
Appendix E

Checklist for a Major Cities Initiative Action Plan

Program organizers can use this list as guide when writing action plans, which must clearly spell out *who* is doing *what*, *when*, *where*, and *how*.

Key topic areas

Problem statement

Three or four key issues to be addressed

Steering Committee membership and structure

Designated work groups and summary of tasks to be addressed by each

Key goals, objectives, and activities of the Major Cities Initiative

Means for achieving desired measurable outcomes

Supporting memoranda of understanding (MOU) or inter-agency agreement (IAA), with specific action steps and member responsibilities

Federal, State and city government supportive actions

Desired outcomes and achievements