



Online Activity Plan and Reporting Preview

This is to be used as a guide in preparing for the online reporting system.
The online system will be available in January 2014.

Step 1. Update Information and add Joint Economic and Community Development Board (JECDB) Minutes

The JECDB is to administer the ThreeStar program in your county, unless the JECDB has designated a local entity to administer the ThreeStar program on its behalf.

- Please complete the following information about the county's ThreeStar Administrator and the county's JECDB.
 - Organization Name (JECDB, County, Chamber, ED Organization):
 - Administrator's Name:
 - Title:
 - Address:
 - City:
 - State:
 - Zip:
 - Phone:
 - Fax:
 - Email:
 - Current Tier Level:
 - JECDB Chair Name:
- Is your county's JECDB a public body designated as sufficiently similar to the requirements of 6-58-114 by the Local Government Planning Advisory Committee (LGPAC)? Yes or No
- If the JECDB has designated a local government entity to administer the ThreeStar program on its behalf, you must submit a letter from the JECDB chair stating the designated administrator. (upload letter here)
- Upload Joint Economic and Community Development Board (JECDB) meeting minutes for the past year (minimum of 4 meetings required).

Step 2. Add new Activity Plan - Answer the questions below for each pillar.

General Questions

- What are the main challenges your county faces in economic development?
- What activities or steps can your leadership take to address these issues and overcome the challenges?
- What local resources or advantages can be leveraged in your community?

Pillar 1: Jobs & Economic Development

- Report on the progress and benefits of associated activities that took place in your county in the current fiscal year (July 1, 2013 – June 30, 2014).
- Did you implement a new program(s) or activity during this time to improve this pillar? Yes or No
- If yes, please identify the new program(s) and explain its activities:
- Was the new program identified through the ThreeStar activity planning process? Yes or No
- Describe Jobs & Economic Development success stories that took place in your county this current year fiscal year.
- List tangible activities your county plans to accomplish during the upcoming fiscal year (July 1, 2014 – June 30, 2015) to improve your county in this area.
- What is the expected outcome of each of these activities for the new year and how will you evaluate and report on their benefits?
- Do you plan to use resources from other organizations, state agencies and/or federal agencies to support these activities? Yes or No

9. If yes, please identify the associated resources/organizations and explain how they relate to the ThreeStar Activity Plan.

ThreeStar Scorecard requirement: Annually participate in two (2) of the following events or programs: ECD sponsored conference, workshop or training; an ECD Community and Rural Development program (Tennessee Main Street, Tennessee Downtowns, Retire Tennessee and/or Select Tennessee); or Submit a CDBG or FastTrack application.

10. List ECD sponsored events your county participated in this past calendar year:

Event Name	Event Date
• _____	_____
• _____	_____
• _____	_____
• _____	_____

List ECD programs (Tennessee Main Street, Tennessee Downtowns, Retire Tennessee, Select Tennessee, CDBG and/or FastTrack Application) your county or associated communities (as appropriate) participated in this past calendar year:

Program Name	Community
• _____	_____
• _____	_____
• _____	_____
• _____	_____

ThreeStar Scorecard requirement: Joint Economic and Community Development Board meets state statute requirements outlined in 6-58-114.

11. List the dates (minimum of 4) in which your JECDB met this past calendar year. The JECDB meeting minutes must be uploaded in the "Step 1 General Info" tab.

- (Date)
- (Date)
- (Date)
- (Date)

Pillar 2: Fiscal Strength & Efficient Government

1. Report on the progress and benefits of associated activities that took place in your county in the current fiscal year (July 1, 2013 – June 30, 2014).
2. Did you implement a new program(s) or activity during this time to improve this pillar? Yes or No
3. If yes, please identify the new program(s) and explain its activities:
4. Was the new program identified through the ThreeStar activity planning process? Yes or No
5. Describe Fiscal Strength & Efficient Government success stories that took place in your county this current year fiscal year.
6. List tangible activities your county plans to accomplish during the upcoming fiscal year (July 1, 2014 – June 30, 2015) to improve your county in this area.
7. What is the expected outcome of each of these activities for the new year and how will you evaluate and report on their benefits?
8. Do you plan to use resources from other organizations, state agencies and/or federal agencies to support these activities? Yes or No
9. If yes, please identify the associated resources/organizations and explain how they relate to the ThreeStar Activity Plan.

ThreeStar Scorecard requirement: Review and sign the Fiscal Confirmation Letter.

10. Did the County Mayor/Executive and county commission review the Fiscal Strength and Efficient Government Annual Confirmation Letter? Yes or No

11. What was the date of the county commission meeting when the letter was reviewed? (date)

*** Upload the signed letter and county commission meeting minutes here.

ThreeStar Scorecard requirement: Annual budget adopted on time and filed with the Comptroller's Office by October 15.

