

# Choice Neighborhoods Action Activities Planning Tool

Topics to consider when selecting and proposing your Action Activities

Topics to Consider	Questions to Consider
<b>Action Activity Description</b>	
Action Activities Goals	<ul style="list-style-type: none"> <li>• How will this activity enhance and accelerate the transformation of the neighborhood?</li> <li>• How will this activity encourage additional investment in the neighborhood?</li> <li>• How will this activity build neighborhood confidence (i.e., confidence that the neighborhood is improving)?</li> <li>• How will this activity have a lasting impact on the neighborhood?</li> <li>• If this is an economic development project, does your market study suggest this use is appropriate and sustainable?</li> <li>• How will this activity benefit the residents of the original target housing and/or redeveloped target housing?</li> </ul>
Relation to Transformation Plan	<ul style="list-style-type: none"> <li>• How does this activity build off of the Transformation Plan priorities?</li> <li>• How does it address key needs that were identified?</li> </ul>
Community Building	<ul style="list-style-type: none"> <li>• Will this activity build community capacity or social cohesion through the way in which it is designed, led, and/or implemented?</li> </ul>
Alignment	<ul style="list-style-type: none"> <li>• Does this activity align with other improvements/assets in the neighborhood? <i>Example: Homeowner façade improvements on 5 blocks will enhance area where garden and recreation center was recently constructed.</i></li> <li>• Is the activity located in a strategic place, such as a prominent corner, near the target housing, or near other neighborhood improvements?</li> <li>• If you are proposing multiple activities, do these activities build off of each other and is the proposal cohesive?</li> </ul>
<b>Administration</b>	
Capacity	<ul style="list-style-type: none"> <li>• Who is going to be responsible for implementing or overseeing the activity?</li> <li>• What is their capacity to effectively implement this activity?</li> </ul>
Administrative Costs	<ul style="list-style-type: none"> <li>• Are there sufficient leveraged funds to cover Administration effectively? Note Choice Neighborhoods Action Activities funds cannot be used toward administration.</li> <li>• Are Administrative costs reasonable?</li> </ul>

Topics to Consider	Questions to Consider
<b>Project Development Budget</b>	
Highest & Best Use of Funds	<ul style="list-style-type: none"> <li>• What is the budget for this activity?</li> <li>• Does this activity represent the best use of flexible funds or could this activity be funded in other ways or addressed by existing programming?</li> <li>• Is this activity an improvement for which cities or other parties are typically responsible?</li> </ul>
Leverage	<ul style="list-style-type: none"> <li>• Has this activity attracted additional leverage and firm commitments from partners?</li> </ul>
<b>Project Operational Budget</b>	
Sustainability	<ul style="list-style-type: none"> <li>• How will the project be maintained and financially sustained? <i>Example: If establishing neighborhood Wi-Fi, what funding/organization will sustain Wi-Fi maintenance and operations?</i></li> </ul>
<b>Project Schedule</b>	
Timeline	<ul style="list-style-type: none"> <li>• What is the estimated schedule with milestones for this activity?</li> <li>• Are there factors that make this activity highly likely to be completed in the required time frame? <i>Examples: Site control has been established; environmental review for site is likely to have a finding of no significant impact; similar activities have been completed in a shorter timeframe.</i></li> <li>• If applicable, have you consulted with your State Historic Preservation Officer?</li> </ul>
<b>Measurable Outcomes</b>	
Outcomes	<ul style="list-style-type: none"> <li>• What will the final outcome be?</li> <li>• How will you measure success and what metrics will you use?</li> <li>• How will you track new additional investment in the neighborhood?</li> </ul>
<b>Use of Program Income</b>	
Program Income	<ul style="list-style-type: none"> <li>• Is there a possibility that program income will be generated from this Action Activity? Please include even if income is not expected to be generated until after grant closeout.</li> <li>• If so, is there a clause in the program guidelines or other Action Activity documentation that incorporates program income language from the grant agreement?</li> </ul>
<b>Program/Policy Guidelines</b>	
Guidelines	<ul style="list-style-type: none"> <li>• Review relevant sections above.</li> </ul>