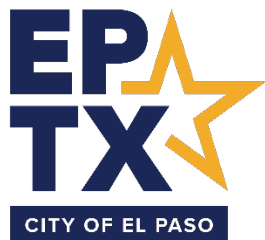


APPLICATION GUIDE

NEIGHBORHOOD IMPROVEMENT PROGRAM ROUND 5



PRE-APPLICATION DUE April 2, 2021 by 5:00 p.m. MDT

FINAL APPLICATION DUE June 4, 2021 by 5:00 p.m. MDT

Eligible Applicants:

Associations registered and in compliance with the City's *Neighborhood Association Recognition Ordinance* (#017744)

- 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

Eligible Project Request:

- Small-scale, permanent physical improvement projects on city-owned property or public-right-of-way (at least 10 year expected life span)
- Physically located within or no further than a ¼ mile outside an association's recognized boundary
- Traffic calming requests (i.e. speed humps) must have a warranted traffic study conducted or in progress by the final application deadline

FOR MORE INFORMATION CONTACT/ RETURN APPLICATIONS TO

Community and Human Development Department – Neighborhood Services

Address: City 3 - 801 Texas Ave. 3rd floor – El Paso, TX 79901

Email: neighborhoodservices@elpasotexas.gov

Phone: (915) 212-1680 or (915) 212-1681

NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP)

The City's Community and Human Development Department – Neighborhood Services oversees the NIP application process and acts as the liaison between associations and City departments throughout the application and implementation processes.

PURPOSE

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

FUNDING SOURCE

The 2012 Quality of Life (QOL) Bond included \$10 million for physical improvement projects under the NIP. NIP funding is available in scheduled two-year program cycles.

AVAILABLE FUNDS FOR ROUND 5

\$3 million is available and each of the eight Representative Districts will receive a minimum of \$375,000 for project requests. (Some districts may have additional funds if there were unallocated funds from the previous round that rolled over to this current round.)

IMPORTANT APPLICATION NOTES

NIP projects may be small-scale standalone projects or may supplement existing infrastructure by providing additional amenities and aesthetic appeal.

Commonly requested projects include but are not limited to: picnic tables, playgrounds, swings, streetlights, sidewalks, ADA curb cuts, murals, etc.

- Funding is competitive among applicants within a district
 - One or more project requests may be awarded up to the available funding per 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

INELEGIBLE PROJECTS

- Requests not on city-owned property or that require the purchase or 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 the funding limit)
- No monetary or material donations are permitted for NIP project requests

NIP CHECKLIST

Pre-Application Form (Due April 2, 2021 by 5:00 p.m. MDT)

- Statement of Intent** – Single page form with a brief description of the intended project request
(Optional – worth 2-points on the project scorecard)

Final Application Form (Due June 4, 2021 by 5:00 p.m. MDT)

- Contact Information** – Provide the name of the association and two points-of-contact.
(Notifications about the application process will be sent to the two contacts listed on the application. If a contact changes during the application review process, it is the responsibility of the applicant to notify Neighborhood Services.)
- Representative District** – Identify the district in which the applicant is applying for funds.
- Project Location** – Provide the physical address or general location of the proposed project.
 - ▶ **EXAMPLE:** "Cleveland Square Park", "Intersection of Campbell St. and Texas Ave." or "300 block of El Paso St."
- Project Goal Statement** – One sentence that states the main goal of the requested project.
 - ▶ **EXAMPLE:** "To increase recreational opportunities and physical fitness for residents of the neighborhood." "To improve safety and walkability for all residents in our neighborhood."
- Project Background** – One to four sentences that explain the community need for the requested project and how the project will address that need or contribute to the enhancement of the neighborhood.
 - ▶ **IN OTHER WORDS:** *What is the issue and how will your project address that issue?*
- Project Scope Description** – One to six sentences that provide a detailed description of the proposed project.
 - ▶ **EXAMPLE:** "Install 2 picnic tables with four-post, metal canopies and 2 trash cans near the playground." "Fill-in 2 blocks of sidewalk gaps and install 4 wheel chair ramps."
 - (Requests may be listed or bulleted. Be as detailed as possible, and if applicable, include quantities, approximate distance measurements, and/or desired specifications for requested items.)*
- Project Map** – Illustration marking the proposed location(s) of the requested project items.
 - ▶ **EXAMPLE:** *Map may be hand-drawn or a print-out of a map from the internet with hand-drawn labeling.*

- **Project Site Photos** – One to four pictures of what the current site looks like.
- **Project Illustration** – One to four pictures of a similar project to replicate or rendering/drawing of the envisioned project.

