

APPENDIX A - Sample Resolution

Whereas, the (Board of County Commissioners) (~~City~~
~~Commissioner~~) of Nassau County has recognized the need
(county or city)
for various improvements in the community, and,

Whereas, the Comprehensive Planning Assistance Program
administered by the State of Florida Department of Community
Affairs offers the opportunity to strengthen the community
development process through the conduct of a planning program,

Now, Therefore, the (Board of County Commissioners) (~~City~~
~~Commission~~) of Nassau County officially requests the
(county or city)
State of Florida Department of Community Affairs to include
Nassau County in its application to the U. S. Department
(county or city)
of Housing and Urban Development for local planning assistance
funds for the fiscal year beginning July 1, 1974.

Date: November 27, 1973

(Board of Commissioners or City
Commission) of Nassau County
(county or city)

Signed:

David H. Buchanan
(chairman or mayor)

A. Ray Beville
(member)

Ray Jones
(member)

Alan H. Fisher
(member)

John F. Armstrong, Jr.
(member)



APPENDIX B - General Needs Assessment

The purpose of the general needs assessment is to list and comment on the most pressing community development problems; and to rank them in order of importance.

The list is divided into three broad categories - Planning Problems, Community Management Problems, and Other Problems.

When completed, the list will help your community and the Department of Community Affairs to develop a planning work program that is appropriate to your community's needs and desires.

Following are examples of the kinds of problems that may exist in the community, to give you an idea of what to consider in your own general needs assessment:

EXAMPLES ONLY

A. Planning Problems

- lack of land use controls (zoning and subdivision regulations)
- lack of parks and open space
- traffic congestion
- lack of adequate housing for all residents
- structural condition of housing
- the central business district is dying

B. Management Problems

- the budgeting process does not work efficiently
- city administrators need more information
- need for more efficient record-keeping system
- city departments need to be coordinated

C. Other Problems

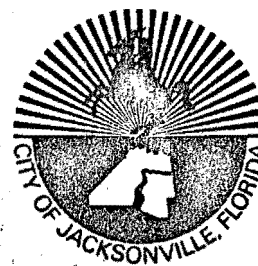
- library facilities need to be improved
- air pollution from citrus groves
- water pollution from paper mills
- public information and citizen participation need to be strengthened

FORMAT FOR GENERAL NEEDS ASSESSMENT

Structure the general needs assessment in the following way:

- A. Planning Problems (List problems that relate to community planning, in order of importance, and give a brief comment on each one.)
- B. Management Problems (List problems that relate to community management, in order of importance, and give a brief comment on each one.)
- C. Other Problems (List problems not covered under planning and management problems, in order of importance, and give a brief comment on each one.)

JACKSONVILLE AREA PLANNING BOARD



November 15, 1973

Mr. John F. Armstrong, Jr.
County Commissioner
Nassau County
Callahan, Florida 32011

Dear Mr. Armstrong:

It is of critical importance that this particular resolution be approved and signed at the next regular meeting of the County Commissioners.

Sincerely,

A handwritten signature in cursive script, appearing to read "Harold E. Henn", is written over a horizontal line.

Harold E. Henn
Director of Planning

HEH/JC/ds



COMMUNITY
PROGRAM
DEVELOPMENT



MANAGEMENT
SERIES
NO. 5

NEEDS

POLICIES

EVALUATE

PLAN

'701'
LOCAL
PLANNING
ASSISTANCE

MANAGE

PROGRAM

IMPLEMENT

BUDGET

Handwritten signature and date:
HARRY
1988-8-22
11/5/88

"701" LOCAL PLANNING ASSISTANCE

Prepared and Published
by

Bureau of Local Assistance
Division of Technical Assistance
State of Florida Department of Community Affairs

October 1973

The preparation of this document was financially aided through a federal grant from the Department of Housing and Urban Development under the Comprehensive Planning Assistance Program authorized under Section 701 of the Housing Act of 1954, as amended.

This public document was promulgated at a cost of \$814.00 (or \$1.02 per copy) to provide program information in the area of community development.

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"701" COMPREHENSIVE PLANNING ASSISTANCE PROGRAM

I. The Purpose of the Program

The U. S. Department of Housing and Urban Development (HUD) has set forth basic objectives for the Comprehensive Planning Assistance Program. These include:

- 1.) Improving government management: assisting governors, mayors, county executives and city managers to link planning and implementation and to rationalize governmental decision-making. Comprehensive planning assistance is directed toward helping chief executives identify problems, develop policies and programs, implement them and evaluate their effectiveness...
- 2.) Strengthening the State-areawide-local planning system: assisting states, areawide agencies and local governments to undertake coordinated planning...
- 3.) Developing urban and rural growth policies: as the basis for the allocation and management of Federal, State and local government resources...

The program was initially formulated to provide "master plans" or "comprehensive plans" for local communities, plans which usually were shelved and forgotten soon after they were made. The thrust of the program is now aimed toward assisting and enhancing the process of managing local government effectively.

