

Choice Neighborhoods Action Activities Planning Tool

Topics to consider when selecting and proposing your Action Activities

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

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Project Development Budget	
Highest & Best Use of Funds	<ul style="list-style-type: none"> • What is the budget for this activity? • Does this activity represent the best use of flexible funds or could this activity be funded in other ways or addressed by existing programming? • Is this activity an improvement for which cities or other parties are typically responsible?
Leverage	<ul style="list-style-type: none"> • Has this activity attracted additional leverage and firm commitments from partners?
Project Operational Budget	
Sustainability	<ul style="list-style-type: none"> • 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>
Project Schedule	
Timeline	<ul style="list-style-type: none"> • What is the estimated schedule with milestones for this activity? • 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> • If applicable, have you consulted with your State Historic Preservation Officer?
Measurable Outcomes	
Outcomes	<ul style="list-style-type: none"> • What will the final outcome be? • How will you measure success and what metrics will you use? • How will you track new additional investment in the neighborhood?
Use of Program Income	
Program Income	<ul style="list-style-type: none"> • 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. • If so, is there a clause in the program guidelines or other Action Activity documentation that incorporates program income language from the grant agreement?
Program/Policy Guidelines	
Guidelines	<ul style="list-style-type: none"> • Review relevant sections above.