Minnesota Department of Health logo

# Attachment B – Activity Timeline (20 points) Communities That care (CTC) Minnesota – Youth Substance Use Prevention GRants

## Background and Information:

Utilizing the following links from the Center for Communities That Care, answer the questions in Part One and complete the table in Part Two below detailing a proposed activity timeline.

Reference Links:

* [CTC Implementation Guide (https://www.communitiesthatcare.net/wp-content/uploads/CTC\_Implementation\_Details-1.pdf)](https://www.communitiesthatcare.net/wp-content/uploads/CTC_Implementation_Details-1.pdf)
* [CTC Milestones and Benchmarks (https://www.communitiesthatcare.net/wp-content/uploads/CTC\_MB.pdf)](https://www.communitiesthatcare.net/wp-content/uploads/CTC_MB.pdf)

### Part One: Applicant Activity Planning Questions (10 points)

Please note: The following questions will not be scored based on the contents of the responses but based on completion. This is to encourage transparency of readiness and needs for grantees applying for funding.

**Responses to all questions should not exceed two pages, single-spaced, 12-point font.**

1. The Minnesota Department of Health (MDH) intends to adopt the draft timeline outlined in the table below for the approximately five-year grant life cycle. Please indicate, on a scale of one to five, the feasibility of this timeline for the **applicant organization and community**. Applicant should provide reasoning for the selection.

|  |  |
| --- | --- |
| **Phase of Focus** | **Timeframe of Grant Cycle** |
| Phases 1, 2, and 3 | 25 months |
| Phase 4 | 6-12 months |
| Phase 5 | 23-29 months |

1. Reviewing the reference source document, please indicate, on a scale of one to five, the **applicant’s** readiness to implement the Communities That Care model. Applicant should provide reasoning for their selection.
2. Reviewing the reference source document, please indicate, on a scale of one to five, the **applicant community’s** readiness to implement the Communities That Care model. Applicant should provide reasoning for their selection.
3. Starting a new grant is not without its challenges. Based on your knowledge of your organization and the community you intend to serve, what challenges and/or roadblocks do you foresee in implementing the CTC model?
4. Part of MDH’s role is to provide technical assistance to support grantees in achieving grant outcomes. What kind of technical assistance would your organization or community benefit from? What kind of support would you need to reach the milestones outlined in the table above?

### Part Two: Applicant Activity Timeline (10 points)

Instructions: Applicants will create a brief timeline and what they aim to accomplish each month of the projected 25-month period that will focus on the first three phases of CTC. The activity timeline should align with the CTC milestones and benchmarks linked on page one. The timeline should include notable challenges or roadblocks that may delay activity completion.

**Applicants should ensure that the timeline does not exceed two pages with 12-point font.**

If selected, the grantee will work with MDH to develop a finalized timeline.

The table on pages three through five serves as an example template for applicants. It is not required that applicants follow this template and may develop a timeline that suits their strengths and meets the requirements.

Alternatives to a table activity timeline may include, but are not limited to, a narrative format, infographic, or Gantt chart.

EXAMPLE ACTIVITY TIMELINE TEMPLATE

**Applicant Name:** EXAMPLE ORGANIZATION

**Timeline Period:** June 1, 2025 – June 30, 2027

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CTC Phase** | **CTC Milestone** | **EXAMPLE Completed By** | **EXAMPLE Activities, Notes, and Comments** | **EXAMPLE Roadblocks or Challenges** |
| Get Started | Organize the community to begin the Communities That Care process | Dec. 2025 | Requires hiring and onboarding a program coordinator to serve as the point of contact and identifying community partners. | Possible delays due to hiring process of organization. |
| Get Started | Define the scope of the prevention effort | Feb. 2026 | To be developed in tandem with community, facilitated by coordinator. | Possible delays due to onboarding staff. |
| Get Started | Identify community readiness issues | April 2026 | Facilitated by coordinator, requires community data collection. Collaboration needed to identify data to be collected. | Possible scheduling delays. |
| Get Started | Engage key leaders (positional and informal) | June 2026 | Expected to outline a list of leaders and develop a roster to maintain and track. Engaging leaders will include both in-person and virtual settings. | Challenges in scheduling with leaders are expected. |
| Get Started | Analyze and address community readiness issues, or develop a plan for addressing them | May 2026 | Requires partnership with DATA ORG for reviewing data collected. Coordinator will develop draft plan based on results and facilitate conversations. | Possible delays in partnership agreement with DATA ORG. |
| Get Organized | Develop a community board to facilitate assessment, prioritization, selection, implementation, and evaluation of tested, effective programs, policies, and practices | Oct. 2026 | Facilitated by coordinator, will require an agreement of norms, expectations, and other relevant documents to guide the board. | Challenges expected with scheduling. |
| Get Organized | Educate and involve the community in the Communities That Care process | Nov. 2026 | Expected to be ongoing throughout the process to educate members on the process and the CTC model, even after the completed by date. | None noted at this time. |
| Develop a Community Profile | The community board has the capacity to conduct a community assessment and prioritization | Jan. 2027 | Requires trainings and technical assistance sessions with subject matter experts to educate members on the process and required tools. | Challenges with scheduling TA sessions, may require recorded videos. |
| Develop a Community Profile | Collect community assessment information and prepare it for prioritization | April 2027 | Assessment information collected on Microsoft Forms and compiled in a report and a two-pager, utilizing Canva. | None noted at this time. |
| Develop a Community Profile | Prioritize populations or geographic areas for preventive action, based on risk and protective factor data | May 2027 | To be completed in tandem with the risk and protective factors conversation. Conversation to be facilitated by program coordinator. | None noted at this time. |
| Develop a Community Profile | Identify priority risk and protective factors | May 2027 | To be completed in tandem with the population prioritization conversation. Conversation to be facilitated by program coordinator. | None noted at this time. |
| Develop a Community Profile | Conduct a resource assessment and gaps analysis | June 2027 | Led by the program coordinator with support from community members. Results will be compiled similar to the community assessment, including an in-depth report and a two-pager created using Canva. | May require regular revisions. |

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3/17/2025

To obtain this information in a different format, call: 651-201-3929.