

Online Activity Plan and Reporting Preview Guide

Visit <http://www.tn.gov/ecd/section/threestar> to login to the portal. The Activity Plan and Grant Application are also available online in Word format, for you to download, complete, then copy and paste into online portal.

There are two tabs in the top left. Clicking the tab with your county's name will allow you to begin your ThreeStar participation process. Clicking the "Program Status" tab will allow you to see where your county stands at-a-glance. This area will be updated after ECD has reviewed and approved the items listed.

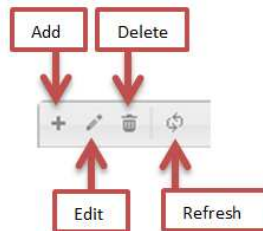
Step 1 - General Info – Contact Information and File Uploads

Step 1
General Info

Step 2
Activity Plans

General Info – Contact Information and File Uploads

Please complete the following information by clicking on the Add/Edit Information link or by clicking on the Add, Edit or Cancel icons.



County Information:

Please complete the following information about the county's ThreeStar Administrator and the county's Joint Economic and Community Development Board (JECDB). 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.

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 in "Files & Attachments")

Files & Attachments

Upload all program files to this area. Select "Upload Files" below to add files.

- Uploads for Activity Plan submission include: JECDB Designation of Administrator letter (if applicable) and Fiscal Confirmation Letter (and meeting minutes documenting the letter)
- Required uploads for Grant Application include: ACH, W-9, Title VI and Voided Check. Please use most current forms from ThreeStar website.
- To begin uploading files, select **Upload Files**, complete the file description and add file. Note: only the following file types accepted: PNG, GIF, JPG, PDF and BMP. All other files cannot be uploaded.

Contacts:

Update administrator's contact information and add additional administrators.

- Primary account administrator, double click on name to add/update your contact information.
- You may add additional administrators to your ThreeStar web portal. To **add** a contact, select the 'plus sign' icon. To **edit**, select the 'pencil' icon or double click the name of the account you wish to edit. When finished, click "save".

Joint Economic & Community Development Board Meeting Minutes:

Upload JECDB meeting minutes for the past year (minimum of 4 meetings required).

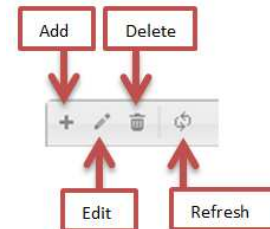
- Select Icons below to add, edit or delete meeting minutes. When finished, click "Add".
- Complete the description of the meeting minutes and add file. Note: only the following file types accepted: PNG, GIF, JPG, PDF and BMP. All other files cannot be uploaded.

Step 2 – Complete the Activity Plan

Step 1 General Info
Step 2 Activity Plans

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

Start now by clicking the Add or Edit icons to create a new activity plan or edit an existing plan. Always remember to "Save" as you go through the process.



Main	Jobs & Economic Dev	Fiscal Strength & Efficient Gov	Public Safety	Education & Work Force Dev	Health & Welfare
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Answer the following general questions about your county.

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

NOTE: Do not submit Activity Plan until you've completed the general questions and the questions in all 5 pillars. You will return to this tab once all areas have been completed.

Main	Jobs & Economic Dev	Fiscal Strength & Efficient Gov	Public Safety	Education & Work Force Dev	Health & Welfare
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Pillar 1: Jobs & Economic Development

1. Report on the progress and benefits of associated activities that took place in your county in the current fiscal year.
2. Does your county have an economic and community development strategic plan created within the past three years?
3. Did you implement new program(s) or activity during this time to improve this pillar?

4. Describe Jobs & Economic Development new program(s) or activity and success stories that took place in your county this current year fiscal year.
5. List tangible activities your county plans to accomplish during the upcoming fiscal year to improve your county in this area.
6. What is the expected outcome of each of these activities for the new year and what metrics will you use to evaluate and report on their benefits?
7. Do you plan to use resources from other organizations, state agencies and/or federal agencies to support these activities? If yes, please describe.
8. 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, and/or Select Tennessee); or Submit a CDBG or FastTrack application.

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

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

9. ThreeStar Scorecard requirement: Joint Economic and Community Development Board meets state statute requirements outlined in 6-58-114. List the dates (minimum of 4) in which your JECDB meet this past calendar year. The JECDB meeting minutes must be uploaded in Step 1, under the “Files & Attachment” area. 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
• _____	_____
• _____	_____
• _____	_____
• _____	_____

10. How do entrepreneurs and companies find training and technical assistance in your county?
11. How can your regional accelerator help in those efforts and provide support? Please describe any event/workshop provided in your county by the regional accelerator.

Pillar 2: Fiscal Strength & Efficient Government

1. Report on the progress and benefits of associated activities that took place in your county.
2. Were there fewer findings on the most recent audit conducted for the county?
3. Have any of your leadership participated in additional training in the past year?
4. Describe Fiscal Strength & Efficient Government success stories that took place in your county.
5. List tangible activities your county plans to accomplish during the upcoming fiscal year to improve your county in this area.
6. What is the expected outcome of each of these activities for the new year and how will you evaluate and report on their benefits?
7. Do you plan to use resources from other organizations, state agencies and/or federal agencies to support these activities?
8. ThreeStar Scorecard requirement: Review and sign the Fiscal Confirmation Letter. Make sure to upload the signed “Fiscal Confirmation Letter” and county commission meeting minutes documenting the letter in Step 1, under the “Files & Attachment” area. Did the County Mayor/Executive and county commission review the Fiscal Strength and Efficient Government Annual Confirmation Letter?
9. What was the date of the county commission meeting when the letter was reviewed?

