



Department of Community and Human Development

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City Manager

Tommy Gonzalez

To: City Council

From: Verónica Soto, Director, Community and Human Development

Date: July 1, 2014

Re: Neighborhood Improvement Program (NIP) Process

Given the issues raised by Council regarding the NIP, Community Development proposes the following:

Issue 1: Lack of active Neighborhood Associations (NAs) in Districts.

In the next round of NIP, require associations to submit “pre-applications” signaling their intent to submit applications. Pre-applications will be due at least one month before the final application due date. Neighborhood Services (NS) will do the following to bring in additional applications in those districts where few or no applications are proposed:

- i. Encourage Civic Associations (CAs) to apply for projects on behalf of neighborhoods; projects may be identified through public meetings and constituent contacts with District Representative Offices.
- ii. Work with District Representatives and local leaders to schedule community meetings to identify potential projects and work with existing NAs and CAs to prepare applications for those projects. In areas where no NA or CA exists, residents will be allowed to submit NIP applications contingent on their registering as an NA prior to Council approval of that round’s NIP projects. NS will work closely with those residents to ensure that they become recognized neighborhood associations.

Outreach prior to the distribution of the NIP applications in Districts with the fewest active NAs.

- i. Encourage the conversion of at least one existing NA in both the Northeast and Mission Valley Planning Areas to “civic associations”, allowing them to apply for projects anywhere within those planning areas (civic associations already exist in each of the other planning areas). There may also be existing civic associations in these areas that are not recognized by the City. Neighborhood Services will work with these civic associations to register them with the City.
- ii. Invite existing Neighborhood Watches in the targeted districts to become NAs.
- iii. Invite existing Park Partners in the targeted Districts to become NAs.
- iv. Work with District Representatives to host community meetings to encourage formation of NAs.

Issue 2: Utilization of funds remaining after cost estimates and recommendations have been finalized.

- i. Roll over remaining funds in a district to the next round in that District (Current policy); or
- ii. If any funds remain in a District’s allocation when staff recommendations have been finalized, Council Representatives may add to any vetted, proposed project within their districts, components that are consistent with the goals of the original application.

City staff involved in the implementation of the NIP are undertaking an evaluation of the entire NIP process including a survey of all NAs and a value stream mapping of the process. NS will present recommended policy and procedure changes for the next round of the NIP to BOAC for comment; to an LRC and then to City Council for final approval in July or August 2014.

If any of you have questions regarding these strategies, please contact Verónica Soto at 212-0138 or Mark Weber at 212-1682. We are happy to meet with you.

Department of Community and Human Development
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Dedicated to Outstanding Customer Service for a Better Community



City of El Paso
Community and Human Development Department

Creation Date: July 7, 2014

Prepared By: Neighborhood Services Division

Approved By:

Legal Review:

DESCRIPTION: NEIGHBORHOOD IMPROVEMENT PROGRAM

SECTION I. PURPOSE

The City of El Paso's Neighborhood Improvement Program (NIP) provides the opportunity for Recognized Neighborhood and Civic Associations to request small-scale, permanent physical improvement projects to enhance the quality of life in their neighborhoods.

SECTION II. PROGRAM POLICY

The City of El Paso shall conduct the Neighborhood Improvement Program under the following directives:

1. Annual funds for the Neighborhood Improvement Program shall be allocated equally between Districts and any unused funds will roll over within the District to the next funded Round.
2. Only Neighborhood and Civic Associations recognized and registered with the City of El Paso or in the process of registration under Ordinance 017744, may apply.
3. Eligible projects shall be permanent physical improvements located on City-owned land that improve or enhance public spaces within, or in close proximity to, Association boundaries.
4. Eligible projects must have documented evidence of support from the residents in the neighborhood.
5. Neighborhood Improvement Program funds may supplement existing projects but are not intended to supplant allocated funding from other sources.
6. The project selection process will be conducted in a manner providing full and open competition between eligible applicants.
7. The scoring criteria for evaluating projects and applications will be reviewed and approved by City Council.
8. If any funds remain in a District's allocation when staff recommendations have been finalized, Council Representatives may add to any vetted, proposed project within their districts, components that are consistent with the goals of the original application and are feasible within the funds available.

