

UP 478: COMMUNITY DEVELOPMENT WORKSHOP

SPRING 2024

DEPARTMENT OF URBAN AND REGIONAL PLANNING

UNIVERSITY OF ILLINOIS at URBANA-CHAMPAIGN

Adjunct Instructor: Janel Gomez, City of Champaign**Contact Info:** jdomez3@illinois.edu or janel.gomez@champaignil.gov**Contact Phone:** 217-403-8843 (8-5 Monday-Friday only)**Class Time:** Tuesdays and Thursdays 9-10:50am 225 TBH**Office Hours:** After class on Thursdays 230 TBH or by appointment

COURSE DESCRIPTION: In this community development workshop, we will explore roles that planners and professionals can play in helping shape communities. Using real life examples, we will explore the history, catalysts, methods, and process of community change. We will learn about the institutions, players, and tools that all collaborate to make community development happen. We will also explore the challenges of community development, factors that impede development, physical and social factors the disconnect communities and the difficulty of balancing professional expertise with community empowerment.

The bulk of this course will be working towards creating a community development proposal for a vacant parcel of land. This class will explore equitable and effective techniques for engaging diverse community members in development of their proposals. We will investigate feasibility through financial analysis, needs analysis and environmental review. Lastly, we will use each of these opportunities to develop and practice those core communication skills that are essential for community development professionals: writing, public speaking, and graphic design.

COURSE REQUIREMENTS AND EVALUATION: In advance of each assignment, I will provide you with a grading rubric that outlines my expectation for your work. Carefully review the rubric and the assignment and ask questions if anything is unclear.

COURSE REQUIREMENTS	
Class Participation	25%
Community Development Profiles (2)	15%
Participatory Methods Presentation	7.5%
Development Pro-Forma	7.5%
Environmental Review	7.5%
Market and Needs Analysis	7.5%
RFP Final Project and Presentation	30%

Active Class Participation and Regular Attendance (25%) – Class attendance and active participation are essential for success in this course. It is expected you will complete readings and participate in class

discussions. Your class participation score includes attendance at a public meeting, attending office hours (at least once!) and submission of a list of acronyms. More info on these items will be shared in class.

Community Development Profile 1 & 2 (15%) – You will make two (2) brief presentations on an example of an event, place, incident, place or process that contributed to a community's development. One assignment will be focused on public speaking for your presentation, and one will be focused on graphic design.

Development Pro-Forma (7.5%) – You will be asked to evaluate the financial feasibility of a development plan. Training on creating a development Pro-Forma will occur in class.

Environmental Review (7.5%) – You will be asked to evaluate the environmental feasibility of the site of a future development. Training on environmental review will be taught in class.

Needs Analysis (7.5%) – You will be asked to provide a market and needs analysis of an area for future development.

Participatory Methods Tool Kit (7.5%) – You will select a community participation methodology and case to evaluate. You will present the methodology to the class, providing an example and information necessary to enable us to add the method to our "toolkit" of techniques.

RFP Final Project (30%) – Request for Proposal Response. See Final Project Profile and Documents.

Numerical grade to letter grade schedule:

A+	97-100	B+	87-89.9	C+	77-79.9	D	67-69.9
A	93-96.9	B	83-86.9	C	73-76.9	D+	60-66.9
A-	90-92.9	B-	80-82.9	C-	70-72.9		

COURSE CALENDAR

DAY		DATE	TOPIC	ASSIGNMENT INFO
WEEK 1	Tues	16-Jan	Syllabus and Intro to Course	Assignment 1 Intro
	Thurs	18-Jan	Community Development Primer	
WEEK 2	Tues	23-Jan	Power, Privilege and Equity in Community Development	
	Thurs	25-Jan	CD Profile Presentations - Public Speaking	Assignment 1 DUE: CD Profile 1
WEEK 3	Tues	30-Jan	Affordable Housing	
	Thurs	1-Feb	Organizing and Community Development (Speaker)	
WEEK 4	Tues	6-Feb	Environmental Review	Assignment 2 Intro
	Thurs	8-Feb	Environmental Review Workshop	

