RRP Final Plan

Q&A

Updated July 28, 2021

Length/Format

- Can you provide additional insight into what will happen once our final reports are submitted to DHCD, including who will be involved in the initial review of the material?

  RRP plans should be written with the community that you are working with as your primary audience. These plans should serve as advocacy tools that communities and leadership (at municipal level and/or State level) can use to make informed decisions on funding allocations.

  In terms of review - the plans will not go through a state official review but the RRP program will review for quality deliverables based on the standards that have been clearly outlined by the program (baseline data, project rubrics, etc.)

- Is it correct to assume that the "highlights" section is going to be a minimum of 4 pages, i.e. one page for each diagnostic area? What is the expectation for content in the Best Practices for the final reports? And is there is a general recommendation on max total page count - per individual proposal or whole report?

  There are no maximum total page count expectations – this will vary to a large degree based on size of community, depth of diagnostic research conducted by PFs, and level of development of project recommendations.

  For findings from the Diagnostic, please use your professional judgment on level of detail required to tell the story of your community and to make the case for priority areas for improvement within your community.

  For project recommendations, please use your professional judgement on what level of detail is needed for the community to quickly move towards implementation of proposed project, with the understanding that many RRP projects may be eligible for Federal and philanthropic funds that are emerging across the state. Again, page counts will vary to a large degree (3-10 pages long) based on size of project and number of components within the project as built out by PF, and depth of precedent research conducted by PFs.

  For best practices, these may be a few paragraphs long (or about a half page in length, depending on the project). The description of the best practice should mainly include a) what the program/project was, b) how it closely aligns to the recommendation being made to your

community, c) key lessons learnt that your community should bear in mind in replicating the best practice.

- Do we need to include a Best Practice example for each project. If we're doing ten projects, do we need 10 Best Practice examples? Or if we found one that encompassed two of our projects, use that? Any guidance on this?

  We'd encourage a best practice for each project recommendation to a) **ensure consistency on expectations with the project rubric** and b) **to provide communities with as many lessons learnt from tried-and-tested examples**.

  However, if found suitable by the PF, using a single best practice across two projects (especially if they somewhat related to each other) may be acceptable.

- Can you provide some guidance on how you expect us to use the excellent material in the "Compendiums"/In a case we are using a best practice from the ones provided, how much of that information should we be including? Are these to be dropped directly in to plans where appropriate, almost like "tear sheets"…?

  Yes, best practice sheets from the Compendiums are intended to be tear sheets for the Best Practice section of final RRP plans. However, we highly encourage PFs to customize these Best Practices to suit the local context of each community. For example, in a best practice for outdoor dining programs - highlight elements of the best practice that are best suited for your community like the permitting process, application template, or regulatory/site requirements, etc.

- How can we use images from Best Practice Compendiums?

  Most photos that SMEs used in their best practice sheets are high quality and can be saved directly from the PDFs (right click and select 'Save as image') for use elsewhere. If you choose to use those images, friendly reminder to include the right photo credits!

InDesign/Powerpoint

- Can we change font size?

  Yes, there are no technical limitations on adjusting font size in either Powerpoint or InDesign templates – please adjust as you see fit.

- Can we change font color?

Yes, the theme colors have been set up in the Powerpoint template for PFs to use freely as you see fit. The following colors are encouraged for use to replace light blue font if needed.

RGB: 17,63,95
HEX: 113F5F

RGB: 25,95,142
HEX: 195F8E

RGB: 34,127,190
HEX: 227FBE

Current
RGB: 75,158,211
HEX: 4B9ED3

InDesign

- Can we insert a table into the report? It would be very useful to quickly summarize some of the Diagnostic Key Findings. Also, there was no formatted table included in the InDesign template?

  Yes, PFs are encouraged to include any and all kinds of tables/charts/infographics in the report. Please maintain font and color palette established in the template – sample attached.

- Can we include a "Demographics" page? The InDesign template currently includes Diagnostic Key Findings for Physical Environment, Business Environment, Market Information, and Administrative Capacity. Or should a select amount of demographics summary be included on one of the existing Diagnostic Key Findings pages?

  Demographics should be included under Market Information/Customer Base. (Please refer to the RRP Diagnostic Framework and Data Collection Guide – attached).

- Can we include a list of smaller, short-term project recommendations? The list likely won't require a dedicated page to list out the Category, Location, Origin, Budget, Timeframe, Risk, Key Performance Indicators, and Partners & Resources and additional photos and narrative. (For clarity, we plan to still include the multiple-page templated materials for the larger-scale project recommendations.)

  Yes

- Has anyone been working on the indesign final plan template to clean it up a bit? we notice that master pages have footers that have to be changed for every page, and other things that could be streamlined and wonder if anyone has done this?

  For changes to footers on Master Pages, **only change the 'Name of Community' in the Footer**. Once you change the Name of Community on a single Master Page, Copy the Entire Footer and "Paste in Place" across other Master Pages.

Feel free to remove placeholder texts from the Master Pages – these were only intended to provide a visual guide to users of the template.

Please note: The InDesign template was created as a rough guide to ensure some level of brand coordination across final plans. We understand if PFs need to adjust layouts as needed to fit graphics/maps, etc. In addition, we understand each PF will have a different workflow so use the template in the best way that suits your team.

● There is a state logo that seems to be missing from the indesign package as a high resolution image: This is the file name of the Logo we are missing" "EOHED Logo Stacked Transparent copy_2.png" - can you provide this logo??

Yes – this has been uploaded to the same Box folder where all final plan template files live