| NIP - Project Score Card | | |
|--|---|--------------------------------|
| Neighborhood Association: | <i>Possible range 0 to 100 points</i> | TOTAL SCORE 100 |
| Project Name: | | |
| Project Description: | | |
| 1) Technical Merit (0-4 Points) | | Score |
| <ul style="list-style-type: none"> • 0 to 2-pts, How well did the applicant follow the application instructions & include all the required attachments? • 0 to 2-pts, How well did the applicant develop their overall project proposal? | | 4 |
| 2) Project Goal (0-4 Points) | | Score |
| • 0 to 4-pts, How well does the applicant provide a clear & concise goal for proposed project? | | 4 |
| 3) Project Background (0-10 Points) | | Score |
| <ul style="list-style-type: none"> • 0 to 5-pts, How well does the applicant describe a significant community need/problem? • 0 to 5-pts, How well does the applicant make a case for how the proposed project will address the stated need/problem? | | 10 |
| 4) Project Description (0-10 Points) | | Score |
| <ul style="list-style-type: none"> • 0 to 5-pts, How well does the applicant clearly describe what they are requesting? • 0 to 5-pts, Does the applicant clearly state the type, quantity and/or measurement of the item(s) they are requesting? | | 10 |
| 5) Project Map (0-4 Points) | | Score |
| • 0 to 4-pts, How well does the applicant clearly label the desired location(s) of proposed project and/or proposed project items? | | 4 |
| 6) Project Picture/Illustration (0-4 Points) | | Score |
| <ul style="list-style-type: none"> • 0 to 1-pt, How well does the applicant provide a clear picture of what the current site looks like? • 0 to 3-pts, How well does the applicant provide a clear illustration of what they envision the project to look like? | | 4 |
| 7) Neighborhood Support (0-20 Points) | | Score |
| <ul style="list-style-type: none"> <li style="width: 50%;">• 20-pts, 100 or more household signatures / 50% or more of households within the neighborhood association boundary <li style="width: 50%;">• 15-pts, 60 to 99 household signatures <li style="width: 50%;">• 10-pts, 30 to 59 household signatures <li style="width: 50%;">• 5-pts, 15 to 29 household signatures | | 20 |
| 8) Budget - (For Project Design Team) (0-10 Points) | | Score |
| <ul style="list-style-type: none"> <li style="width: 50%;">• 1-pts, if project cost is \$90,000 or over <li style="width: 50%;">• 6-pts, if project cost is \$40,000 to \$49,999 <li style="width: 50%;">• 2-pts, if project cost is \$80,000 to \$89,999 <li style="width: 50%;">• 7-pts, if project cost is \$30,000 to \$39,999 <li style="width: 50%;">• 3-pts, if project cost is \$70,000 to \$79,999 <li style="width: 50%;">• 8-pts, if project cost is \$20,000 to \$29,999 <li style="width: 50%;">• 4-pts, if project cost is \$60,000 to \$69,999 <li style="width: 50%;">• 9-pts, if project cost is \$10,000 to \$9,999 <li style="width: 50%;">• 5-pts, if project cost is \$50,000 to \$59,999 <li style="width: 50%;">• 10-pts, if project cost is below \$10,000 | | 10 |
| 9) Strategic Alignment - (For City User Departments ONLY) (0-24 Points) | | Score |
| <ul style="list-style-type: none"> • 0 to 4-pts, Does the proposed project align with City departments' strategic plans, policies or standards? • 0 to 6-pts, Does this proposed project require high maintenance or upkeep? • 0 to 4-pts, Can this proposed project be funded under another program? If so, where does it rank within that program for potential funding? • 0 to 2-pts, Does the proposed project address a neighborhood safety concern? • 0 to 4-pts, Overall, do the City user departments support the proposed project? | | 24 |
| 10) Bonus Merit - (For Neighborhood Services ONLY) (0-10 Points) | | Score |
| <p><i>Was the applicant awarded in the previous round?</i></p> <ul style="list-style-type: none"> • 10-pts, if applicant was not funded in previous round • 5-pts, if applicant was awarded partial project scope in the previous round • 0-pts, if applicant was awarded all feasible components of project scope in the previous round | | 10 |

NIP - NA Survey Results

| | | | |
|---|------------|--|------------|
| Total Neighborhood Associations: | 73 | Total NAs who submitted NIP application: | 32 |
| Completed NIP Surveys: | 16 | Completed NIP Surveys from NAs who submitted NIP application: | 13 |
| Completion Rate: | 22% | Completion Rate: | 41% |

1) Did your association submit an application in the last NIP round?

| Yes | No | Total |
|-----|----|-------|
| 13 | 3 | 16 |

Comments:

No - Group did not make deadline. They could not decide whether or not to try for this program because CDBG funding does not apply to our area because it is a Multi-use area. We automatically get disqualified based on ruling qualifications. Group believed the same would happen therefore did not want to try and raise hopes until we can get better attention to Multi-use areas or change the rules so we may qualify.

