**Action Plan Template**

Every action plan must include Goals and Action Steps, specifying the information contained below. Counties may use a local template and/or include additional information to meet local needs. If the county is working toward more than one goal, complete a separate form for each goal.

**County:** *Click or tap here to enter text.*

**Fiscal Lead Agency:** *Click or tap here to enter text.*

The four goals listed in the dropdown list are the same as those listed in the Local Assistance Agreement (LAA) Exhibit A, Attachment 2. If a county has a different goal, choose “other” and describe.

**Goal #** *Enter #.* **of** *Enter total # goals submitted.***:** *Choose a goal from dropdown.*

*Type county’s goal if “other” is selected in dropdown or delete if not applicable.*

**Action Steps**

| **#** | **Description** | **Milestones** | **Timeframe** | **Resources** | **Responsibility** |
| --- | --- | --- | --- | --- | --- |
|  | *What will actions are necessary to achieve the goal?* | *What is the expected outcome of the action?* | *When will this action take place?* | *Who/what is needed (e.g., task-specific finances, experts, documents, other)* | *Who will oversee task completion?* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |
|  | *Click here to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* | *Click to enter text.* |

*Delete or add rows, as needed.*