

# Components of a strong and complete neighborhood plan

This checklist is offered as a guide as you seek to revitalize your community.

Plan component	Details
<input type="checkbox"/> Pre-planning	<p>Have you begun to identify your primary stakeholders?</p> <p>Are residents in support of a planning process?</p> <p>How will the plan be resident-driven?</p> <p>Have you considered using consultants, and if so, do they understand the community?</p> <p>Have you met with elected officials, and do they support the planning process?</p> <p>Have you identified a sufficiently capable lead organization to oversee the planning process?</p> <p>Does the lead organization have planning experience and/or experience working with neighborhood planners?</p> <p>Have you identified potential members for the Steering Committee?</p>
<input type="checkbox"/> Assessment	<p>Have you conducted a door-to-door survey to determine residents' perceptions?</p> <p>Have you conducted a physical observation of the neighborhood at the parcel level?</p> <p>What is the regulatory environment (zoning codes, etc.)?</p> <p>What is the macro-market outlook (local and regional changes and trends)?</p> <p>What is the micro-market outlook for the neighborhood (and as compared to the macro outlook)?</p> <p>Have you considered how various human capital needs will be addressed (e.g., social services for children and families, affordable housing, etc.)?</p>
<input type="checkbox"/> Cohesive strategy	<p>Based on your pre-planning and assessment, what are your strategies?</p> <p>Are your strategies clear, practical, and implementable?</p> <p>Are your strategies comprehensive, and do they cross sectors (e.g., jobs, children and families, housing, etc.)?</p> <p>Do strategies take advantage of market and neighborhood-based strengths?</p> <p>What do you anticipate to be barriers to implementation?</p> <p>Have your strategies been reviewed and prioritized by residents?</p> <p>Who are your advocates, influencers, and contributors?</p> <p>Have you planned for early and visible wins to inspire and increase implementation momentum?</p> <p>Who are your partners? What are their roles and responsibilities?</p> <p>How will partners collaborate and mutually benefit?</p> <p>Have the relevant public officials signed off on your strategies?</p> <p>Do your strategies leverage one another toward the larger goal for the neighborhood?</p>

Plan component	Details
<input type="checkbox"/> Sizing implementation	<p>Have you used professional guidance to assist you with sizing your plan (estimates of costs and funding sources)?</p> <p>What do you estimate to be your hard costs: bricks and mortar?</p> <p>What do you estimate to be your soft costs: direct program costs, including staff?</p> <p>What do you estimate to be your administrative overhead costs, including the costs associated with managing collaborative partners?</p> <p>How do you plan to fund the implementation in the shorter and longer term?</p> <p>Have you considered how to raise funds and sustain resources?</p> <p>What funding relationships have you cultivated, and what others will you cultivate?</p>
<input type="checkbox"/> Implementation	<p>Are your data and strategies aligned in ONE, usable implementation document?</p> <p>Does the plan outline responsibilities for the Steering Committee, the lead organization, and all other partners?</p> <p>Are strategies and action steps supported with resources?</p> <p>Is the plan visionary yet realistically implementable within 10 years?</p>
<input type="checkbox"/> Evaluation	<p>Who will monitor the plan's implementation?</p> <p>What role will the Steering Committee play?</p> <p>What are your shorter, mid-term, and longer term intended outcomes?</p> <p>How will you determine success (performance measures, 3rd party data, etc.)?</p> <p>Are you prepared to adapt your strategies based on what you learn?</p>
<input type="checkbox"/> Ongoing engagement	<p>Does the plan meaningfully engage stakeholders (original and new)?</p> <p>How regular and well attended are community-wide meetings?</p> <p>Do residents understand the complexities and timing of implementation (including financial estimates and needs)?</p> <p>How will the lead organization and Steering Committee hold members accountable for implementation?</p> <p>Are there feedback mechanisms in place to foster communication among community residents and stakeholders, such as social media, websites, newsletters, and community meetings?</p>