No - Last time our needs didn't qualify for a new park or swimming pool, or median with Pine Trees from Reynolds along Trowbridge to I-10. Funds could not be used to purchase properties or no funds available.

No - Two of the FNA subdivisions are HOA'S and the other subdivision expressed no interests in improvements, at the time.

2) Did your association use the NIP Policies and Procedures guide as a reference in preparing your application?

| Yes | No | Total |
|-----|----|-------|
| 13 | ~ | 13 |

Comments:

Yes - Enough space for Request(s) & needs of project(s).

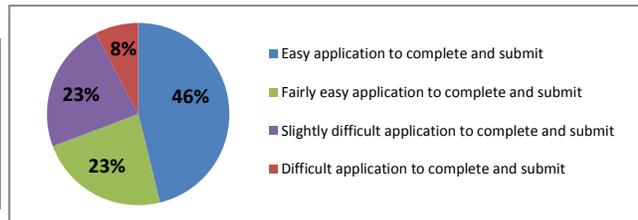
Yes - Level of brevity expected

Yes - The General Instructions for NIP Proposal page

Yes - The guidelines for submission.

3) How would you describe the application itself?

| Easy application to complete and submit | Fairly easy application to complete and submit | Slightly difficult application to complete and submit | Difficult application to complete and submit | Total |
|---|--|---|--|-------|
| 6 | 3 | 3 | 1 | 13 |



Comments:

This NIP survey was a little more detailed than in the past, but we were able to respond to the necessary requirements. We are happy to have the opportunity to be considered for our project.

Application was unclear on whether neighborhood associations were required to provide cost estimates, which led to some trepidation in developing the proposal. Also, there is confusing guidance in that the application form asks for one sentence stating the goal of the project, one to two sentences describing the project, and one to three sentences providing background to explain the need for the project. Then during the review process we were asked to provide amplifying information and additional details. I would recommend adding another (optional) section for a narrative or comments that would allow for a better description of the proposed project.

Application wanted the location of our project; however, the desired location could possibly be changed by a City Department in the process.

Petition form noted a minimum of 15 household signatures but did not state a maximum number of household signatures to obtain a higher score.

4) If your neighborhood association was invited to present at the NIP Review Committee Meetings, did your association attend and present on behalf of your project?

| Yes | No | Total |
|-----|----|-------|
| 9 | 4 | 13 |

(A total of 25 NAs were invited to speak on behalf of their NIP project and 5 NAs did not attend meetings.)

Comments:

Yes - Nice to have all representatives there from the different departments.

Yes - I think the committee should encourage small staged projects, so there is more awareness about improvements in the city. Progress breeds pride.

Yes - One NA presenter even stated he was there to "represent" an NA because no one else was there to actually represent the NA, yet, that NA was awarded their project. If a NA board member or regular member, are not present, utilize their "no-show" to reduce their overall score.

No - The president was ill and the secretary cannot take time from work to attend a 4pm meeting.

No - Was at work.

No - Not enough time to prepare.

No - Because they turned down part of our project.

5) How would you rate your experience working with City Staff during the NIP process?

| Always helpful and responsive | Sometimes helpful and responsive | Occasionally helpful and responsive | Never helpful and responsive | N/A | Total |
|-------------------------------|----------------------------------|-------------------------------------|------------------------------|-----|-------|
| 7 | 5 | ~ | ~ | 1 | 13 |

Comments:

I really like the interaction between departments to ensure the city gets the most for the money spent. Mark Weber and Olivia Montalvo are always very helpful and willing to help us.

