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## STOP Formula Program FAQ on Planning Process Documentation

### **Q: How do states/territories document that each member of the planning committee participated in the planning process?**

A: The grantee must submit a checklist documenting the type and extent of each member's participation in the planning process (the planning committee must include a representative of each entity listed in 42 USC 3796gg-1(c)(2)), as well as major issues that were raised during the process and how they were resolved. Specifically, states can accomplish this in the following manner:

*First*, the state/territory should retain documentation regarding attendees at all planning meetings. The type of documentation for meetings depends on the form of the meeting:

- For in person meetings: use and retain a sign-in sheet with name, title, organization, phone number, email address, and signature
- For phone or online meetings: attendees should "sign-in" by emailing or faxing that they are on the call and administrators should retain these emails and/or faxes

*Second*, the STOP state administrator should create a summary of major concerns that are raised during the development process and how they are addressed, or why they are not addressed. This should be sent to the planning committee along with any draft implementation plan and with the final plan.

*Third*, the State should also keep track of any method of document review that occurred outside the context of a meeting, i.e., the State should record who the draft implementation plan was sent to, how it was sent (for example by email versus mail), and who responded. Although states/territories do not need to note every comment and how it was addressed, if there are serious or significant concerns with the draft implementation plan, these should be added to the summary of major concerns described above. For remote areas with limited internet connectivity, it may be necessary to consider blast faxes as a way to reach groups such as tribes and population specific organizations.

*Finally*, the state/territory must create and submit to OVW a *checklist* for each participant that documents, at a minimum, whether they were informed of meetings, whether they attended meetings, whether they were given drafts of the implementation plan to review, whether they submitted comments on the draft, and whether they received a copy of the final plan and the STOP state administrator's summary of major concerns. The checklist should also include space for participants to include any major concerns that they have with the final plan. Each participant should check the appropriate categories on the checklist, sign the form, and return it to the STOP state administrator, who will attach the checklists to the plan when submitting the plan to OVW.

Only the checklists will need to be sent to OVW with the implementation plans. The remaining documentation described above should be kept on file.