# BP4 “Formalize Borough Coalition Communication Process” Deliverable Template

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| **Sub-recipient name:** | Borough Coalition sub-recipients |
| **Deliverable number and name:** | **C2.1. Formalize Borough Coalition Communication Process** |

**Instructions:** Here are the steps to follow for completing this deliverable.

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| **1** | **Make a note of the DOHMH Program Manager’s name and contact information.** |
| **2** | **Review deliverable text taken from the SOW and direct any questions to your DOHMH Program Manager well before the deliverable due date(s).** |
| **3** | **Skip this step. No proposal required for this deliverable.** |
| **4** | **Complete the fields for the deliverable final report (if provided below).** |
| **5** | **If provided below, submit any additional documentation required to your DOHMH Program Manager. This is noted in the deliverable text (step 2) as well as below.** |

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| **1** | **DOHMH Program Manager:** Marsha Williams, MPH, CBCP**Phone number:** 347-396-2719**Email:** mradclif@health.nyc.gov  |

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| **2** | **Deliverable as per the SOW** **Required Activities:**Formalize borough coalition communication process, using template provided by NYC DOHMH, to include: * Introduction with the purpose of the communication plan process and scope
* Procedures with planning assumptions describing situations in which the process would be put into action and how documentation for the process will be maintained
* Process constraints
* Process vehicles and tools
* Identification of borough coalition members and assessment of their needs with respect to this process
* Description of external process and how it will be used to engage with the community

Borough coalitions without mature communications processes may draft current communication methods. These are subject to approval by DOHMH and must include* Process for collecting and maintaining members contact information
* Method for gathering and providing situational awareness to members

**Required Documentation:**Completed communication process template or draft of current communication methods due by the **midterm performance period of the contract (November 1,** **2022 to February 28, 2023).** |

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| **3** | **There is no proposal due for this deliverable. Move to step 4 below.**  |

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| **4** | **Communication Process | DUE DATE: February 28, 2023** |
| **Requirement** | **Your Response** |
| **Introduction with the purpose of the communication plan process and scope** |   |
| **Procedures with planning assumptions describing situations in which the process would be put into action and how documentation for the process will be maintained** |  |
| **Process constraints** |  |
| **Process vehicles and tools** |  |
| **Identification of borough coalition members and assessment of their needs with respect to this process** | Ex. * Member Name
* Name of Member Organization
* Member Contact Information
* Communication Response Type
* High response; Fully engaged
* Moderate response; Moderately engaged
* Low response; Low engagement
* Member’s Preferred Communication Vehicle. Ex. Phone, email, text
 |
| **Description of external process and how it will be used to engage with the community** |  |
| **Add rows by using the tab key.** |  |
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| **Borough coalitions without mature communications processes may draft current communication methods.**  |  |

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| **5** | **NO additional documentation required for this deliverable.** |
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