Neighborhood Services Division were the only interface we had with City Staff during the NIP process. While they were helpful and responsive, we were not offered the option of coordinating directly with other departments within the City Staff; which led to some disconnects and misunderstandings of what was important to our association membership. The work of Neighborhood Services Division in spearheading the NIP is greatly appreciated. Having to pull the various city departments together to meet program timelines is no easy task. However, it would be beneficial if neighborhood associations would be offered the opportunity of direct coordination once proposal feasibility has been established so that we can make informed trade-offs in costs associated with our proposal. I tend to believe that many associations do not have a good idea of all the costs and regulatory requirements impacting our proposals, so as these are being considered and reviewed it would be nice to have them identified.

Additionally, the neighborhood associations may not be aware of various options in completing our proposed projects (i.e., with a canopy or without a canopy, etc.). Neighborhood associations see some turn-over in leadership and some of them may not have worked on NIP proposals before so they are not aware of what they can and cannot request. By being afforded the opportunity to coordinate directly with City Staff and discussing the rules, regulations, costs and options; associations could actively participate in the trade-offs from an informed position instead of taking a stab in the dark. This is especially critical in that budget and strategic alignment account for 20 points each (nearly a third of the overall possible score of 125).

Neighborhood Services should remain as the lead division to shepherd proposals through the process as not all associations will take advantage of the opportunity for direct coordination with City Staff. This also permits Neighborhood Services to advise and mentor associations throughout the process. To clarify, associations submitting proposals should be permitted to accompany Neighborhood Services during their coordination with City Staff during the cost estimating/pre-design phase.

6) What are your comments about the NIP review process and the scoring of the proposals?

Comments:

All rules should apply to each neighborhood association and to each city department equally. If an application is not complete it should not be eligible for consideration.

A little lengthy but ok I guess.

An NA basically "fails" if the project cost is \$75,000.00 or over and I ask "why"?

An NA is penalized once again for previous submissions in the last five (5) years which is ludicrous. The five-year rating should be eliminated or be reduced to three years especially now that there will be nine more years of 2012 Quality of Life bond money to seek with NIP.

How was the weight for each of the criteria determined? If an applicant scores a zero in any one of the criteria, how can that application still be considered a finalist?

If this is 2012 Quality of Life bond money being sought, why would an NA be penalized for "not" contributing a monetary donation?

It was easy to complete and it was nice to have the rubric to see what we could do to maximize our points.

No comments.

None.

Our feelings are that the scoring process should have been explained better. Plus we feel that if we took time to go downtown and make our presentation before committee additional points should have been given.. NIP funding Points given if not received in previous years this funding was out of bond money points should have not been used.

Per the NIP Policies and Procedures under Proposals, the guidelines say "in each district, all Neighborhood Association proposals will be considered before civic association proposals on behalf of areas without neighborhood associations". In our district, the Central Business Association was awarded funding. Explanation is that there is a neighborhood association within this same footprint. Why didn't the neighborhood association then apply? The rule should be re-written to eliminate any confusion.

Providing the associations an opportunity to make a short presentation to the Neighborhood Improvement Review Committee is a great idea. It enables us to clarify our proposals and answer any questions the committee may have. That said, it would have been better to also give the associations the opportunity to work with City Staff on any trade-offs in project options due to cost. I think this would result in stronger proposals for the Review Committee to consider.

Scoring- we scored second out of three finalists- yet first and third were funded. What is the purpose of scoring if the Committee can arbitrarily fund whoever they want? If we had scored first, could the Committee have done the same thing? One of the three applications was incomplete when we presented to NIRC. Per the guidelines in the NIP application, the applications should be fully completed by both the applicant and by the City department when submitted for review. If the application is not complete then it should not be eligible for consideration. In District 8, the incomplete application was funded.

The procedure was a little more extensive and detailed. I am sure you will find the additional information provided useful in reaching your decision.

The process is very structured and fair. Every application seemed to be evaluated in the same manner. Open forums allowed concerns to be addressed on the spot. The concerned departments were present at the meetings.

They were fair.

This question has four different criteria, so is this five points for each criteria? As an NA, the applicant NA should be allowed to communicate with the affected City department in order to seek answers, guidance and any feedback.

7) Are there any sections of the NIP Policies and Procedures guide that you would like to see revised for the next round?

