



Resilience Bonus Points Request Minimum Standards

Table of Content

Relevant Definitions	2
A. Process.....	2
B. Scheduling a Meeting With an OCRA Community Liaisons.....	2
C. Outline for CEO Letter for Community Resilience Vision Plan (CRVP)	4
D. Points Awarded (PA) Based On The Indiana Community Resilience Score Index After Formula is Applied.....	5



Introduction:

It is the Office of Community and Rural Affairs' (OCRA) policy to promote and enhance the resilience of rural communities. In order to receive points for a community's Community Resilience Index score (methodology below), an applicant must submit a Community Resilience Vision Plan (CRVP). Below is the required submission process and the minimum standards a CRVP must satisfy for review.

Applicants who properly submit a CRVP by the announced deadline are eligible to receive up to 25 resilience bonus points towards their CDBG application.

Relevant Definitions

- **Chief Elected Official (CEO):** The individual elected and legally empowered to apply for and execute CDBG grants on behalf of the community.
- **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>.
- **Community Resilience Vision Plan (CRVP):** A narrative document outlining how the proposed project will improve CRI metrics over the next five years. This is worth up to 5 points.
- **Points Awarded (PA):** Points are assigned to Indiana communities according to their results on the Community Resilience Score Index, using the established formula: Slope * Community Resilience Score - Intercept. This is worth up to 20 points.
- **Resilience Bonus Points (RBP):** These are the total points received from the submitted Community Resilience Vision Plan and the Points awarded. This is worth up to 25 points.

Process

- 1) The CEO must schedule a meeting with their respective [Community Liaison](#). This meeting must occur prior to the announced submission deadline.
- 2) The CEO, with assistance from the [Certified Grant Administrator](#), must develop and submit the CRVP under Section 11-Other Uploads on the Grants Management System (GMS) by the announced deadline for each round/cycle.
- 3) OCRA determines total points awarded based on:
 - a. Timeliness, completeness, and quality of the CRVP.
 - b. Community Resilience Index (CRI) Points Awarded--see table below.
- 4) After the application evaluation period has ended, OCRA notifies each applicant of the resilience bonus points awarded.
 - a. Points are added to the application's total score during the application review process.

A. Scheduling a Meeting with an OCRA Community Liaison

- 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/cycle]. We are preparing the Community Resilience Vision Plan (CRVP) for the upcoming [CDBG round/cycle] and would appreciate meeting with you to discuss the [proposed project/plan] and how [Community Name] anticipates the project will contribute to an increase in 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. Identify current or future projects/plans that will have a community benefit and contribute to increased community resilience
- c. Outline targeted strategies to improve the community resilience score across the following key domains:
 - 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)
 - viii. Funding Utilization Strategy
- d. This is also an opportunity to address any questions, or technical assistance needs that the community may have.



Minimum Requirements 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 on GMS by the announced cycle/round deadline. In addition to the details outlined below, the CRVP **MUST:**

- be tailored to the individual community applying
- not exceed 3 pages in length
- be unique to each cycle/round in which a community is applying
- be updated with accurate dates, signatures and current information
- be submitted by the announced deadline

A. Outline for CEO Letter:

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/Cycle 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
 - i. 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 three-sentence 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/plan or another community project/plan based upon resiliency metrics. For each metric below, outline in two sentences how the project/plan or another community project/plan will contribute to the overall goal of improving the community's CRI.
 - i. **Structure of local economy:** Describe how the local economic base will be broadened and new sectors attracted.
 - ii. **Entrepreneurial Activity:** Demonstrate how startup activity, small-business growth, access to capital, etc. will be fostered.
 - iii. **Human capital (Education & workforce participation):** Explain how educational attainment will be improved and labor-force engagement increased.

- iv. **Social Capital (Active citizen participation in the community's activities):** Describe how community networks will be strengthened and how civic engagement will be enhanced.
- 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. Describe how the community plans to realize its five-year resilience objectives through a phased implementation approach.
- b. Identify anticipated funding streams to support each objective

7) Closing

- a. Reaffirm commitment to community resilience vision plan

8) Signature

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

Points Awarded (PA) Based on The Indiana Community Resilience Score Index After Formula is Applied

A point-based system formula is used to translate STATS Indiana Community Resilience Index scores into a straightforward format for evaluation. These scores are updated annually. A chart of points awarded based on a community's Community Resilience Index score may be found on the [CDBG Resources](#) webpage.

$$\text{(Slope * Community Resilience Score – Intercept)}$$