

Objective Work Plan (OWP)

Project Title:

LEP Language Access and Health Literacy

Project Goal:

To evaluate the needs of Fort Bend County Health & Human Services programs and community medical provider partners for language access and health literacy training and to implement programs to answer those needs

Project Year: 1

Objective # 1 :

Develop Language Access Plan for Fort Bend County Health & Human Services internally and for the community medical provider partners

Outcome:

Understand and address the needs of LEP individuals in Fort Bend County and ensure appropriate communication of health information for these individuals and communities

Activities		Outputs	Project Staff	Start Date	End Date
1	Hire the team	Two Language Access Coordinators and a Community Health Worker	Communications, Equity and Engagement (CEE) Director	11/01/2022	12/31/2022
2	Conduct internal and external language and health literacy assessment	Demographic and practical understanding of the needs for appropriate language access and health literacy	CEE Director and Team, Performance Policy and Innovation (PPI) Team Epidemiology Division	11/01/2022	02/28/2023
3	Develop Language Access Plan for Fort Bend County internally and for the community medical provider partners	Language Access Plan	CEE Director and Team, PPI Team, Language Access Team, Epidemiology Division	01/01/2023	06/30/2023

Objective # 2 :

Policy Review

Outcome:

Increased access to services for people with LEP

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	Activities	Outputs	Project Staff	Start Date	End Date
1	Review and write/rewrite of policies and procedures regarding language access and health literacy	Equitable Policies and Procedures for LEP and health literacy	CEE Team, PPI team and Language Access Team	01/01/2023	10/31/2023

Objective # 3 :

Provide medical care language translation services and document translation in all FBCHHS programs

Outcome:

Effective translation of health related information in all programs within FBC HHS

	Activities	Outputs	Project Staff	Start Date	End Date
1	Provision of medical language translation services in all FBCHHS programs	Access to appropriate language translation for medical care	Language Access Team, ADA compliance Officer and County Judge's Office	11/01/2022	10/31/2023
2	Document translation in preparation for LEP individuals	Access to health literature in native language	Language Access Team, ADA compliance Officer and County Judge's Office	01/01/2023	10/31/2023

Project Year: 2

Objective # 1 :

Continue and modify where needed the Language Access Plan for Fort Bend County Health & Human Services internally and for the community medical provider partners

Outcome:

Enhanced Language Access Plan for the LEP individuals and Communities in Fort Bend County

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	Activities	Outputs	Project Staff	Start Date	End Date
1	Continue to evaluate internal and external language and health literacy needs within community partner programs	Ongoing demographic and practical understanding of the needs for appropriate language access and health literacy	CEE Team, PPI Team Team. Language Access Team, Epidemiology Division	11/01/2023	10/31/2024

Objective # :

Review and write/rewrite of policies and procedures regarding language access and health literacy

Outcome:

Increased access to services for people with LEP

	Activities	Outputs	Project Staff	Start Date	End Date
1	Collaborate with medical care partners in the county to review and write/rewrite of policies and procedures regarding language access and health literacy	Equitable Policies and Procedures for LEP and health literacy	CEE Team, PPI Team and Language Access Team with community medical provider partners	11/01/2023	10/31/2024

Objective # :

Ensure provision of medical care language translation services and document translation in county medical care provider programs

Outcome:

Effective translation of health related information in partner organizations

	Activities	Outputs	Project Staff	Start Date	End Date
1	Assist with best practice guidance for medical language translation services in partner health care organizations	Access to appropriate language translation for medical care	Language Access Team	11/01/2023	10/31/2024
2	Assist with best practice guidance and example document translation in preparation for LEP individuals	Access to health literature in native language	Language Access Team	11/01/2023	10/31/2024

Project Year: 3

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Objective # :

Continue and modify where needed the Language Access Plan for Fort Bend County Health & Human Services internally and for the community medical provider partners

Outcome:

Enhanced Language Access Plan for the LEP individuals and Communities in Fort Bend County

Activities		Outputs	Project Staff	Start Date	End Date
1	Continue to evaluate internal and external language and health literacy needs within community partner programs	Ongoing demographic and practical understanding of the needs for appropriate language access and health literacy	CEE Team, PPI Team Epidemiology Division	11/01/2024	10/31/2025

Objective # :

Review and write/rewrite of policies and procedures regarding language access and health literacy

Outcome:

Increased access to services for people with LEP

Activities		Outputs	Project Staff	Start Date	End Date
1	Collaborate with medical care partners in the county to review and write/rewrite of policies and procedures regarding language access and health literacy	Equitable Policies and Procedures for LEP and health literacy	CEE Team, PPI Team and Language Access Team with community medical provider partners	11/01/2024	10/31/2025

Objective # :

Ensure provision of medical care language translation services and document translation in county medical care provider programs

Outcome:

Effective translation of health related information in partner organizations

Activities		Outputs	Project Staff	Start Date	End Date
1	Assist with best practice guidance for medical language translation services in partner health care organizations	Access to appropriate language translation for medical care	Language Access Team	11/01/2024	10/31/2025

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2	Assist with best practice guidance and example document translation in preparation for LEP individuals	Access to health literature in native language	Language Access Team	11/01/2024	10/31/2025
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2020 Objective Work Plan (OWP) Guidance

The OWP organizes and presents project elements to highlight connections, and support monitoring of project progress and achievement. The alignment of Objectives and Outcomes serves to highlight the relationship between the two elements. Identification of key activities and the alignment to project Outputs (tangibles that must be accomplished in order to achieve objectives), provides a blueprint for implementation and benchmarks to mark progress.

