# HCD Action Plan Guide and Template

What is the HCD Grant Action Plan?

* An Action Plan concisely describes the HCD-funded work that you and your community will undertake during the grant period.
* Please use the template below to develop your action plan.
* The Action Plan should describe your goals/objectives, timeline, activities, outputs, output indicators, and outcomes.

How will the action plan be used?

* Proposal Assessment tool: The Action Plan is an integral part of the HCD Community Funding Application. Partners will submit an action plan with their proposal. HCD reviewers will rely on the action plan to get a comprehensive understanding of the goals, objectives, activities, outputs, outcomes, and timeline for the proposed work.
* Communication tool: HCD partners and liaisons will review the action plan during check-in meetings to track progress, discuss opportunities and needs and document modifications.
* Data collection, monitoring, and reporting tool: HCD will summarize data from all HCD partners to support tracking and reporting of collective progress across communities, which supports advocacy efforts for sustainable long-term funding for community transformation.

How do you develop an action plan?

* Use the template below to outline the goals/objectives, timeline, activities, outputs, output indicators, and outcomes for your HCD-funded work.
  + Goals: Broad statements about the long-term expectations of what should happen as a result of your project (the desired result). Serves as the foundation for developing your objectives.
  + Objectives: Specific statements describing the results to be achieved, and the manner in which they will be achieved. You usually need multiple objectives to address a single goal. Setting specific, measurable, achievable, relevant, and time-bound (SMART) objectives is a good way to plan the steps to meet the long-term goals in your grant.
  + Timeline: Estimated time of completion for planned activities (e.g. month, quarter).
  + Activities: Processes, events, and actions taken to produce desired outcomes
  + Outputs: Direct, tangible, and often immediate results of activities
  + Output Indicators: Measurable information used to determine if activities are being implemented as expected and if they will be able to achieve the intended outcomes
  + Outcomes: Intended effects or changes that result from activities and outputs, often in a sequence expressed as short-term, intermediate and long-term outcomes
* The information in your action plan should align with your HCD grant proposal.
* Please review the accompanying document: “HCD Activities, Outputs, Outcomes, and Indicators Bank: A Community Transformation Planning Resource” for examples of activities, outputs, output indicators, and outcomes.
* Reach out to your liaison for support with developing your action plan.

HCD Action Plan

Organization Name:

Project Name:

Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Goals/Objectives** | **Activities** | | | | **Outputs/Indicators** | **Outcomes** |
| ***Goals****: Broad statements about the long-term expectations of project*  ***Objectives****: Specific, measurable, achievable, relevant, and time-bound (SMART) statements about the results to be achieved* | ***Activities****: processes, events, or actions taken to produce desired outcomes* | | | | ***Outputs****: direct, tangible, and often immediate results of activities*  ***Output Indicators****: measurable information used to determine if activities are being implemented as expected* | ***Outcomes****: intended changes that result from activities and outputs* |
| *Quarter 1*  *[Month – Month]* | *Quarter 2*  *[Month – Month]* | *Quarter 3*  *[Month – Month)* | *Quarter 4*  *[Month – Month]* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |