



CDBG Planning Grant Program Minimum Planning Requirements

Effective date: July 16th, 2020

Plan Type: Comprehensive Plan

DESCRIPTION

The following are the minimum technical specifications for a Comprehensive Plan as part of an OCRA CDBG Planning grant. Once the initial draft is completed, a digital copy should be submitted to OCRA for review. Once OCRA has approved the draft plan, it must be submitted to and approved by the local governing body. Once approved by the local governing body, a final digital and paper copy that includes the approval by the local governing body must be submitted to OCRA in order to close-out the grant.

All aspects of the plan must be in compliance with IC 36-7-4-500, which can be found at the end of this document.

MINIMUM PLANNING REQUIREMENTS

The plan must include or address all of the following items and relevant content:

Required Items

- Cover Page
- Table of Contents
- Executive Summary (2-4 pages)
- High-quality, colored and captioned maps, photographs, and/or drawings that illustrate the critical elements of the plan
- Concise narratives with minimal use of professional jargon
- Citation of all sources used in both the footnote and the reference page
- Plans must be in color, have page numbers, and be free from unusual formatting.

Required Contents

The plan must be organized in the following order and maintain the same headings.

A. Executive Summary

1. Purpose of the plan
2. Scope of the plan
3. Process to develop plan, including public input via hearings, surveys, etc.
4. Plan summary in 2-4 pages
5. Outline of key goals, strategies and desired outcomes

NOTE: *Include page references for appendices*

B. General Background

Provide a brief overview of the demographic, economic and educational profile of the target area (city/town, county, or region), including but not limited to:

1. Key population features (such as age structure, population change, educational attainment, etc.)
2. Economic base (major employers, main industrial activity, etc.)
3. Key anchor institutions in the community/county (such as public library, hospitals/clinics, community centers, museums, public schools, higher education institutions, etc.)

C. Comprehensive Planning Committee (CPC)

Provide a summary of the CPC. This should include:

1. List of the members of the committee and the entity they represent
 - a) This committee should be diverse in terms of representation (such as local government, economic development organizations, business/industry, education, health, nonprofit, faith-based, as well as other appropriate organizations/agencies and demographic groups)
2. Outline of the committee's work in developing the plan including a listing of meetings, summaries of public hearing, and a discussion of how consensus was reached for the plan
3. Describe role of the CPC which includes, but is not limited to:
 - a) Serving as liaison between the area, OCRA, partners, funders
 - b) Engaging in studying key data indicators
 - c) Being actively involved in developing, with active public input, the Comprehensive Plan for the targeted area

D. Analysis by Subject Matter

The following chapters should be included in the Comprehensive Plan, in the following order:

1. Land Use
2. Government and Fiscal Capacity
3. Public Facilities and Services
4. Placemaking
 - a) Community Wellness
 - b) Culture
 - c) Education
5. Economic Development
6. Housing
7. Transportation
8. Agriculture
9. Natural Resources
10. Parks and Recreation
11. Broadband Access
12. Historic and Archaeological Resources

13. Hazard Mitigation

This list is not exclusive. If a community would like to include additional chapters, they may. If one of the required chapters is not applicable, include a statement of explanation in your plan as to why it is not applicable.

For each chapter, the following information should be included:

- a) Existing Conditions (as applicable)
 - Physical
 - Cultural/Social
- b) Vision and Key Goals
 - Be future focused (5 to 10 years) and take into consideration foreseeable needs of the community
 - Address any service gaps and needs associated with the area
 - Key goals, along with measurable strategies linked to each goal, that will help sustain the project area and expand access/outreach of the area
- c) Implementation
 - Provide a brief overview of proposed projects to implement the community's overall vision
 - Include 2-3 action items at the end of each chapter that will operationalize the plan
- d) Public Input
 - Public hearings
 - Community surveys
 - Data supporting the plan
 - Letters from citizens

E. Appendices

For further guidance on how to create a Comprehensive Plan, see the following resources:

[Indiana Code 36-7-5-400 Comprehensive Plan Series](#) – Indiana Assembly

[Comprehensive Plan Standards for Sustaining Places](#) – American Planning Association

[Comprehensive Planning: A Manual for Maine Communities](#) – Maine State Planning

Office

[Comprehensive Planning](#) – Municipal Research and Services Center

[Community Comprehensive Planning Guidebook](#) – USDA Rural Development; Economic

Development Administration



Effective Date

This minimum planning requirement is effective as of July 16th, 2020, and will remain in effect until amended, superseded, or rescinded.