Comments:

| |
|---|
| None at this time and thank you for your support. |
| None at this time. |
| No. |
| None. |
| None. |
| Nope. |
| Yes, points for needs not wants should be given. We feel that our request for sidewalks was a need and the City should be looking for funding or our City Rep. |
| Allow projects to be considered if slightly outside association boundary lines. |
| I would like for it to be possible to submit more than 2 proposals for consideration. |
| I would like to be able to show the association that being a Multi-use community area, does not stop us from getting services, funding, or help for projects/activities for this community. |
| The use of funds should not be limited. Eliminating uses would be a positive method to improve neighborhoods |
| Will the requirement to include project financial leverage be in the next round or will it be removed? |
| The guide mentions that "any remaining fund from a completed project will roll over to the next round in that district." Recommend clarifying that any 'unallocated' funds in a district from this round will also roll over to the next round in that district. If the idea is to allow City Representatives to determine where to allocate unused or "remaining" funds to whatever project they see fit, then it would be better to just plus up each district's discretionary funds and eliminate the NIP process. Otherwise, it is not fair to those associations that put in the work and effort to submit and defend proposals only to have an elected official arbitrarily determine where to spend NIP funds. |

8) Please provide any additional recommendations to better assist applicants during the NIP process.

Comments:

| |
|--|
| No recommendations at this time. |
| Perhaps scheduling a later time in the day for the review meetings. 6pm would be more feasible to make on time. The rest of the procedure is much self explanatory. |
| There may be some residual confusion on what projects are better suited for NIP and what ones are better suited for the Community Development Block Grants. Explaining these differences would be helpful. |
| A detailed plan should be presented to alleviate any questions about what is being proposed. |
| Consider the areas most in need when making any rulings towards qualifications in order for applicants to be accepted. |
| I would state how much total amount of funds are available. |
| In August of 2013, during the Neighborhood Coalition summit, NSD hosted a session on NIP which was approximately 45 minutes long in duration. On October 15, 2013, NSD hosted another NIP meeting to discuss the project proposal process and requirements for one hour. Work arrangements should be made for longer sessions to answer attendees questions. |
| On your scoring card item 10 Bonus points for neighborhoods who have monetary donations , how can small or low income neighborhoods compete with high income Neighborhood Associations? |
| Please make notice to all associations that signatures obtained can only be ONE per households. This was not clear before. |
| Provide a list that describes a project with a cost estimate. I know the cost estimate will increase in cost but it's a start for a NA. |
| The issue of requesting a large picnic table with a canopy and a fitness station was descriptive enough. I did not know we had to specifically state "with a canopy" for the fitness station in the application. The submitted photos in the application depicted a large picnic table and a fitness station with canopies already. |
| Under paragraph 11, Comment #3, City states "Zach White NA- Scored 2" but remaining funds not enough; encouraged to reapply & River Bend Design may be done by Oct/Dec 2014." a. ZWNA asked Neighborhood Improvement personnel what the design is both said they did not know. b. What is the "River Bend Design"? Who is the proponent for it? c. Zach White Neighborhood Association has been working for years and made various presentations to City Rep Niland about our plan to have a walking path in conjunction with the Irrigation District and to plant 140 trees alongside the path with the goal to provide a shaded path for walkers/joggers and at the same time to preserve the sanctuary on the drainage ditch for birds and all wildlife living there. d. At the NIRC presentation one of the Committee members said it would be a waste to fund our application and then have to tear it all out because it did not conform to the City's design. e. Again, what is the "River Bend Design"? it seems like some departments know and some do not or at least they are not telling us- why the secrecy? f. If ZWNA re-applies and get funded, will our plan then have to conform to the as yet unknown City "River Bend Design"? If ZWNA is funded under the second round, can the City change the ZWNA plan and use the money for their own design? (We respectfully request guidance especially to our comment 7 at least 3 weeks prior to the next NIP application round.) |

Neighborhood Improvement Program Policies and Procedures

Purpose

The City of El Paso’s Neighborhood Improvement Program (NIP) provides the opportunity for Recognized Neighborhood Associations and Civic Associations to request small-scale permanent physical improvement projects to enhance the quality of life in their neighborhoods. The intent is to facilitate an organized process for residents to have direct input on physical improvements in their neighborhood.

Program Coordination

The Community and Human Development Department’s Neighborhood Services Division is designated to implement the NIP and will be the liaison between neighborhood associations and other City departments throughout the proposal and implementation process.

