

NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP)



PURPOSE: The NIP provides an opportunity for neighborhood associations - registered under the City of El Paso's Recognized Neighborhood Association Ordinance - to request small-scale, permanent physical improvement projects to enhance the quality of life in their neighborhoods.

ELIGIBLE APPLICANTS



- Registered Neighborhood and Civic Associations in compliance with the City.
 - Civic associations may apply for projects within their boundaries on behalf of areas that are not represented by a neighborhood association.
 - Applicants in the process of registering as an association with the City may apply; however, registration must be complete prior to City Council approval of projects.

INELIGIBLE PROJECTS



- Requests not on city-owned property or that require the purchase/acquisition of land.
- Requests determined NOT feasible according to federal/state/local government policies, standards, and/or regulations.
- Requests that exceed the available funds within a district (requests may be reduced in scope to be brought under funding limit).
- No monetary or material donations are permitted for NIP project requests.

ELIGIBLE PROJECTS



- Small-scale, permanent physical improvement projects on **city-owned property** with an expected life span of at least 10 years.
- Physically located within or no further than a 1/4 mile outside of an association's recognized boundary.

IMPORTANT APPLICATION NOTES



- Funding is competitive among applicants within a representative district.
- Applicants may submit two project applications per round, however:
 - If both applications are determined to be feasible, applicants will be required to select a single application to move forward during the final application review process.
- No more than one project will be recommended for funding per association per district.
- The City reviews all project requests and conducts all cost estimates - the City department that would be responsible for the implementation and maintenance of the requested project determines project feasibility.

NIP PROJECT CATALOG



- Applications that are submitted that do not include projects and amenities within the NIP Project Catalog may require a feasibility meeting and may be considered ineligible.
- Will be made available to include but not limited to:
 - *Picnic Tables*
 - *Playgrounds/Playground improvements*
 - *Streetlights*
 - *Sidewalks*
 - *ADA Curb cuts*
 - *Mural installations*

NIP REVIEW PROCESS



STEP 1: Application Review for feasibility, constructability, & scope



- Applications are reviewed by a City staff review team to determine project feasibility based on federal/state/local government policies, standards, and/or regulations. Staff team includes the following departments:
 - **Community & Human Development**
 - **Parks & Recreation/Parks Maintenance**
 - **Streets & Maintenance**
 - **Capital Improvement**
- Applicants are notified of any feasibility concerns and if the project scope needs to be revised to meet feasibility, as well as budget.
- Applicants will be notified of their proposed project's feasibility and if the application will move forward to the next stage of the process.

STEP 2: Project Site Walk-Thru



- If project is deemed feasible, NIP applicants and City Staff will conduct an onsite project walk-thru to ensure that all parties have the same understanding of the NIP project.
- After the Project Site Walk-thru, if an applicant submitted two feasible applications, they will be required to select which application to move forward with for final consideration.

STEP 3: Neighborhood Support & Score Applications



- Applicants will be required to complete **Neighborhood Support Forms** to document support for their application from residents within the neighborhood. Signatures will need to be collected and accepted by majority of the households **immediately adjacent and affected by the proposed improvement, if applicable**.
 - Neighborhood Support Forms will be provided to applicants after the project site walk-thru.
 - Applicants will have 8 weeks to collect support signatures. Electronic signatures with an accompanying email will be accepted.
- With the preliminary cost estimates, revised scope, and when the neighborhood support forms are collected, the City staff review team will score each application using an approved scorecard.
- For each representative district, staff will recommend funding for the highest scoring application followed by the next highest scoring application(s) that can be substantially completed within the remaining available funds.
- Applicants will receive notice of the City staff review team's recommendations.

STEP 4: Final Scope of Work & Cost Estimates on highest ranking applications



- City staff will finalize the highest ranked application scopes of work. Project scopes may need to be modified in order to meet budget.
- Cost estimates will be revised based on finalized scopes of work.
- Applicants will be notified of any modifications to the final scope of work.

Step 5: Present Recommendations to City Council




For more information contact/return applications to:

Community & Human Development Department

 City 3 - 801 Texas Ave. 3rd Floor - El Paso, TX 79901

 Neighborhoodservices@elpasotexas.gov

 (915) 212-1681