**Step It Up! Action Institute to Increase Walking and Walkability**

**Metropolitan Planning Organization Regions (or other similar regional entities)**

**Request for Funding and Technical Assistance**

**Appendix C:**

**Anticipated Project Timeline and Description**

The general timeline for the action institute project is detailed below.

**Tentative Project Timeline and Description:**

* **Week of November 4, 2019 (anticipated) – December 20, 2019 (anticipated):**
  + RFA application period;
  + RFA applications due to Karma Harris of NACDD at [kedwards@chronicdisease.org](mailto:kedwards@chronicdisease.org) by 11:59 p.m. ET on December 20, 2019;
* **December 21, 2019 – January 17, 2020 (anticipated):**
  + RFA application review and selection period;
  + NACDD to announce team selections on or near the *anticipated* date of January 17, 2020;
* **January 20, 2020 (anticipated) – February 28, 2020 (anticipated):**
  + NACDD MOU process begins immediately with awarded applicant team fiscal agents upon formal notice and acceptance of team selections;
  + Participate in one team project orientation call with NACDD scheduled post-selection announcement in January/February 2020 (anticipated);
  + Anticipated NACDD payment process to awarded applicant team fiscal agents upon completed MOU signatures;
  + Team Leads begin assisting NACDD with course logistic assignments;
* **March 1, 2020 – April 11, 2020:** 
  + Participate in pre-course webinar on March 9, 2020 from 2:00 – 3:30 p.m. ET to learn about related logistics and requirements, NACDD travel logistics, institute expectations, interdisciplinary team approach to training, pre-course team assignments, and implementation options;
  + Complete all pre-course homework assignments and related paperwork as detailed in the individual orientation call and/or the pre-course webinar to NACDD by specified deadlines;
  + Initiate team action planning process;

* **April 13 - 16, 2020:**
  + Participate in 100% of the sessions of the “Step It Up! Action Institute to Increase Walking and Walkability” in Decatur (Atlanta), GA *(leaving early on any day of the course is not permitted)*;
  + Complete daily and overall course evaluations for the action institute;
  + Continue team action planning process;
* **April 17, 2020 – May 22, 2020:**
  + Continue developing a team action plan representative of one to three goals (new or existing for your region) with a focus on the practical details of successful PSE implementation. (NACDD will provide related action plan template and training);
    - Sample implementation strategies are described in Appendix D;
  + Participate in post-course webinar on May 4, 2020 from 2:00 – 3:30 p.m. ET to discuss anticipated implementation successes or challenges, ongoing engagement after July 31, 2020, and next steps;
  + Action plans due by Friday, May 22, 2020, or sooner, to Karma Harris of NACDD at [kedwards@chronicdisease.org](mailto:kedwards@chronicdisease.org);
  + As needed or requested, Team Leads to assist NACDD with CoP communication and participation processes to team members (date TBD, anticipated to begin in May/June 2020 for this year’s cohort and extend beyond the project period);
  + Pending Walkability CoP Group Schedule, Team Leads and interested team members to participate in CoP group sessions following successful attendance at the WAI.
* **May 25, 2020 – July 31, 2020:**
  + Begin implementation of team action plans and continue implementation ongoing;
  + As needed or requested, Team Leads to assist NACDD with CoP communication and participation processes to team members (date TBD, anticipated to begin in May/June 2020 for this year’s cohort and extend beyond the project period);
  + Team Leads to participate in first progress report;
    - NACDD to establish semi-annual/annual progress reporting following successful attendance at the WAI. The first progress report may or may not occur before July 31, 2020.