Funding

The 2012 Quality of Life Bond included \$10 million for physical improvement projects under the NIP. Funds are allocated equally among all eight Representative Districts at \$1 million per district. The remaining \$2 million is set-aside for project design and engineering services to implement approved projects. *(Any unexpended funds from the project design and engineering set-aside will be apportioned equally among Representative Districts in future rounds.)*

| Total funds per District | # of project rounds per District | Funds available per round for each District |
|--------------------------|----------------------------------|---|
| \$1,000,000 | 10 | \$100,000 |

- Annual funding cycles will be open to all Representative Districts per project round. Each District will participate in ten (10) rounds of NIP at \$100,000 per District per round. *(Any unallocated funds in a round or remaining funds from an awarded project will roll over to the same District’s next round.)*
- A single project request may range from **\$5,000** to **\$100,000** *(multiple projects may be awarded per district during each round.)*

Eligibility

All NIP proposals must be submitted by a Recognized Neighborhood Association (RNA) that is in compliance with the City’s *Neighborhood Association Recognition Ordinance* (NARO). These groups include:

- **Neighborhood Associations** - organized groups of 15 or more residents with defined neighborhood boundaries.
- **Civic Associations** - organized groups of 100 or more residents with boundaries that cover an entire City Planning Area (i.e. *Central, East, Northeast, Northwest, and Mission Valley*).

Proposals

- Proposals are competitive among neighborhood and civic associations within the same Representative District.
 - Neighborhood associations may submit no more than two (2) proposals per round *(an association submitting two applications may be asked to prioritize which proposal to move forward with, if funding is not available for both proposals)*.
 - Civic associations may submit one (1) proposal per district that their planning area boundary covers and may apply for projects on behalf of areas that are not represented by recognized neighborhood associations *(in each district, all neighborhood association proposals will be considered before civic association proposals on behalf of areas without neighborhood associations)*.

Ineligible Projects

- **NIP may not fund the following types of projects:**
 - Projects on private property
 - Purchase or acquisition of land or other property

Eligible Projects

The City user department shall determine project feasibility, which is the City department responsible for implementation and maintenance of the completed project, based on their department policies, regulations, and standards.

Potential Project Types

All project requests will be reviewed by the City and are subject to various federal, state, and local regulations. Examples of projects include: *(this is not a comprehensive list of all possible projects)*

| Parks and Recreation Department | | |
|---|---|---|
| Project Type: | Examples: | Considerations: |
| park amenities | benches; picnic tables; playground equipment; pet waste stations; trash receptacles | specific installations may depend on current availability from registered vendors |
| park lighting | installing new lamp poles; replacing bulbs | requires connection to electric conduits |
| park signs | park name; park rules | must comply with regulations and be consistent with existing park designs |
| trees | shade trees | must be on approved tree, shrub or plant lists; irrigation requirements may affect cost and long-term maintenance |
| trails/walking paths | nature or concrete paths | existing irrigation and slopes may affect cost and routing |
| Transportation Department | | |
| Project Type: | Examples: | Considerations: |
| bicycle amenities | bike racks; striping of bike paths | must comply with bike master plan |
| crosswalks | retrofitting existing crosswalks with stamped (decorative) concrete | must be an existing crosswalk |
| landscaping / streetscaping | medians | must be on approved tree, shrub or plant lists; irrigation requirements may affect cost and long-term maintenance |
| sidewalks | limited to connecting or repairing sections of residential sidewalks | priority given to areas near parks, public facilities and schools |
| streetlights | installing new streetlight; replacing bulbs | requires connection to electric conduits; property owners signatures will be required (if approved) |
| street signs | historic street name signs; way-finding signage | must be a designated historic district |
| traffic calming | speed cushions; roundabouts | must already have a warranted traffic study from the Neighborhood Traffic Management Program (NTMP) and must be on their waiting list |
| Museums and Cultural Affairs Department | | |
| Project Type: | Examples: | Considerations: |
| public art | murals; permanent installations | may need to go through public art review board |

NIP Proposal and Review Process

Phase 1: Initial Review

- Neighborhood Services will review all proposals, verify association recognition status, and contact the appropriate City department to determine project feasibility.
 - All project requests must be complete, including all supporting material by the specified deadline.
 - Incomplete or illegible proposals will be returned to the association (*associations may re-submit proposal, ONLY if it is before the deadline*).
- **Please Note:** Neighborhood Services will assist associations with the proposal process and encourages associations to submit their proposals prior to the deadline.

