

CDBG Planning Grant Program Minimum Planning Requirements

Effective date: October 31st, 2018

Plan Type: Feasibility Studies

Description

The following are the minimum technical specifications for a Public Facility Feasibility Study 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.

Minimum Planning Requirements

The study 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 study
- Concise narratives with minimal use of professional jargon
- Citation of all sources used in both the footnote and the reference page
- Studies must be in color, have page numbers, and be free from unusual formatting.

Required Contents (Study must be organized in this order and with these headings)

A. Executive Summary

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

NOTE: Include page references

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. Public Facility Feasibility Committee (PFFC)

Provide a summary of the PFFC. This should include:

1. List of the members of the committee and the entity they represent
 1. 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 PFFC which includes, but is not limited to:
 - Serving as liaison between the area, OCRA, partners, funders
 - Engaging in studying key data indicators related to the facility
 - Actively involved in developing, with active public input, the Public Facility Feasibility Study for the targeted area

D. Existing Conditions

Describe the current state of the existing facility or how the community has operated without a facility. Specifically, provide information on the following:

1. Current physical conditions
 - Current photos and details of the facility
 - Adjacent buildings/traffic patterns/run times
 - Interior and exterior structural issues
 - Architectural
 - a. Building materials and finishes
 - Mechanical (HVAC), Electrical, Plumbing
 - Floor plans, if applicable
 - Known environmental/site hazards
2. Historical significance of the facility, if applicable
3. Socioeconomic factors in the target area that could affect (positively or negatively) use of the facility
4. Physical assets and resources that could be used to support the facility
5. Results of demand aggregation surveys
6. Service gaps and needs existing in the target area
7. Financial status of any existing facility

E. Need for Facility

1. Health, sanitation, security
2. Aging infrastructure

3. Reasonable growth
- F. Public Facility Vision and Key Goals
1. Vision of the future state and use of the facility. The vision must:
 - Be future focused (5 to 10 years) and take into consideration foreseeable needs of the community
 - Identify how the facility will be used with an emphasis on community development
 - Include possibilities for programming involving the facility that will help to engage the service area
 - Address the service gaps and needs identified in the previous section
 2. Key goals, along with measurable strategies linked to each goal, that will help sustain the facility and expand access to/outreach of the facility
- G. Public Facility Implementation Options
1. Prioritized outline of at least three (3) implementation options that include:
 - Description of how current assets can be leveraged to implement each option
 - Renderings and recommended improvements
 - a. Design – Structural, Architectural
 - b. Mechanical
 - c. Other recommendations
 - d. Site elevation drawings
 - Site/land acquisition issues for locations
 - a. Access/egress issues
 - Five year pro-forma for operations
 - Maps, pictures, or illustrations
 - Projected number of users
 - Cost and benefit estimates
 - Implementation timeline
 - List of funding sources both private and public
 - List of possible partnerships
 - Environmental impacts
 - Land requirements
 - Potential construction problems
 - Sustainability considerations
 2. For Special Needs Facilities
 - Identify any special equipment needs for clients/staff
 3. For Daycare Centers
 - Identify any special equipment needs for clients/staff
 4. For Libraries
 - Identify any broadband requirements

5. For Community Centers
 - Provide information on the types of programming that the community center will offer
 - List of potential pro bono clients that will use the facility
 6. For Emergency Services Facilities
 - Identify improvements to run times that will result from implementation
- H. Action Items
- The purpose of this section is to immediately begin to take action as dictated in the plan. The plan should therefore conclude with a summary of action items that will be taken upon OCRA approval of the plan. The following are recommended action items for this type of plan:
1. Operationalize at least one of the facilities implementation options from this plan that was developed by the PFFC and fully supported by the appropriate governing body.
 2. Research, obtain and earmark funding for the project via appropriation, additional grant application submissions, debt financing, etc.
- I. Appendices

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

[Community Facilities Infrastructure Toolkit](#) – USDA Rural Development

[Strategic Facility Planning: A White Paper](#) – International Facility Management Association

Library Planning – Howard University

Whole Building Design Guide – National Institute of Building Sciences

How to Plan and Design Child Care Centers – US General Services Administration [Designing a Complete Community Center: Responsive Design in a Rural Setting](#) – SIT Graduate Institute

Effective Date

This minimum planning requirements are effective as of (October 31st, 2018) and will remain in effect until amended, superseded, or rescinded.