10. ThreeStar Scorecard requirement: Annual budget adopted on time and filed with the Comptroller's Office by October. What date was the budget filed with the Comptroller's Office?
11. ThreeStar Scorecard requirement: Create and maintain a county Audit Committee. Please upload the Audit Committee report presented to the county commission. Has the audit committee reviewed the latest audit? (Yes or no)
Please give the date of the county commission meeting where the audit committee report was reviewed and list the names of the individuals who serve on the audit committee, along with the entity they represent:

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Pillar 3: Public Safety

1. What programs / initiatives took place in the past year to improve this pillar? How will you evaluate and report on their benefits?
2. Has your school system filed their required safety plan with the TN Department of Education?
3. Did you implement any new program(s) during this time to improve this pillar?
4. Describe success stories including any activities designed to educate/raise awareness/reduce incidents of a) victims of domestic violence; b) child abuse; c) underage drinking; d) drug use.
5. What proactive steps have been taken to educate your community on identity theft?
6. Describe success stories including any activities designed to educate/raise awareness/reduce incidents of a) distracted driving; b) aggressive driving; c) driving under the influence of alcohol, drugs & prescription medications; d) encourage seat belt use and child safety restraint use.
7. Do you use resources from other organizations, state agencies and/or federal agencies to support these activities?
8. What can the Department of Public Safety do better to get their message across on services they provide for making communities safer?
9. Please list the three top challenges in your county addressing public and traffic safety.
10. What can the Department of Public Safety do better to get their message across on services they provide for making communities safer?

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Pillar 4: Education & Workforce Development

1. Report on the progress and benefits of associated activities that took place in your county. How are these activities monitored and reported?
2. Has the school system filed the required school safety plan with the TN Department of Education?
3. How does your county government bring together representatives from childcare, healthcare, schools, social services, libraries, and families to support school readiness? See the Tennessee School Readiness Model for reference.
4. Describe Education & Workforce Development success stories that took place in your county, including any industry / education / economic development partnerships.
5. What entities fund the TN Imagination Library in your county? Please list members of Imagination Library Board / Committee and what entity they represent. Please note chair of board/committee.
6. Please describe community efforts to improve workforce skill training and available job alignment.
7. Has your county participated in awareness event/campaign for TN Drive to 55?
8. Has your county participated in awareness event / campaign for TN Reconnect?

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Pillar 5: Health & Welfare

1. Report on the progress and benefits of associated activities that took place in your county.
2. Did you implement a new program or activity related to improving this area?
3. Is your county a designated Healthier Tennessee community or have you initiated any of the steps to acquire this designation?

4. Describe Health & Welfare success stories that took place in your county. Please note any that address the TDOH 3+1 Primary Prevention Activities: Tobacco, Obesity, Physical In-Activity and Drug Abuse.
5. For the coming year, which primary prevention initiative(s) does your plan address?
 - Obesity
 - Tobacco– Substance abuse
 - Teen pregnancy
 - Physical In-Activity
 - Diabetes
 - Other
6. List the goals, objectives and proposed activities for the project(s) and how you expect to evaluate them.
7. Describe the process you followed that resulted in the selection of your health and welfare project(s).
8. List all partners involved in this collaboration.
9. List the names of the individuals who serve on your county's Health Council and the entity they represent:
10. Does your county have a Board of Health?
Yes or No.
If no, contact your county's Public Health Director for more information.
11. In what health related areas is your county doing well? Please describe.
12. Have you received any grants to address health issues in your county? If so, which areas did they address and how were the results measured?

Main	Jobs & Economic Dev	Fiscal Strength & Efficient Gov	Public Safety	Education & Work Force Dev	Health & Welfare
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Submit Activity Plan Now

*NOTE: To submit your **Activity Plan** to ECD both of the items below need to be completed and checked. Once both of these are checked and the application is saved, then an email will be sent to ECD to process your application. The application will be locked and no further changes will be saved to the application. Any additional changes will have to go through ECD after an application is submitted.*

- Yes, I have completed the ThreeStar Activity Plan
- Yes, I have uploaded all supporting documents to the "Files & Attachments" area in Step 1.

After confirming the statements above, click "Save" to submit your plan to ECD for review.

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

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Step 3
Grant Apps

There is a \$10,000 annual grant for Tier 2 and Tier 3 counties to serve as seed money for activities (not to offset general operating expenses) focused on improving at least one of the measured areas of the program: health and welfare, public safety, and education and workforce development.

If you are a Tier 2 and Tier 3 county and you have completed step 1 and step 2 of the ThreeStar process, you may begin your grant application. Select the Add or Edit icons to create a new grant application or edit an existing application.

Submitted By	Submitted On	Update By	Update On
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Note: If you are not ready to submit your application to ECD, do not confirm and just click "save" so you may return to the application at another time.

Save Cancel

Year	Submitted By	Submitted On	Update By	Update On
2014	county.mayor			Feb 14, 2014 11

When you are ready to submit your application, confirm you have completed the ThreeStar required activities to participate in the program and that you have completed the grant application.

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

Online Preview