[INSERT AGENCY NAME AND LOGO]

**FAMILY PLANNING PROGRAM POLICY AND PROCEDURES**

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| **4.1 Collaborative Planning and Community Engagement**  Title X grantees and subrecipient agencies must provide, to the maximum feasible extent, an opportunity for participation in the development, implementation, and evaluation of the project by persons broadly representative of all significant elements of the population to be served; and by persons in the community knowledgeable about the community’s needs for family planning services (42 CFR 59.5(b)(10)). | |
| **Policy Title** | **Collaborative Planning and Community Engagement** |
| **Effective Date** |  |
| **Revision Dates** |  |
| **Review Due Date** |  |
| **References** | Code of Federal Regulations 42 CFR 59.5(b)(10)  <https://www.ecfr.gov/cgi-bin/text-idx?SID=c1cbd72e13f7230f1e8328fa52b57899&mc=true&node=sp42.1.59.a&rgn=div6#se42.1.59_15> |
| **Approved by Signature** |  |
| **Approved Date** |  |

**Purpose:** The purpose of this policy is to describe ***(insert Agency Name)*** process for ensuring grantee and subrecipient compliance with the requirement to establish a system for ensuring that the grantee provides opportunities for participation to individuals who represent significant elements of the population served by the Title X-funded project, including participating in activities related to the development, implementation, and evaluation of the Title X project.

**Policy:** *[Agency may want to include the following]*

* Grantee and subrecipients will establish community engagement plans that ensure individuals who are broadly representative of the population be served, and those who are knowledgeable about the community’s needs for family planning services, will participate in developing, implementing, and evaluating the Title X project.

**Procedure:** *[Agency may want to include the following]*

* Process by which diverse community members (identified through needs assessment) will be involved in efforts to develop, assess, and/or evaluate the family planning project.
* Process for documenting community engagement activities (e.g., reports, meeting minutes).
* Grantee’s process for monitoring subrecipients and service sites to ensure compliance with this requirement.
* How staff will be trained and updated on changes to this policy.
* How staff can access this policy (location of paper/electronic version(s)).