DAY		DATE	TOPIC	ASSIGNMENT INFO
WEEK 5	Tues	13-Feb	Community Development Partners: Federal, State, Local	Assignment 2 DUE: Environmental Review
	Thurs	15-Feb	Consolidated and Annual Action Plans	Assignment 3 Intro
WEEK 6	Tues	20-Feb	Cross Cutting Regulations - Labor, Environmental	
	Thurs	22-Feb	Consolidated Plan Profile Presentations - Graphic Design	Assignment 4 Intro Assignment 3 DUE: CD Profile
WEEK 7	Tues	27-Feb	Participatory Methods	
	Thurs	1-Mar	Participatory Methods Workshop	
WEEK 8	Tues	5-Mar	Participatory Methods Toolkit Presentation	Assignment 4 Due: Participatory Methods Toolkit
	Thurs	7-Mar	CDCs, CDFIs, SBDC	Participatory Methods Toolkit Cont.
WEEK 9	Tues	12-Mar	No Class - SPRING BREAK	
	Thurs	14-Mar	No Class - SPRING BREAK	
WEEK 10	Tues	19-Mar	Market Analysis and Needs Assessment	Assignment 5 Intro
	Thurs	21-Mar	Funding Community Development	Assignment 6 intro
WEEK 11	Tues	26-Mar	Funding Community Development- Pro Forma Exercise	
	Thurs	28-Mar	Intro to Final Project - Development RFP	Assignment 5 DUE: Market and Needs Analysis
WEEK 12	Tues	2-Apr	Intro to final Project	Intro to Final Project
	Thurs	4-Apr	Field Trip	
WEEK 13	Tues	9-Apr	Site Design Workshop	
	Thurs	11-Apr	No Class	Assignment 6 Due: Development Pro Forma
WEEK 14	Tues	16-Apr	Site Design Workshop	
	Thurs	18-Apr	Final RFP Workshop	
WEEK 15	Tues	23-Apr	Final RFP Workshop	
	Thurs	25-Apr	Final RFP Workshop	
WEEK 16	Tues	30-Apr	Final Presentations	
	Thurs	1-May	Final Presentations	

COURSE READINGS and RESOURCES: There will be required readings, videos to watch, and links to check out. Many of these will be resources for you in completing your assignments and final project. The following list is subject to change. I will provide up to date required readings and resources on Compass and will provide ample time to read/review before class meets. Any course day designated “workshop” will require you to bring your computer to class. These workshops will allow you time to complete assignments with direct guidance from the instructor.

WEEK 1 (Jan 16 &18): Course Introduction

DeFilippis, James & Saegert, Susan. (2007). *The Community Development Reader*. New York: Routledge. Chapter 1: A Framework for Community and Economic Development (15 pages)

Green, Gary Paul and Anna Haines (2002). *Asset Building & Community Development*, 2nd ed. Chicago: American Planning Association, vii-18.

WEEK 2 (Jan 23 & 25): Power, Privilege, and Equity

PAS Quicknotes 103 Trauma Informed Planning

O’Connor, Alice (1999). “Swimming Against the Tide: A Brief History of Federal Policy in Poor Communities.” In Ferguson, Ronald F. and William T. Dickens, eds. *Urban Problems and Community Development*. Washington, D.C.: The Brookings Institution Center on Urban and Metropolitan Policy, 77-88.

Squires, Gregory D. and Charis E. Kubrin (2005). “Privileged Places: Race, Uneven Development and the Geography of Opportunity in Urban America.” *Urban Studies*, 42(1): 47-68.

WEEK 3 (Jan 3 and Feb 1): Housing

APA Housing Policy Guide

PAS Quicknotes 66 Fair Housing

WEEK 4 (Feb 6 & 8): Environmental Review

Webinar: [Basics of a Part 58 Environmental Review for HUD-Assisted Projects Webinar - HUD Exchange](#)

WEEK 5 (Feb 13 & 15): State and Federal Partnership

Urbana HOME Consortium Consolidated Plan: [Consolidated Plan 2020-2024 DRAFT.pdf \(urbanaininois.us\)](#)

WEEK 6 (Feb 20 & 22): Cross Cutting Regulations

CDBG Cross Cutting Regulations Overview

WEEK 7(Feb 27 & 29) Public Engagement and Participatory Methods

Briggs, Xavier de Souza (2003). Planning Together: How (and How Not) to Engage Stakeholders in Charting a Course. Cambridge, MA: The Community Solving Project @ MIT.