12. What date was the budget filed with the Comptroller's Office? (date)

ThreeStar Scorecard requirement: Create and maintain a county Audit Committee.

13. Do you have an Audit Committee? Yes or No
14. What year was your Audit committee created?

Pillar 3: Public Safety

1. Report on the progress and benefits of associated activities that took place in your county in the current fiscal year (July 1, 2013 – June 30, 2014).
2. Did you implement a new program(s) or activity during this time to improve this pillar? Yes or No
3. If yes, please identify the new program(s) and explain its activities:
4. Was the new program identified through the ThreeStar activity planning process? Yes or No
5. Describe Public Safety success stories that took place in your county this current year fiscal year.
6. List tangible activities your county plans to accomplish during the upcoming fiscal year (July 1, 2014 – June 30, 2015) to improve your county in this area.
7. What is the expected outcome of each of these activities for the new year and how will you evaluate and report on their benefits?
8. Do you plan to use resources from other organizations, state agencies and/or federal agencies to support these activities? Yes or No
9. If yes, please identify the associated resources/organizations and explain how they relate to the ThreeStar Activity Plan.
10. What public safety resources is your county lacking where the state may be able to assist? (Prescription take back boxes, METH resources, criminal facilities, police/public safety training opportunities, etc.)
11. What can the Department of Public Safety do better to get their message across on services they provide for making communities safer?

Pillar 4: Education & Workforce Development

1. Report on the progress and benefits of associated activities that took place in your county in the current fiscal year (July 1, 2013 – June 30, 2014).
2. Did you implement a new program(s) or activity during this time to improve this pillar? Yes or No
3. If yes, please identify the new program(s) and explain its activities:
4. Was the new program identified through the ThreeStar activity planning process? Yes or No
5. Describe Education & Workforce Development success stories that took place in your county this current year fiscal year.
6. List tangible activities your county plans to accomplish during the upcoming fiscal year (July 1, 2014 – June 30, 2015) to improve your county in this area.
7. What is the expected outcome of each of these activities for the new year and how will you evaluate and report on their benefits?
8. Do you plan to use resources from other organizations, state agencies and/or federal agencies to support these activities? Yes or No
9. If yes, please identify the associated resources/organizations and explain how they relate to the ThreeStar Activity Plan.
10. Does your county participate in the Governor's Books from Birth Foundation? Yes or No

Pillar 5: Health & Welfare

1. Report on the progress and benefits of associated activities that took place in your county in the current fiscal year (July 1, 2013 – June 30, 2014).
2. Did you implement a new program(s) or activity during this time to improve this pillar? Yes or No
3. If yes, please identify the new program(s) and explain its activities:
4. Was the new program identified through the ThreeStar activity planning process? Yes or No
5. Describe Health & Welfare success stories that took place in your county this current year fiscal year.
6. List tangible activities your county plans to accomplish during the upcoming fiscal year (July 1, 2014 – June 30, 2015) to improve your county in this area.
7. What is the expected outcome of each of these activities for the new year and how will you evaluate and report on their benefits?

8. Do you plan to use resources from other organizations, state agencies and/or federal agencies to support these activities? Yes or No
9. If yes, please identify the associated resources/organizations and explain how they relate to the ThreeStar Activity Plan.

Step 3. Grant Application, Contract and Reimbursement (Tier 2 & Tier 3 counties eligible for \$10,000/year grant)

1. Grantee Information needed for contracting:

- County Name: _____
- Grantee Organization Name: _____
- Grant Administrator's Name: _____
- Grant Administrator's Title: _____
- Address: _____
- City _____ State _____ Zip _____
- Phone/Fax: _____
- Email: _____
- Federal Employer Identification # (FEIN) _____ (Please be sure this FEIN# matches the FEIN# on the ACH and W-9)

2. Select the pillar(s) your county plans to address with the \$10,000 ThreeStar grant. You may select more than one.

- Jobs & Economic Development
- Fiscal Strength & Efficient Government
- Public Safety
- Education & Workforce Development
- Health & Welfare

3. Answer the following questions for each pillar area you will be addressing with your grant dollars.

- Who will oversee this program or project for this pillar area?
 - Name: _____
 - Organization: _____
- List and describe each grant funded activity.
- How does this grant project improve one or more of the Governor's Pillars? Explain how this will benefit your county and impact the Progress Indicator listed on the Scorecard.
- Is this a new program or project?
- What is the total budget for this pillar area?
- What is the grant budget breakdown for this project or program? (Amount cannot exceed \$10,000 per year)
- What additional funds will be leveraged for this project?

4. Complete and submit the supporting financial documents. These documents are required for contracting and reimbursement. The ACH, W-9, Title VI and Voided check must match the organizations contact information above. Please download and complete the available documents. Scan and upload the documents below.

- ACH (download here)
- W-9 (download here)
- Title VI Survey (download here)
- Voided Check