

# **A**PPENDIX 9

## **Agenda Components**

- **Visioning**
- **Planning**
- **Implementation**
- **Evaluation**

## *Agenda Components*

### *Visioning*

**I. Prepare vision statements for each of the following planning areas. Remember to make sure that the vision statements describe what the participants want the neighborhood to be like.**

A. Infrastructure

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B. Housing

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C. Economic Development

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D. Education

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E. Public Safety

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F. Recreation

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G. Resident Involvement

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H. Health and Human Services

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I. Other

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## *Agenda Components*

### *Planning*

**I. By looking at all of the information that has been compiled, step through the process of developing a plan for neighborhood revitalization that addresses each of the planning areas, using the following format:**

**A. Infrastructure**

1. Problem situations or issues

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. Quick success solutions

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. Short-term solutions

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

4. Strategic/Long-term solutions

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

5. Prioritize solutions as follows:

- Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_
- Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

B.. Housing

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

C. Economic Development

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

D. Education

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

E. Public Safety

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

F. Recreation

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

G. Resident Involvement

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

H. Health and Human Services

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

I. Other

1. Problem situations or issues

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Quick success solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Short-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. Strategic/Long-term solutions

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Prioritize solutions as follows:

Priority 1 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 2 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 3 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 4 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 5 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 6 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 7 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 8 (i.e., 2-4, a-c) \_\_\_\_\_

Priority 9 (i.e., 2-4, a-c) \_\_\_\_\_

## *Agenda Components*

### *Planning*

**II. Use the following checklist to ensure inclusion of all the critical components of the neighborhood plan.**

A. The plan is holistic - addresses all critical areas of neighborhood revitalization:

- Infrastructure
- Housing
- Economic Development
- Education
- Public Safety
- Recreation
- Resident Involvement
- Other

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B. For each planning area (e.g., housing, economic development, etc.) , the plan includes:

- a description of the problem, including relevant statistics
- measurable goals for alleviating the problem, including the anticipated change in the statistics
- strategies that will be employed to alleviate the problem that identify:
  - what will be done
  - who will do it
  - when it will be done
  - the source of resources needed to implement the strategy
  - the cost of the needed resources
  - who will pay for the needed resources

## *Agenda Components*

### *Implementation*

**I. The following strategies will be employed to facilitate the implementation of the neighborhood plan:**

- Local government will fast track their responsibilities in implementing the plan.

\_\_\_\_\_  
(Established time frame for implementation)

- Outside resources will be sought.

\_\_\_\_\_  
(Source) (Responsible partner)

\_\_\_\_\_  
(Source) (Responsible partner)

\_\_\_\_\_  
(Source) (Responsible partner)

- Local government will facilitate overcoming policy or regulatory obstacles to implementing the plan.

\_\_\_\_\_  
(Obstacle)

\_\_\_\_\_  
(Plan for eliminating the obstacle)

\_\_\_\_\_  
(Obstacle)

\_\_\_\_\_  
(Plan for eliminating the obstacle)

\_\_\_\_\_  
(Obstacle)

\_\_\_\_\_  
(Plan for eliminating the obstacle)

\_\_\_\_\_  
(Obstacle)

\_\_\_\_\_  
(Plan for eliminating the obstacle)

\_\_\_\_\_  
(Obstacle)

\_\_\_\_\_  
(Plan for eliminating the obstacle)

## *Agenda Components*

### *Monitoring*

**I. Describe how you plan to monitor and use information about the implementation of the plan.**

***A. Infrastructure***

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

***B. Housing***

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

# Agenda Components

## Monitoring

### C. Economic Development

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

### D. Education

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

## *Agenda Components*

### *Monitoring*

***E. Public Safety***

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

***F. Recreation***

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

## *Agenda Components*

### *Monitoring*

***G. Resident Involvement***

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

***H. Health and Human Services***

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

## *Agenda Components*

### *Monitoring*

*I. Other*

Priority	Brief Description of Strategy	Who Will Monitor	To Whom Will They Report	How Often
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

## *Agenda Components*

### *Monitoring*

**II. Document the steps taken to refine the plan or implementation strategies following each Monitoring Meeting.**

Week/Month 1

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Week/Month 2

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Week/Month 3

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Week/Month 4

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Week/Month 5

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## *Agenda Components*

### *Monitoring*

Week/Month 6

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Week/Month 7

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Week/Month 8

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Week/Month 9

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Week/Month 10

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*Agenda Components*

*Monitoring*

Week/Month 11

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Week/Month 12

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## *Agenda Components*

### *Evaluation*

Now develop your evaluation plan by:

- Listing each measurable objective
- Identify the data to be used to evaluate each objective
- Identify who will gather the data
- Determine the frequency for collecting the data that will make it meaningful in determining trends
- Create a data collection form for each objective that shows the baseline level and enough blank spaces to record the number of data collection incidents (determined by the frequency) within a year