s service learning component in FY 2018.*

Example 2: *To integrate the TOP model’s service learning component into the local school district’s existing after-school programming for middle school youth. Development of the integration plan by June 30, 2017; 25 at-risk youth projected to participate in service learning in AY 2018.*

- **Sustainability Method.** A phrase or a sentence identifying a principal method to be used to achieve the goal. A goal may have one or more methods. For example, the goal in Example #1, above, could have one method (i.e. private donor campaign), or more (i.e. private donor solicitation, grant writing to private foundations, and special event). Likewise, the goal in Example 2, above, could require one method (i.e. develop integration plan in partnership with afterschool program) or several (i.e. develop integration plan in partnership with afterschool program, secure \$5,000 in grants to deliver training to afterschool staff, and engage YLC to create youth outreach plan).
- **Action Steps: Activity, Person/Group Responsible, Timeline, and Resources Needed.** For each primary activity, identify corresponding secondary activities; individual or group responsible; timeline; and capacity building assistance (CBA) needed to support the group’s work in that area. The “Progress Update” column enables teams to monitor work on each action step over time.
- **Sustainability Plan.** Once completed, the categories listed above comprise the sustainability plan. Depending on the sustainability goal, you will need one or more activities. Keep in mind that the more detailed the action steps, the easier it will be to complete them as well as determine where efforts may be falling short so you can devise an alternative plan if necessary. Finally, your sustainability plan is almost certain to be longer than one page – make additional copies of the planning template on the next page, as needed.



**Sustainability Goal: \***

**Sustainability Method:**

Primary Activity	Secondary Activities	Person/Group Responsible	Timeline	Resources and/or Training/TA Needed	Progress Update
1.	a.				
	b.				
	c.				
2.	a.				
	b.				
	c.				
3.	a.				
	b.				
	c.				

\* Sustainability Goal (e.g. program adaptation; community mobilization strategy; income diversification; amount to be raised; in-kind support; organizational infrastructure strengthened; partnership established; etc.). Sustainability Method: Method used to achieve sustainability goal, (i.e. develop integration plan in partnership with afterschool program, secure \$5,000 in grants to deliver training to afterschool staff, and engage YLC to create youth outreach plan).