



90-day Action Plan: Track I Community Change Grant*

AUGUST 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 <i>Deadline to submit for Technical Assistance from EnDyna</i>	17
18 Review & Prep Week	19 Read the CCG NOFO in its entirety & read the Track I Application Development Workbook	20	21 Download the Track I Application Checklist and plan for coming weeks.	22	23 Send out calendar invites, materials, and instructions to your project team	24
25 Scope & Decide Week	26 Complete HEJC project development workbook & fill out the Track I “Right for You” handout	27	28 Make a decision <i>with your statutory partner</i> on whether to move forward with completing the workbooks or not.	29	30 If needed, complete the SAM.gov registration checklist and Grants.gov registration checklist	31

*You should plan to follow a similar schedule for Track II applications; however, the workbooks will be different. Visit the [CCG TA Workbooks webpage](#) to access all of the Track I and Track II workbooks.

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SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1 Community Vision Series Week	2 Complete Community Description Workbook	3	4 Complete Community Challenges Workbook	5	6 Complete Community Vision Workbook	7
8 Strategies Week	9	10 Complete Pollution Reduction Strategies Workbook	11	12 Complete Climate Action Strategies Workbook	13	14
15 Partnerships Week	16	17 Complete Collaborating Entities Workbook	18	19 Complete Statutory Partnerships & Sample Agreement Workbook	20 Invite all collaborating entities identified	21
22 Community Planning Week	23 Complete Priority Populations Workbook	24	25 Complete Community Engagement & Collaborative Governance Workbook	26	27 Complete Community Strength Plan Workbook	28
29 Readiness & Compliance Week	30					

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OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
29 Readiness & Compliance Week	30	1 Complete Readiness Approach Workbook	2	3 Complete Compliance Plan Workbook	4 Finalize all collaborating entities for the project	5
6 Budgeting Week	7	8 Complete Program Budget Description Workbook	9	10 Complete Program Budget Excel Template	11	12
13 First Draft Week	14 Revisit your Track I Application Checklist & ensure you have completed all items	15 Compile your materials into a comprehensive grant application	16	17	18 Circulate first draft with a Track I Self-Assessment Worksheet to all team members to get feedback	19
20 Review & Feedback Week	21	22	23	24	25 Review everyone's completed Track I Self-Assessment Worksheet & plan for November	26
27 Editing Week	28 Begin making all necessary edits based on feedback collected	29 Ensure collection of all necessary forms, letters from your organization and collaborating entities. Follow up if needed.	30	31	1	

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NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3 Second Review Week	4 Circulate an updated version of the application package to request final edits & comments	5	6	7	8	9
10 Final Edits Week	11 Review the final round of feedback and make last edits to the application	12	13	14	15	16
17 Submission Week	18	19 Migrate all of your application materials into the Grants.gov system	20 Double check with fresh eyes & submit your grant!	21 Final Deadline to submit CCG Application on Grants.gov	22 CELEBRATE!	23
24	25	26	27	28	29	30

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