(Upon request, and no later than a week prior to the deadline, Neighborhood Services may assist applicants with the creation of a map, project site photos and project illustration.)

NEIGHBORHOOD SUPPORT

- **Neighborhood Support Form** – If an application is determined feasible during the application review process, applicants will be required to provide documented evidence of support from residents in the neighborhood.
 - ▶ Applicants MUST ONLY USE the Neighborhood Support Form provided by Neighborhood Services. No other form of project support will be accepted as a substitute.
 - ▶ A minimum of fifteen (15) household signatures are required. If more than one person signs from a single household, they will only be counted as one household signature.
 - ▶ Signatures will need to be collected by households immediately adjacent to the proposed improvement if applicable and a majority of households immediately affected must accept the project.
 - ▶ Neighborhood Support Forms that were collected in previous rounds may be resubmitted if the current application and scope of work is substantially similar.

NIP APPLICATION REVIEW PROCESS

Step 1: Review Pre-Applications & Design Lab (not mandatory)

All pre-applications will be reviewed by a City staff review team to determine project intent, understand project goals, and work with Neighborhood association to finalize a scope and put together the final application. City Staff will hold Design Lab workshops with the applicants to review each proposed project for the following:

- **Feasibility**
- **Alignment with other City services/Infrastructure for greater impact**
- **Site location and project limits**
- **Scope to align with project intent**

Applicants will finalize and submit their revised applications at the end of this process.

Step 2: Internal Review of Applications for feasibility, constructability and scope

All applications will be reviewed by a **City staff review team** to determine project feasibility based on federal/state/local government policies, standards and/or regulations. City staff review team includes the following City departments:

- **Community & Human Development Department** – Lead organizer and liaison between departments and applicants
- **Parks and Recreation/Parks Maintenance Department** – Provides the initial review of park improvement projects
- **Streets and Maintenance Department** – Provides the initial review of streetlight, sidewalk and median projects
- **Capital Improvement Department** – Reviews all requested improvement projects and provides the project cost estimates (*no outside cost estimates will be considered*)
- Preliminary Cost estimates will be determined for proposed project scopes.
- Applicants will be notified of the feasibility of their proposed project and if the application will move forward to the next stage of the review process. For applicants that went through the pre-application process, the project scope will have been revised to meet feasibility, and will be checked for budget.
- At the Project Scope Review Meeting, if an applicant submitted two feasible applications, they will be required to select which application to move forward for final consideration.

Step 3: Neighborhood Support and Score Applications

Applicants will be required to complete **Neighborhood Support Forms** to document support for their application from residents in the neighborhood. Signatures will need to be collected by households immediately adjacent to the proposed improvement if applicable and a majority of households immediately affected must accept the project.

- Neighborhood Support Forms will be emailed or mailed to applicants after the project scope review meetings and will include the deadline for submission.
- Applicants will have at least eight 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 on a 100-point scale (*see scorecard on the following page*).

- 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 by email or mail of the City staff review team's recommendations.

Step 4: Final Scope of Work and Cost Estimates on highest ranking applications

- The Capital Improvement Department will be revising the project cost estimates based on feedback from the City departments and applicant feedback on the highest ranking applications, and finalize the project scope.
- Cost estimates will include all project costs, which may include any of the following: materials, park equipment, demolition, construction, contingency, design and design fees, topographic surveys, project coordination, project engineering, inspections, testing, contract compliance, and/or utility service upgrade/relocation.

Step 5: Present Recommendations

Final approval of all NIP project requests is determined by City Council at a public meeting.

- Applicants will receive notice by email or mail of the date, time and location of the public meeting where City Council will take official action on staff's recommendations.

NIP IMPLEMENTATION PROCESS

The Capital Improvement Department is responsible for implementing the construction of the approved projects. Neighborhood Services will submit the required forms and documentation to the Capital Improvement Department to begin implementing approved projects.

Neighborhood Services will continue to be the liaison for periodic updates on project status between the awarded applicants and City departments.

All awarded projects are subject to the City's bidding, purchasing and construction policies and procedures.