In its earlier history, the Comprehensive Planning Assistance Program was most closely associated with planning and zoning commissions and professional planning and zoning staffs. This association is still an essential part of the program.

More recently, however, additional emphasis has been placed on direct contact and involvement with the elected officials and administrators in the community - those who make decisions and manage the community.

A continuing major goal of the program is to institute planning as a continuous process in the community. Additionally, the attendant goal of assuring that planning plays a significant part in an efficient community management process is given new impetus.

The opportunity presented to local governments by the Comprehensive Planning Assistance Program is that such a

program can provide the basic policy and programming information needed to make sound decisions regarding community development. Through involvement in the program, local chief executives become aware of the needs, goals and desires of the community at large, and of the capability of the community's social and economic resources to respond to them.

In addition, the program provides a means for coordination and cooperation between adjacent communities, or on a regional basis, to pool resources and resolve common problems.

Equally important, the program provides a basis for the most efficient allocation and expenditure of Federal General Revenue Sharing funds and Block Grants, especially those involving Community Development Revenue Sharing.

Emphasis should be given to the commitment of the local government to establishing the planning process on a continual basis; and to implementing the various recommendations which result from the program.

II. Contents of the Program

- A. For local governments which have never participated in the Comprehensive Planning Assistance Program, the contents of the work program may consist of many basic elements.

These work elements include:

- community base mapping
- land use surveys
- analysis of population and economy
- analysis of community facilities and services
- analysis of environmental resources and constraints
- analysis of housing needs
- studies of governmental management
- preparation of zoning ordinances and subdivision regulations
- capital improvements program and budget
- planning organization and procedures

Through these studies, the community assesses the current status of its social, physical and economic resources; decides how and where it wants to progress (sets goals for community development); and balances its plans and programs with the current and projected resources needed to carry out a continuing community development program.

With any basic planning program, there should be a firm commitment by local elected officials to establish policies and procedures that insure that planning will continue to be a part of the community management process, and that recommendations will be programmed, implemented and evaluated for effectiveness after they are carried out.

- B. For communities which have an on-going planning program, "701" planning assistance can be a valuable tool for updating previous work elements, performing special studies or projects, and, especially for strengthening the local government management process through studies of existing management practices.

During the application period, the Department of Community Affairs will assist the community in developing a program of eligible and required planning activities, based on an assessment of community needs and priorities.

III. Eligible Recipients and Funding

A. The eligible recipients for local planning assistance funds administered by the Department of Community Affairs are as follows:

- Cities and other municipalities having populations of less than 50,000 according to the 1970 census.
- Counties of any population size.
- Any group of adjacent communities, either incorporated or unincorporated, having a total population of less than 50,000 according to the 1970 census.
- General purpose local governments, regardless of population size, in redevelopment areas or economic development districts.
- Nonmetropolitan areawide planning organizations.
- Indian reservations, disaster areas, and Federally impacted areas.

B. Funding is generally available for up to two-thirds (2/3) of the total program cost, and in some cases, for up to three-fourths (3/4) of the total. However, higher funding priority will be given to those communities willing to pay more than the usual one-third (1/3) local share of the program.

IV. Application Requirements

The preliminary application for comprehensive planning assistance includes the following documents. They must be submitted to the Department of Community Affairs no later than November 15, 1973.

1. A resolution of the local governing body, officially requesting assistance under the program. A sample resolution is included in this booklet as Appendix A.
2. A general needs assessment, outlining the major problem areas in the community which relate to community development and local management capabilities. A copy of the general needs assessment format is attached as Appendix B.

The two documents should be sent to:

Mr. R. Charles Shepherd, Director
Division of Technical Assistance
State of Florida Department of Community Affairs
2571 Executive Center Circle, East
Tallahassee, Florida 32301

Following the receipt of these two documents, a representative of the Department of Community Affairs will meet with local elected officials to further discuss the "701" program, and to complete a detailed needs assessment which will be used both in establishing an appropriate work program and in the decision of whether the proposed work program will receive funding.

V. Application Procedure and Schedule

Communities interested in obtaining a local planning assistance grant should adhere to the following procedure.

<u>STEP</u>	<u>DATES FOR SUBMISSION</u>
1. Local governing body submits	by November 15, 1973
- <u>a resolution requesting assistance, (Appendix A).</u>	
- <u>a copy of the completed general needs assessment, (Appendix B).</u>	
2. A representative of DCA meets with the local governing body to	November 15, 1973 through December 31, 1973
- <u>explain the 701 program in detail</u>	
- <u>complete a detailed needs assessment</u>	
- <u>help in selecting a consultant, if applicable.</u>	
3. Local government <u>submits name of consultant chosen to DCA.</u>	by January 15, 1974
4. Local government <u>submits preliminary work program and cost to DCA.</u>	by January 31, 1974
5. Communities chosen to receive a grant finalize work programs with help of consultant and DCA.	by March 31, 1974