

# Choice Neighborhoods Early Action Activities Planning Tool

Topics to consider when selecting and proposing your Early Action Activities

Topics to Consider	Questions to Consider
<b>Early Action Activity Description</b>	
Early Action Activities Goals	<ul style="list-style-type: none"> <li>How will this activity generate excitement in the community and build confidence that the neighborhood will improve?</li> <li>How will this activity build upon the planning process and be responsive to the needs or wants identified by target housing and neighborhood residents?</li> </ul>
Community Building	<ul style="list-style-type: none"> <li>How will this activity engage target housing and neighborhood residents and foster on-going community building through the way it is designed, led, and/or implemented?</li> </ul>
Alignment	<ul style="list-style-type: none"> <li>Is the activity located in a strategic place, such as a prominent corner, near the target housing, or near other neighborhood improvements? <i>Example: Vacant lot on key corridor was identified by the community as a highly visible eye sore and will be redeveloped into a pocket park.</i></li> </ul>
<b>Administration</b>	
Capacity	<ul style="list-style-type: none"> <li>Who will be responsible for implementing or overseeing the activity? What is their capacity to effectively implement this activity?</li> </ul>
<b>Project Development Budget</b>	
Sources & Uses	<ul style="list-style-type: none"> <li>What is the budget for this activity, including major sources and uses? <i>Note: Please see Requirements and Process document for restrictions on use of funds.</i></li> <li>Can this activity attract additional leverage from partners?</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>Will the activity, including the Environmental Review process, be completed within the Choice Neighborhoods grant period? If applicable, have you consulted with your State Historic Preservation Officer?</li> </ul>
<b>Project Operations &amp; Maintenance</b>	
Sustainability	<ul style="list-style-type: none"> <li>Will the result of the activity be permanent or longer-term? <i>Note: Temporary uses are not generally allowed unless it is for the purpose of reclaiming and recycling vacant land.</i></li> <li>How will the project be maintained and financially sustained? <i>Example: If establishing a farmer's market, what funding/organization will sustain maintenance and operations?</i></li> </ul>