



Stellar Communities Program

Letter of Intent deadline: 4:00 PM (ET) April 3, 2020

Before You Begin

About the online system

Please note the following:

- The system auto-saves after every 100 characters typed or every time you click into a new question; however there is also a "Save" button at the bottom of the page.
- If you copy and paste from an outside document into the online system, be sure to keep track of character limits (including spaces). Also note, formatted text won't transfer when pasted.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application.
- Remember to click "Submit Form" when you are finished. Once your application has been submitted, it is no longer available for editing.

Questions?

Email specific questions regarding the Letter of Interest or the Stellar Communities Program can be sent to 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 not directly contributing to process).

This program requires:

- *Minimum of two (2) communities;*
- *Maximum (10) communities*

Character Limit: 10

Community Information*

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

- Community Name
- Comprehensive Plan Adoption Date, if applicable (if not applicable, type N/A)
- Chief Elected Official (CEO) Name and Contact Information. Include the Title, Phone, Email, Address, City, Zip

Example:

Pleasantville

Plan Adoption Date: March 15, 2015

Jane Smith, Mayor

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

123 Hello Kitty Drive, Pleasantville, IN 46363

Character Limit: 7000

Resolution Upload

Combined into one PDF, and in order of above, upload the resolution for each of the Community Plan's for which an adoption date was provided.

File Size Limit: 3 MB

Region Creation*

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

1. How did you come to the decision to create this region?
2. How do your communities currently work together and how do you believe each community compliments each other in order to become one region.
3. How do you plan to resolve potential disagreements?

4. How do you plan to ensure all participating communities benefit from the project in a fair and meaningful way?
5. Describe any projects you have worked on together.

Character Limit: 6000

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. If not, type NA in the box below.

Character Limit: 50 | File Size Limit: 1 MB

Regional Project Manager Information*

Provide the following required information (in order):

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

Character Limit: 1000

Regional Project Manager Email*

Character Limit: 254

Narrative Summary and Uploads

Supporting Uploads

There is a file size limitation for each uploads. The file will not upload if it exceeds the assigned limit. Use the requested file format.

Current Council Adoption Document*

This program requires a Comprehensive Community Plan (or a similar planning document approved by the participating agencies) for each participating community that has been completed or updated within the past seven (7) years. Upload the current council adoption document. **Upload PDF format only.**

File Size Limit: 2 MB

Stellar Communities Project Matrix*

Use this template to complete and upload the Project Matrix. Instructions are included in the template document. Upload Xls or Xlsx format only.

File Size Limit: 4 MB

Stellar Project Worksheet*

Download, complete, and upload the online Stellar Project worksheet located [here](#). Each region will have their own collective list of projects they intend to include in their Stellar submission. These projects are most likely at various stages of 'readiness'. Upload Xls or Xlsx format only.

Please:

1. Answer the spreadsheet as completely as possible, assuring all questions receive a response, and
2. Complete using the Primary Contact information for your Region.

File Size Limit: 2 MB

Map*

Submit a clear, color map of the communities - PDF format only. Include:

- Proposed target area boundaries, and
- Identify past, current, and proposed projects

File Size Limit: 10 MB

Supporting Materials

Please upload any additional supporting material (i.e. maps, charts, graphs, etc.). Multiple files must be merged into a single file before uploading. PDF format only.

File Size Limit: 5 MB

Narrative Instructions

All below MUST be answered/addressed. Refer to the definitions when answering the questions.

Outcome(s)*

Describe the ultimate outcome(s) for the Stellar Community proposal. What does the proposal aim to achieve with Stellar Community designation?

Character Limit: 3400

Describe the targeted area.*

Describe the targeted area. Include local level previous planning and implementation of projects in the proposed targeted area. Include recently completed projects, projects underway and future projects.

Character Limit: 3400

Future Investment*

Describe how future investment will be attracted to the region.

Character Limit: 3400

Reasonableness of Project Scope*

Explain the reasonableness of project scope. Address the following:

- Describe how the proposed projects will be completed within the four-year timeframe.
- Describe how the proposed project costs are feasible.
- Describe local financing for proposed projects.
- Describe how proposed projects will leverage additional resources.

Character Limit: 3400

Demonstrate readiness status.*

Character Limit: 3400

Leadership Capacity*

Describe the leadership capacity:

- Briefly describe the development team.
- Describe the development team's ability to implement a multi-project plan.
- Describe public participation and community engagement process.

Character Limit: 3400

Sustainability*

Describe the community's ability to maintain the Stellar projects as well as to continue additional community development efforts after the Stellar designation period has ended.

Character Limit: 3400

Marketing and Attraction*

Describe how a Stellar Community designation will be used to market the region to attract residents and businesses.

Character Limit: 2500

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.

Character Limit: 2500

Compliance and Good Standing*

Are participating communities in compliance and in good standing with all partner agencies? If no, please explain. *Character Limit: 2500*

Previous Stellar Community participants

For previous Stellar Community participants, describe how the previous Strategic Investment Plan has been implemented and justify the need for updates to the Strategic Investment Plan.

Character Limit: 2500

Questionnaire

Questionnaire Instructions

All the names listed in the Stellar Project Worksheet are required to respond to an online questionnaire. The survey should take only 10-15 minutes to complete. It's important to respond to all of the questions. **Monitored and current email addresses should be used for all participants.**

The survey can be found at: <https://www.surveymonkey.com/r/RLXN8MR>

All surveys must be completed by time of LOI submission deadline.

Ball State Meeting Date Availability*

Meetings will take place within your community/region. Please check all available dates in the drop-down list below.

Choices (to be added later)

Confirmation

The above named region intends to apply to the 2019 Indiana Stellar Communities Program and confirms all information is true and accurate to the best of our knowledge.

Authorizing Official*

Character Limit: 250

Date*

Character Limit: 10

Staff Comments

Character Limit: 3300