



Identify the Sustainability Goals and Action Steps

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. Create different charts for each Sustainability Goal. Often, sustainability goals focus on:
 - Programming
 - Community mobilization
 - Income diversification
 - Dollar amount to be raised
 - In-kind support
 - Training models
 - Partnerships
 - Infrastructure/personnel
 - Communications/dissemination
 - And more...

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

- Example #1: *By June 30, 2018, at least one implementation site will have at least one other source of funding.*
- Example #2: *By June 30, 2018, identify and establish relationships with 50 organizations at the state/tribe level who can describe and advocate for the program.*

- **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. foundation funding), or more (i.e. fee-for-service model, state-level funds, etc.). Likewise, the goal in Example #2, above, could require one method (i.e. 1:1 engagements/regular meetings) or several (i.e. state-level summit meetings; listserve or online community forums).
- **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.
- **Align with OAH Factors for Program Sustainability.** The factors for program sustainability have demonstrated to lead to sustainability through on-the-ground experience and research. Please align your plan with the factors:
 - **STRATEGIZE** | Create an Action Strategy
 - **ASSESS** | Assess the Environment
 - **LEAD** | Identify, Engage, and Develop Leaders
 - **EVOLVE** | Remain Flexible and Evolve
 - **COMMUNICATE** | Communicate with Stakeholders
 - **INTEGRATE** | Integrate Program Services into Community Infrastructures
 - **PARTNER** | Create Strategic Partnerships and Mobilize the Community
 - **DIVERSIFY** | Diversify Financial Opportunities
- **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. You may want to create a State/Tribal level plan and separate implementation site plan.



Sustainability Goal #1:	
Sustainability Method(s):	

Primary Activity	Secondary Activities / Deliverables	Alignment with OAH Factors for Program Sustainability	Person/Group Responsible	Timeline	Resources and/or individual T/A Needed	Progress Update
1.	a.					
	b.					
	c.					
2.	a.					
	b.					
	c.					