Neighborhood Improvement Program (NIP) Project Scorecard

TOTAL
100.0

1) Pre-Application & Technical Merit (0-5pts)		5.0
0 to 2-pts, Did the applicant submit a pre-application?		2.0
0 to 3-pts, How well did the applicant develop their overall project proposal?		3.0
2) Project Goal (0-3pts)		3.0
0 to 3-pts, How well does the applicant provide a clear & concise goal for their proposed project?		
3) Project Background (0-10pts)		10.0
0 to 5-pts, How well does the applicant describe a significant community need/problem?		5.0
0 to 5-pts, How well does the applicant make a case for how the proposed project will address the stated need/problem?		5.0
4) Project Description (0-10pts)		10.0
0 to 10-pts, How well does the applicant clearly describe what they are requesting (ex. styles, types, colors, quantities, etc.)?		
5) Project Map (0-5pts)		5.0
0 to 5-pts, How well does the applicant clearly label the desired location(s) of the proposed project and proposed project items?		
6) Project Picture/Illustration (0-5pts)		5.0
0 to 2-pt, How well does the applicant provide a clear picture of what the current site looks like?		2.0
0 to 3-pts, How well does the applicant provide a clear illustration of what they envision the project to look like?		3.0
7) Neighborhood Support (3-20pts)		20.0
20-pts, 100 or more household signatures	16-pts, 80 household signatures	11-pts, 55 household signatures
or 50% households within boundary	15-pts, 75 household signatures	10-pts, 50 household signatures
19-pts, 95 household signatures	14-pts, 70 household signatures	9-pts, 45 household signatures
18-pts, 90 household signatures	13-pts, 65 household signatures	8-pts, 40 household signatures
17-pts, 85 household signatures	12-pts, 60 household signatures	7-pts, 35 household signatures
		6-pts, 30 household signatures
		5-pts, 25 household signatures
		4-pts, 20 household signatures
		3-pts, 15 household signatures
		(Minimum Requirement)
8) Project Budget - (For Project Design Team) (0-5pts)		5.0
5.0-pts, if project cost is under \$20,000		2.0-pts, if project cost is \$120,000 to \$139,999
4.5-pts, if project cost is \$20,000 to \$39,999		1.5-pts, if project cost is \$140,000 to \$159,999
4.0-pts, if project cost is \$40,000 to \$59,999		1.0-pts, if project cost is \$160,000 to \$179,999
3.5-pts, if project cost is \$60,000 to \$79,999		0.5-pts, if project cost is \$180,000 to \$199,999
3.0-pts, if project cost is \$80,000 to \$99,999		0-pts, if project cost is \$200,000 or over
2.5-pts, if project cost is \$100,000 to \$119,999		
9) City Strategic Alignment - (For City User Department ONLY) (0-25pts)		25.0
0 to 7-pts, Does the proposed project align with City strategic plans and department policies and/or standards?		7.0
0 to 5-pts, How does the proposed project affect department maintenance costs? (5-pts for very low maintenance projects)		5.0
0 to 3-pts, Does the proposed project help promote a healthy lifestyle?		3.0
0 to 3-pts, Are there other opportunities to fund the proposed project within this program cycle?		3.0
0 to 7-pts, Overall, do City departments support the proposed project?		7.0
10) Previous Round Funding - (For Neighborhood Services ONLY) (0-10pts)		10.0
Was the applicant awarded funding in the previous round?		
10-pts, if applicant was NOT awarded	4.5-pts, if project awarded funds were \$100,000 to \$109,999	
9.5-pts, if project awarded funds were below \$10,000	4.0-pts, if project awarded funds were \$110,000 to \$119,999	
9.0-pts, if project awarded funds were \$10,000 to \$19,999	3.5-pts, if project awarded funds were \$120,000 to \$129,999	
8.5-pts, if project awarded funds were \$20,000 to \$29,999	3.0-pts, if project awarded funds were \$130,000 to \$139,999	
8.0-pts, if project awarded funds were \$30,000 to \$39,999	2.5-pts, if project awarded funds were \$140,000 to \$149,999	
7.5-pts, if project awarded funds were \$40,000 to 49,999	2.0-pts, if project awarded funds were \$150,000 to \$159,999	
7.0-pts, if project awarded funds were \$50,000 to \$59,999	1.5-pts, if project awarded funds were \$160,000 to \$169,999	
6.5-pts, if project awarded funds were \$60,000 to \$69,999	1.0-pts, if project awarded funds were \$170,000 to \$179,999	
6.0-pts, if project awarded funds were \$70,000 to \$79,999	0.5-pts, if project awarded funds were \$180,000 to \$189,999	
5.5-pts, if project awarded funds were \$80,000 to \$89,999	0-pts, if project awarded funds were \$190,000 or over	
5.0-pts, if project awarded funds were \$90,000 to \$99,999		
11) Re-Submitted Feasible Application - (For Neighborhood Services ONLY) (2pts)		2.0
2-pts, Did the applicant submit a substantially similar, feasible application in at least two previous rounds under the 2012 Quality of Life Bond funded NIP, but was not awarded due to limited available funds?		

Project recommendations are based on funding the highest scoring application followed by the next highest scoring application(s) that can be substantially completed within the remaining available funds.