A maximum of three objectives may be proposed throughout the entire project period. In multi-year projects, some objectives may continue for multiple budget periods. A separate OWP form should be completed for each objective for each budget period of the project year.

Each section of the OWP should be completed according to the following instructions:

1. **Project Title:** Identify the project title. The same title appears in box 15 of the SF-424 form and will be used throughout the entire project period.
2. **Project Year:** Identify the project year for the OWP form (e.g., 1, 2, or 3). The Objective Work Plan should be organized by project year not objective. For example, if your project has 3 objectives for 3 years than you should organize your OWP listing all of year 1's objectives then start on year 2, and complete the form with year 3's objectives.
3. **Project Goal:** Identify the goal of the project as stated in the project narrative. The project goal is a statement describing what role the project will play in the enhancing the current community condition.
4. **Objectives:** Include the objective as stated in the project narrative. Each objective must include the following four elements: a timeline by which the objective will be achieved; a target measurement for the intended change; an indicator; and the target population. Each form should have only one objective. Objectives should be consistently stated between project years. For example, a two year project with three objectives will have the following OWPs:
 - Year 1: Objective 1, Objective 2, Objective 3.
 - Year 2: Objective 1, Objective 2, Objective 3.
5. **Outcomes:** One outcome must be identified for each objective to describe the most significant change the objective will produce. Include the Outcome for the objective as stated in the project narrative.
6. **Milestone Activities:** Milestone Activities are key project activities needed to successfully achieve each output. It is likely that more than one Milestone Activity will be needed in order to produce an output. A maximum of 25 Milestone Activities should be listed for each year of an objective.
7. **Outputs:** Outputs are the direct, tangible results of activities, including who will be reached and how many. This is often expressed as a target number of activities completed and/or people served. Because multiple Milestone Activities may result in a single output, activities should be listed chronologically by output to demonstrate the logical connection between activities and outputs.

For example, if the output is a workshop, the key activities needed to implement the workshop should be listed in chronological order and the workshop should be listed as the output for each activity. Example Outputs include the following:

- Documents produced, curricula or education materials developed, research, ordinances or laws developed;
- The number of classes taught, meetings held, or materials produced and distributed;
- Program participation rates; or
- Hours of each type of service provided. Please note, no outputs are required to be listed for Administrative Activities.

8. **Project Staff:** List all staff members directly working on an activity.
9. **Begin Date:** Identify realistic dates within the budget period when work on each activity will begin. Use absolute dates. September 30, 2020 should be written 9/30/2020.
10. **End Date:** Enter the date within the budget period when work the activity will be completed. If an activity will continue into the next budget period, please indicate the last day of the current budget period for the activity. Use absolute dates. September 30, 2020 should be written 9/30/2020.
11. **Administrative Activities:** The following Administrative activities should be included under only one objective for each year of project implementation. They should be listed after all Milestone Activities, and must include the following:
 - Reporting (OPR, ADR, 425, DPM)
 - Post Award Training (1st year of project only)
 - Grantee Meeting
 - Project staff orientation
 - Data collection and evaluation
 - Establish federal system account access and official grant file

For electronic submission of your application, please review the guidance below on how to fill out the OWP on [Grants.gov Visit disclaimer page](#).

1. Fill out the SF-424 with the official title of your project which will then transfer to the Objective Work Plan "title" field. The "title" field is not editable as it pulls directly from the SF-424.
2. All open fields are required with the exception of the "other support" field. An error message will pop up for all other blank fields included in the form.
3. Use complete dates including the month/day/year (for example: 00/00/0000). There is a calendar option as well in which you can choose a date on the pop up option. If the applicant is inputting future years, the manual entry is usually the faster option for entering the beginning and end dates.

4. Please ensure that the begin date is before the end date. Please also ensure that the begin and end dates are not the same exact date.
5. Applicants should add only one activity at a time. If the applicant adds many activity fields without filling in the information, there will be multiple pop ups due to incomplete fields.
6. The Objective Work Plan should be organized by project year not objective. For example, if your project has 3 objectives for 3 years than you should organize your OWP listing all of year 1's objectives then start on year 2, and complete the form with year 3's objectives.
7. When you add a project year to the form, the objectives from the previous year will automatically pre-populate to the new project year added. Applicants will have the ability to edit and subtract these objectives and objective statements if they are not necessary for the final work plan. As a reminder, you can only have 3 objectives for the entire project period.