

**Stellar Pathways Program**

#### **Letter of Intent deadline: May 1, 2024**

# **Before You Begin**

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**Please note the following:**

* Please answer all questions. Incomplete applications will not be considered.

**Documentation Requirements**

* Past and Existing Plans Excel Attachment
* Current Projects Excel Attachment
* Local Unit of Government(s) Financials for all participating entities
* Letter of Interest from Local Unit of Government(s) (Only applicable to Non-Government Lead Applicants)
* Interlocal Agreement (Only applicable to County Government-led Applicants)
* Letter of Acknowledgement from an MPO

## **Past and Existing Plans**

This program encourages strategic planning and the use of previous and current planning documents.  Plans are organized around the three pathways: Enhancing Quality of Place, Strengthening Local Economies, and Promoting Community Wellness. **Attach Past and Existing Plans Excel Attachment.**

## **Current Projects**

Include recently completed local projects within the past three (3) years for each participating municipality.  Please describe any projects that are currently underway.  **Attach Current Projects Excel Attachment**

## **Local Unit of Government Financials**

Attach a copy of each participating actor and/or municipality financials. Although this is not a determining factor, financial readiness should be demonstrated.

## **Letter (Only applicable to Non-Government Lead Applicants)**

Attach a letter from the lead entity and each municipality demonstrating intent to be in the program. Letter must be signed by 100% of the Board of the County Leading Organization and the executive CEO of each participating municipality. Letter must demonstrate willingness to participate in the entirety of the Stellar Pathway Process, intent to apply for the Stellar Pathways process, signed and approved by 100% of the Board and the CEO of the participating local unit of government(s).

**Interlocal Agreement (Only applicable to County Government Lead Applicants)**

Resolution passed from each municipality that wishes to participate indicating the following: Intent to apply for the Stellar Pathways Program, willingness to participate in the entirety of the Stellar Pathways process, signed and approved by commissioners (relevant to county only), and the executive CEO of the local unit of government(s).

## **Letter of Acknowledgement, if applicable**

If the community is located within a Metropolitan Planning Organization (MPO) area, the LOI submission must include a letter of acknowledgement from the MPO Chief Executive Officer.  Upload the document if this applies to you.

**Questions?**

If there are any questions regarding the Stellar Communities Program or the Letter of Intent requirements, emails can be sent to [stellarcommunities@ocra.in.gov](mailto:stellarcommunities@ocra.in.gov)

# **Overview and Contacts**

**Overview**

**Regional Name**

Please enter the name of your region

*Character Limit: 100*

**Number of Participating Communities**

These are the communities that comprise this Region. (Participating only - not communities that are geographically in the area, but directly contributing to process).

*This program requires:*

* *Minimum of two (2) communities;*
* *Lead community must be either* 
  + *County local unit of government*
  + *County-partner*

**Community Information**

In alphabetical order by community name, provide the following information for each participating community:

* Community Name
* Chief Elected Official (CEO) Name and Contact Information. Include the Title
* Phone and Email Address
* Address, City, and Zip Code

*Example:*

*Pleasantville*

*Jane Smith, Mayor*

*317-555-1234; jsmith@pville.in.us*

*123 Hello Kitty Drive, Pleasantville, IN 46363*

**Region Creation**

Discuss the creation of your region by addressing the following (help the reviewers by using numbers when formatting your response):

1. How do your partners currently work together and how do you believe each partner compliments each other?
2. How will you ensure the partnership thrives now and into the future?
3. How do you plan to ensure all participating partners benefit from the project in a fair and meaningful way?

**Regional Project Manager Information**

Provide the following required information (in order):

* Name
* Organization
* Title
* Phone
* Address, City, Zip
* County

**Regional Project Manager Email**

# **Grant Administrator**

Who is the region’s certified grant administrator or administrator agency?

* Please provide name, title, organization, email, and phone number.
* If the region does not have an active relationship with a certified grant administrator, regions can review the full list of administrators here: <https://www.in.gov/ocra/cdbg/grant-administrator-certification/>

### **Previous Stellar Community participants**

If any of the communities in the Region have previously participated in Stellar, describe how the past Strategic Investment Plan has been implemented in that community/region. Does this current LOI build upon any of these previous efforts?

# **Narrative Summary and Uploads**

### Leadership Capacity

Describe the Stellar team. Describe the Stellar team’s ability to implement a multi-project plan.

### Outcome(s)

What do you aim to achieve with Stellar Pathways Program (SPP)? Provide 3- 5 broad measurable outcomes that can be tracked. Additionally, please provide the baseline data for each outcome. Measurable outcomes can include, but are not limited to:

* Population growth;
* Per-capita income growth;
* Increase in employment opportunities;
* Educational attainment increases;
* Number and affordability of housing units developed;
* Increase in childcare capacity;
* Increase in private investment;

### Challenges / Opportunities

What general challenges/opportunities is your Region hoping to address through the Stellar Pathways designation?

## Financial Capacity

What are the financial incentives and economic development tools within the Region? (Tax Increment financing, revolving loan fund, tax abatement, etc.)

## Match

If awarded a Stellar Pathway Designee, each community will be required to provide matching funds for several of the funding set-asides.

For example, Community Development Block Grant (CDBG) offered by the Office of Community and Rural Affairs (OCRA), requires a 20% match among other additional requirements.

Is the Region able to satisfy the match requirements of the program and of our partner agencies? (INDOT, IHCDA, ISDA, IDDC, ISDH)

## Additional Leverage

Describe how the Region will leverage additional resources for project development and implementation.

* What additional resources will the community utilize in implementing their Strategic Investment Plan? (Federal grants, state grants, loans, local dollars, private investment, etc.)

## Sustainability

Is there a sustainability plan for the projects/programs created throughout this process? What is the sustainability plan? How will that plan be funded and implemented? Who will lead the sustainability effort?

## Engagement

Describe public participation and the community engagement efforts within the past 3 years for all participating communities. How successful were these initiatives? Provide measurable data that can quantify the impact of these engagement efforts.

## Communication Plan

Provide details on your communication plan for citizens, stakeholders, and other key individuals throughout the Stellar Process. This should include educating key stakeholders, gathering public input, engaging media, etc.

## Compliance and Good Standing

Are participating communities in compliance and in good standing with all partner agencies? If no, please explain.