PAS Quicknotes 15 Visioning

PAS Quicknotes 11 Charettes

WEEK 8: (March 5 & 7) Participatory Methods Toolkit Presentations

WEEK 9 : SPRING BREAK

WEEK 10 (March 19 & 21): Needs Assessment

PAS Memo Data-Driven Housing Assessments and Action Plans Part 1: The Data

PAS Memo Data-Driven Housing Assessments and Action Plans Part 2: Analytical Techniques and Taking Action

WEEK 11: (March 26 & 28) Funding Community Development Work

[Partnerships and Federal Funding Build an Oasis in a Food Desert \(planning.org\)](https://www.planning.org/partnerships-and-federal-funding-build-an-oasis-in-a-food-desert/)

The Urban Institute (2005). The Impact of Community Development Corporations on Urban Neighborhoods, pp. 1-14, 39-46.

Basically CDBG Chapter 1

WEEK 12-16: Workshops for Site Design and Final Project

UNIVERSITY AND DEPARTMENT POLICIES

Class Climate: The Department of Urban and Regional Planning is committed to creating an environment of inclusion and opportunity that is rooted in the very goals and responsibilities of practicing planners. Conduct that interferes with the rights of another or creates an atmosphere of intimidation or disrespect is inconsistent with the learning environment of our Department and the values of our program and profession. By choosing to enroll in a class offered by the Department of Urban and Regional Planning, students agree to be responsible for maintaining a respectful environment in all DURP activities, classes, projects and extracurricular opportunities. We are governed by the University Student Code. See [Student Code Article 1 – Student Rights and Responsibilities, Part 1](#).

Official Department Attendance Policy: Attendance is mandatory and necessary for adequate performance in this course. Attendance will be reflected not only in the participation portion of the final course grade, but also in the quality of work submitted throughout the semester. Students are expected to notify the instructor in advance of any sessions that will be missed. Students' final grades will be reduced by 1% per unexcused absence.

It is the instructor's decision as to when a student's absences become excessive and should be reported. If in the opinion of an instructor the attendance of a student becomes so irregular that his or her scholarship is likely to be impaired, the instructor may submit an irregular attendance form to the Associate Dean of the student's college. A copy is forwarded to the student, who should contact the instructor immediately to work out a solution. If irregular attendance continues without excuse, the instructor may request the student be withdrawn from the course.

This request for withdrawal would result in a grade of E for the course. Extenuating circumstances will always be considered when supporting evidence is presented. [See Rule 1-501 and Rule 1-502](#) in the Student Code for more information.

Academic Integrity and Plagiarism: The University of Illinois at Urbana-Champaign Student Code should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity. Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the Academic Integrity Policy. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

No student shall represent the words, work, or ideas of another as their own in any academic endeavor. Plagiarism includes but is not limited to copying, direct quotation, paraphrase, and borrowed facts or information. See Article 1, Part 4 of the Student Code for more information.

Accommodations: To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES, you may call 333-4603 (V/TDD) or e-mail a message to disability@uiuc.edu. <http://www.disability.illinois.edu/>.

Student Assistance: The Student Assistance Center serves as the first point of contact for students who call, email, or walk into the Office of the Dean of Students. The Assistant Deans help students understand university policies and procedures, educate them about and connect them to campus resources, and support students in crisis. Students visit the Student Assistance Center regarding a broad range of issues which may be impacting their academic performance including those related to health/mental health, course attendance issues, questions about where to go on campus to seek

different services, options for withdrawing from the university, or because they need help and just aren't sure where to go. The Student Assistance Center helps students find their way!

<http://odos.illinois.edu/community-of-care/student-assistance-center/>

If you are interested in obtaining information to improve writing, study skills, time management or organization, the following campus resources are available to all students:

Writer's Workshop Undergrad Library

217-333-8796

<https://writersworkshop.illinois.edu/>

Sexual Misconduct and Reporting: The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University's Title IX and Disability Office. In turn, an individual with the Title IX and Disability Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options.

A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: [At Illinois We Care](#)

Emergency Response: Emergency response recommendations can be found at the following website: <http://police.illinois.edu/emergency-preparedness/> I encourage you to review this website and the campus building floor plans website within the first 10 days of class.

<http://police.illinois.edu/emergency-preparedness/building-emergency-action-plans>