

## Bonus Points Request Minimum Standards

It is the Office of Community and Rural Affairs' (OCRA) policy to promote and enhance the resilience of rural communities. **Applicants who submit a Community Resilience Vision Plan (CRVP) by the announced pre-approval deadline are eligible to receive up to 25 bonus points towards their CDBG application.** Each Community Resilience Visions Plan must be tailored to the individual community applying. Bonus points request must be unique to each quarter or round in which a community is applying for. Previous submissions must be updated with accurate dates, signatures and current information to be considered for these points. Below is the required submission process and the minimum standards a CRVP must satisfy for review.

### Relevant Definitions

- **Community Resilience Vision Plan (CRVP):** A narrative document outlining how the proposed project will improve CRI metrics over the next five years.
- **Community Resilience Index (CRI):** An annual score calculated by Stats Indiana designed to be more forward looking by focusing on a community's capacity to withstand, adapt to, and recover from economic transitions, population shifts, or disasters <https://www.stats.indiana.edu/topic/cdbg.asp>
- **Chief Elected Official (CEO):** The individual elected and legally empowered to apply for and execute CDBG grants on behalf of the community.

### A. Process

- 1) The CEO must schedule a meeting with their respective [Community Liaison](#). This meeting must be scheduled at any time prior to the announced pre-approval deadline.
- 2) The CEO, with assistance from the [Certified Grant Administrator](#), must develop and submit the CRVP to the [CDBG Program Manager](#) at [cdbg@ocra.in.gov](mailto:cdbg@ocra.in.gov) by the announced pre-approval deadline.
- 3) OCRA verifies receipt and completeness of the CRVP.
- 4) OCRA calculates bonus points
  - a. Applies the predefined formula to the community's current CRI score
- 5) OCRA notifies each applicant of the bonus points awarded.
  - a. Points are added to the application's total score during the application review process.

### B. Scheduling a Meeting With an OCRA Community Liaisons

- 1) Identify the respective [Community Liaison](#).
- 2) Draft a meeting request email. This meeting can be in person or virtual
  - a. *Suggested email template*

*Subject: "Meeting Request"*  
*Good Morning/ Afternoon [Liaison Name],*

*The [Community Name] is preparing an application for the upcoming CDBG round/quarter. We are preparing the Community Resilience Vision Plan (CRVP) for the upcoming [CDBG round/quarter] and would appreciate meeting with you to discuss the [proposed project/plan] and how [Community Name] anticipates the project to increase the community's resilience*

score. We would also appreciate any additional technical assistance for the application development.

Would you be available to meet during one of these times?

Option 1: [Day, Month Date] at [Time]

Option 2: [Day, Month Date] at [Time]

Option 3: [Day, Month Date] at [Time]

Thank you for your time and assistance. Please let me know which date works best for you.

Best Regards,

[CEO Name]

[Title]

- 3) Prepare to meet with the Community Liaisons and discuss the proposed CDBG project/plan
  - a. Discuss primary short-term community benefit of the project/plan
  - b. Discuss targets and improvement strategies to move the community resilience score in the next five years in the following areas:
    - i. Structure of local economy
    - ii. Entrepreneurial activity
    - iii. Human capital (Education & workforce participation)
    - iv. Social Capital (Active citizen participation in the community's activities)
    - v. Broadband connectivity
    - vi. Wealth equity (Overall well-being and financial security of individuals)
    - vii. Homeownership (Community connectivity)
  - c. This is also an opportunity to address any questions, or technical assistance needs that the community may have.

### **C. Outline for CEO Letter for Community Resilience Vision Plan (CRVP)**

A letter must be submitted in the official community's letterhead for the CRVP. The letter must be submitted to the [CDBG Program Manager](#) at [cdbg@ocra.in.gov](mailto:cdbg@ocra.in.gov) by the announced pre-approval deadline. The letter must include:

#### **Official Community Letterhead**

- a. CEO name and title
- b. Municipality: City, Town or County
- c. Date

#### **1) Greetings**

- a. Dear [\[CDBG Program Manager\]](#)

#### **2) Introduction Paragraph**

- a. Introduce the specific project being submitted
- b. Round/Quarter of CDBG Application Submission
- c. Project Title or Plan Type
- d. Date the meeting with the Community Liaison took place.

- e. State the purpose: sharing the Community Resilience Vision Plan.

### 3) Project Overview

- a. Provide one to two-sentence summary of the project's scope and goals
- b. Include the key community needs the project addresses

### 4) Vision Statement

- a. Provide three sentences describing the visions for the community over the next five years.
- b. Provide a brief description of how this project will enhance the community's capacity to adapt, recover, and thrive in the face of future challenges.

### 5) Long Term Project Impact

- a. Describe the strategic impact of this project or another community's project based upon the resiliency metrics. In the following section, outline in two sentences how the project or another community's project will advance the community with the overall goal of improving the community's CRI Score:
  - i. **Structure of local economy:** Describe how this project or another community's project will broaden your local economic base and attract new sectors.
  - ii. **Entrepreneurial Activity:** Demonstrate how this project or another community's project will foster startup activity, small-business growth, or access to capital, etc.
  - iii. **Human capital (Education & workforce participation):** Explain how this project or another community's project will improve educational attainment and increase labor-force engagement.
  - iv. **Social Capital (Active citizen participation in the community's activities):** Describe how this project or another community project will strengthen community networks and civic engagement to enhance citizen participation.
  - v. **Broadband Connectivity:** Detail the efforts made to expand reliable internet service for homes, businesses, and institutions.
  - vi. **Wealth equity (Overall well-being and financial security of individuals):** Describe the efforts made to increase financial security of residents.
  - vii. **Homeownership (Community connectivity):** Explain the strategy to increase stable housing and deepen residents' ties to the community.

### 6) Funding Utilization Strategy

- a. How will the community achieve these goals? What are the community's phases for implementing these strategies and which funding sources are expected to be used?

### 7) Closing

- a. Reaffirm commitment to community resilience vision plan

### 8) Signature

- a. CEO's handwritten signature
- b. Typed name and title