Phase 2: City Departments Determine Project Proposal Feasibility

- The City department responsible for the implementation and/or maintenance of the completed project shall determine project feasibility.
 - Associations with project proposals determined to be feasible will receive a notice that their proposals will move forward to the next phase.
 - Associations with project proposals determined to be unfeasible will receive notice that their proposal will **NOT** move forward to the next phase (*notification will include an explanation of the determination*).

Phase 3: Cost Estimates and Pre-Design Meeting

- The Project Design Team will only provide project cost estimates for feasible project proposals (*Project Design Team may consist of City Engineers and/or outside contractors*).
- Associations may be required to attend a pre-design meeting with the responsible City department and Project Design Team to refine their project proposal for a cost estimate.
- **Please Note:** Neighborhood Services will coordinate all meetings between associations and City departments.

Phase 4: Neighborhood Improvement Review Committee Recommendations

- The Neighborhood Improvement Review Committee (NIRC) will recommend project proposals to present to City Council for final approval. NIRC will consist of staff from various City departments (*City Development, Community Development, Parks and Recreation, Transportation, Engineering, and/or Museums and Cultural Affairs*).
- The NIRC will score each project proposal on a 125-point scale and the average from reviewers' score sheets will be the final score for each project proposal (*copy of scorecard is included at the end of this document*).
 - Associations will have an opportunity to speak on behalf of their project proposal in front of the NIRC (*presentation guidelines will be given to associations during this phase*).
 - Associations will receive notice that their projects proposals **WILL** or **WILL NOT** be recommended to City Council for final approval along with a copy of their scorecard.

Phase 5: City Council Approves NIP Projects

- Final approval of all project proposals shall be determined at a regular meeting of City Council (*Neighborhood Services will notify associations of the City Council meeting and encourages associations to be present*).

Approved NIP Projects and Implementation

- Neighborhood Services will notify associations of the approval of their project proposals and will coordinate with City departments to set up project budgets.
 - Any associations that proposed project leverage in the form of monetary donation will enter into a legally binding commitment and will be given 30-days to deliver the donations to the City.
 - **PLEASE NOTE:** If the monetary donation is not delivered to the City, the proposal will be denied. An association failing to submit agreed upon project leverage will not be eligible to submit a proposal in the following NIP round.
- Neighborhood Services will meet regularly with the Project Design Team and other City departments to ensure that projects proceed in a timely manner.
 - A Project Design Team will handle all designs and contract bids unless otherwise specified and/or required by a City department.
- Neighborhood Services will coordinate any additional required meetings between the awarded association and the City department responsible for implementing the project.
 - Associations may be required to submit signed consent forms during the implementation process (*i.e. Transportation Division requires a Streetlight Petition form; Parks and Recreations Department may require an approval form on park amenities style, color and location*).
- Any remaining funds from a completed project will roll over to the next funded round in that district.

NIP Annual Timeline

Year 1 Tentative Timeline:

September – November (Phase 1)

Submit project proposals

November – January (Phase 2-3)

Project feasibility review; Pre-design meetings with associations and City departments; Prepare cost estimates

February (Phase 4)

Association presentations; City review committee recommendations

March (Phase 5)

City Council approval of final NIP projects

March – September

Project design and implementation; Prepare for next project proposal round

Years 2-10 Tentative Timeline:

August – September (Phase 1)

Submit project proposals

September – November (Phase 2-3)

Project feasibility review; Pre-design meetings with associations and City departments; Prepare cost estimates

December (Phase 4)

Association presentations; City review committee recommendations

January (Phase 5)

City Council approval of final NIP projects

February - September

Project design and implementation; Prepare for next project proposal round

General Instructions for NIP Proposal

Components of Proposal:

