

Instructions: Completing and submitting the RH Program’s PE 46 Local Program Plan and budget (FY21) in SmartSheet

- ✓ Be sure to have the ‘Reproductive Health Program – FY21 Local Program Plan Guidance’ available for reference as you complete the form ([Attachment 1](#) of PE 46).
- ✓ Click on the link <https://app.smartsheet.com/b/form/56cc112cffd54efcb902590a9f692633> to open the SmartSheet form.
- ✓ Complete and submit the SmartSheet by **Friday, August 14th**.

Agency and Contact Information

- Agency Name: enter the name of your agency.
- Completed By: enter the name of the person completing the form.
- Email Address: a copy of the completed plan, as well as a unique link to update the plan, will be sent to the email address entered in this box.
- Additional Email Address (Optional): a copy of the completed plan, with the link to update the plan, will also be sent to the email address entered in this box. You may leave this box blank.

FY20 Program Plan Progress

- Provide a brief update on any progress you made on implementing your agency’s FY20 plan, which ended on June 30, 2020. This is an optional text box; you may leave it blank if you don’t have any updates since the mid-year update you provided in January 2020.

Current and Future Partners

- List the agencies and organizations that you currently partner with as part of PE46 in the box ‘Current Partners’ and any agencies/organizations who you plan to partner with as part of your FY21 plan in the ‘Future Partners’ box.

Program Components

- You must choose at least one objective in Program Component 1, 2, 3, or 4. You may choose more than one objective within a single Program Component or across Program Components.
- For each objective, you must click either ‘yes’ or ‘no’.

Objective 1A
 Convene on-going partnership meetings focused on assuring access to RH services, minimizing gaps and barriers, and/or improving the quality of reproductive health services within your community.

Yes No

- When you click 'yes' on an objective, a drop-down will automatically appear. For already-defined objectives, you will need to include at least one activity and indicate the timeframe(s) for that activity. These boxes are named Activity #1 and Timeframe #1.

Objective 1A
 Convene on-going partnership meetings focused on assuring access to RH services, minimizing gaps and barriers, and/or improving the quality of reproductive health services within your community.

Yes No

1A Activity #1

1A Time Frame #1
 (Please select all that apply)

Select

You may select more than one time-period for each activity

1A Time Frame #1
 (Please select all that apply)

Select

Present - September 30
 October 1 - December 31
 January 1 - March 31
 April 1 - June 30

- As soon as you enter text into the box for Activity #1, a new drop-down will appear for Activity #2 and Time Frame #2. If you have more than one activity for the objective, use these boxes to describe the activities and timeframe(s). Otherwise, leave these boxes blank and move on to the next objective. You will have the opportunity to include information for up to three activities per objective (i.e., once you enter text into Activity #2, a drop-down will appear for Activity #2 and Timeframe #3).

Example of an objective with two sets of activities and timeframes:

Objective 1A
Convene on-going partnership meetings focused on assuring access to RH services, minimizing gaps and barriers, and/or improving the quality of reproductive health services within your community.
 Yes No

1A Activity #1
Organize regional coalition of community partner organizations focused on....

1A Time Frame #1
(Please select all that apply)
October 1 - December 31 x

1A Activity #2
Convene regional coalition on a quarterly basis...

1A Time Frame #2
(Please select all that apply)
October 1 - December 31 x January 1 - March 31 x April 1 - June 30 x

1A Activity #3
[Empty text box]

1A Time Frame #3
(Please select all that apply)
Select

Activity #1

Activity #2

No activity

- Each component includes one ‘create-your-own’ objective. When you click ‘yes’ on one of these objectives, a drop-down will appear. You will need to write the objective, as well as the activity(s) and timeframe(s) for the objective. Similar to the above, you will have the opportunity to include up to 3 activities for the objective.

Example of a 'create-your-own' objective:

Objective 3E
Create your own objective to develop and implement strategic plans to address gaps and barriers to accessing RH services.

Yes No

Objective 3E (Please describe)

3E Activity #1

3E Time Frame #1
(Please select all that apply)

Select ▼

- Once you have marked 'yes' or 'no' for each objective under each component, you will be directed to attach your agency's PE 46 FY21 budget. You may either drag and drop the budget into the box or click on the link 'browse files' in the box to attach the budget.

File Attachments *
Please attach your PE46 FY21 budget

Drag and drop files here or [browse files](#)

- To receive confirmation that the form has been submitted, click on the box 'Send me a copy of my responses'. A new box will appear for you to enter your email address. Doing this will generate an email in addition to the one you will receive with the unique link to update the form. Once you have completed the form, click on the submit button to send the SmartSheet form.

Send me a copy of my responses|

Submit

- If you do not receive an email with a link to update the form within 15 minutes of submitting the form, please reach out to your RH Program staff contact. They can confirm that the correct email address was submitted and resend the email with link.