# HCD Grant Action Plan Guide and Template

# July 2022

What is the HCD Grant Action Plan?

* A document that concisely describes the HCD-funded work that you and your community will undertake during the grant period
* Use the template below or another preferred template 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?

* 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.
* Guide data collection, monitoring, and reporting: 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 your template to outline the goals/objectives, timeline, activities, outputs, outcome 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 Grant Action Plan Template

Organization Name:

Project Name:

Date:

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| **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]* |
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