- ☑ **Representative District**
 - Identify the Representative District where the project will be located
- ☑ **Contact Information**
 - Name of association and a minimum of two (2) points-of-contacts
- ☑ **Project Type by City Department**
 - General category of proposed project to be implemented by a City department
- ☑ **Physical Address**
 - Location of proposed project (*i.e. park name and address; street intersection*)
- ☑ **Project Goal**
 - One sentence that states main goal of proposed project
- ☑ **Project Description**
 - One to two sentences describing the proposed project and its intended use
- ☑ **Project Background**
 - One to three sentences explaining the need in the neighborhood for the proposed project and/or how the project will contribute to the enhancement of the neighborhood
- ☑ **Project Map**
 - One-page map that is marked with the general location(s) of proposed project (*i.e. map may be hand-drawn or a print-out of an internet map with hand-drawn marking*)
- ☑ **Project Site Photos**
 - One-page with 1-4 current photos of the proposed location (*digital printouts preferred over actual photograph prints*)
- ☑ **Project Illustration**
 - One-page visual of what the association envisions the proposed project to look like if completed or a picture of similar project to replicate (*i.e. specific type and color of park amenities; generic design of public art or historic street sign*)
- ☑ **Project Support**
 - Associations must use ONLY the NIP petition template provided by Neighborhood Services (*no other form of project support will be accepted as a substitute*). Associations must collect a minimum of fifteen (15) signatures from separate households that are in close proximity to the proposed project site.
- ☑ **Project Leverage (optional)**
 - Statement of monetary donation to contribute towards the project (*please meet with Neighborhood Services prior to submitting your proposal if your association is considering a monetary donation*).
- ☑ **Date and keep copies of all materials submitted for personal record**

NIP Project Score Card

All NIP project proposals submitted by neighborhood/civic associations will be reviewed based on the following criteria: (Possible range 0 to 125 points)

| 1) Technical Merit | Points | Score |
|--|--------|-------|
| – How well did the association follow the proposal instructions & include all the required attachments? | (0-5) | 5 |
| – How well did the association develop their overall project proposal? | | |
| 2) Project Goal | Points | Score |
| – How well does the association provide a clear & concise goal for proposed project? | (0-5) | 5 |
| 3) Project Description | Points | Score |
| – How well does the association clearly describe what they are requesting? | (0-5) | 5 |
| 4) Project Background | Points | Score |
| – How well does the association describe a significant community need/problem? | (0-10) | 10 |
| – How well does the association make a case for how the proposed project will address the stated need? | | |
| 5) Project Map | Points | Score |
| – How well does the association clearly label the location(s) of proposed project or proposed project items? | (0-5) | 5 |
| 6) Project Picture/Illustration | Points | Score |
| – How well does the association provide a clear picture of what the current site looks like? | (0-5) | 5 |
| – How well does the association provide a clear illustration of what they envision the project to look like? | | |
| 7) Neighborhood Support | Points | Score |
| – 20-points, more than 60 household signatures | (0-20) | 20 |
| – 15-points, 46 to 60 household signatures | | |
| – 10-points, 31 to 45 household signatures | | |
| – 5-points, 15 to 30 household signatures | | |
| – 0-points, less than 15 household signatures (INCOMPLETE Project Proposal) | | |
| 8) Budget - (For Project Design Team ONLY) | Points | Score |
| – 20-points, if project cost is below \$15,000 | (0-20) | 20 |
| – 15-points, if project cost is \$15,000 to \$24,999 | | |
| – 10-points, if project cost is \$25,000 to \$49,999 | | |
| – 5-points, if project cost is \$50,000 to \$74,999 | | |
| – 0-points, if project cost is \$75,000 or over | | - |
| 9) Strategic Alignment - (For City User Department ONLY) | Points | Score |
| – Does the proposed project align with the City department's strategic plan, policies, or standards? | (0-20) | 20 |
| – Does this proposed project require high maintenance or upkeep? | | |
| – Can this proposed project be funded under another program? If so, where does it rank in priority? | | |
| – Overall, does the City user department support the proposed project? | | |
| 10) Bonus Merit & Project Leverage - (For Neighborhood Services ONLY) | Points | Score |
| Has the association been awarded in previous rounds? | (0-30) | 30 |
| – 10-points, if association has never been awarded NIP funds | | |
| – 5-points, if association's last NIP project was awarded more than 5 years ago | | |
| – 0-points, if association has been awarded an NIP project in the past 5 years | | |
| Has the association secured any monetary donations to contribute to the project? | | |
| – 20-points, if monetary donation covers 40% of project cost | | |
| – 15-points, if monetary donation covers 30% of project cost | | |
| – 10-points, if monetary donation covers 20% of project cost | | |
| – 5-points, if monetary donation covers 10% of project cost | | |