

Memo

To: Neighborhood Group Leaders
From: Wayne Tomac
Date: January 24, 2023
Re: **2023 NIP Project Evaluations by NGLA Neighborhoods**



Update! As an active member of the Neighborhood Group Leaders Association you play an important role in deciding what community projects receive city funding. One of the responsibilities the City Council entrusted to NGLA when they created the Neighborhood Improvement Program grant was for NGLA reps to provide oversight by evaluating applications and recommending the best projects for final approval.

Each NGLA registered neighborhood is expected to complete one evaluation form, which includes rankings of five different applicants this year. Please coordinate with your other neighborhood representatives to determine how you will complete the evaluation on behalf of your neighborhood. We recommend that this be a collaborative process, but only one evaluation will be accepted per neighborhood. If multiple evaluations are submitted from the same neighborhood, the representative listed on the registration as the voting representative will be accepted.

You will evaluate projects by ranking the application based on five separate criteria explained in the evaluation guide. Applications must receive a minimum average score on each criteria to receive funding. You will also provide an evaluation of the overall project and have an opportunity to provide positive feedback or guidance to the applicant community based on your community's experience with a similar project, contractors, materials, etc.

You have multiple options to submit your neighborhood's NIP evaluation this year. We recommend representatives submit their evaluations via the online for ease and convenience using this link: <https://forms.gle/dT65dmys3A2tDmzWA>. The online version is also recommended for anyone using an Apple computer that sometimes don't save pdf files correctly. I have attached the applications and a brief guide explaining how to evaluate them. These documents, NGLA presentations, and additional information will also be available on [the City's website](#). If you would prefer hard copies of the documents please contact Valeria (303-651-8444) or stop by the Community Services window at the Civic Center.

Please submit evaluations online or to CNR (email or mail) by February 13. All documents will be available on the City's NIP webpage at <http://bit.ly/LongmontNIP>. The results will be revealed at the February NGLA meeting. We must receive evaluations from over 50% of registered neighborhoods in order for any grants to be awarded.

Thank you for participating

Please find the following enclosed:

- 2023 NIP Evaluation Form and Guide
- 2023 Final Applications

*Please note that all contact information and supplemental information not necessary for NGLA review, such as required water audits, have been removed from the public applications, which may leave lost references in some narratives.

Please contact Wayne Tomac, Neighborhood Resources Specialist with questions or concerns.
303-651-8637 or wayne.tomac@longmontcolorado.gov
350 Kimbark St., Longmont, CO 80501

A: Review

A: Review Applications

Review the evaluation process below and access Grant Applications online at: <http://bit.ly/LongmontNIP>

- Submit the evaluation online at: <https://forms.gle/dT65dmys3A2tDmzWA>
- Hard copies are available by contacting Valeria at 303-651-8444 or visiting the Civic Center.

Submission Deadline: Monday, February 13, 2023

B: Introduction to Evaluation

B: Introduction to NIP Evaluation

The purpose of the Neighborhood Improvement Program (NIP) is to create opportunities for communities working together to improve quality of life through the implementation of improvements that have a clear public benefit in their neighborhoods. The city council makes \$50,000 available through the NIP with grants up to \$3,000 for neighborhoods with up to 50 households, \$6,000 for 51 to 350 households, and \$9,000 for 351 or more households. The council gives registered NGLA neighborhoods the responsibility of selecting which projects receive funding.

- **Every neighborhood registered with NGLA is expected to submit an evaluation of NIP projects**
 - 50% of registered neighborhoods must submit an evaluation for approval to proceed
- **Only one form per neighborhood may be submitted.** Please collaborate with other leaders.
- **NIP applicants CANNOT evaluate their own application, but MUST evaluate all other applicants**

C: Evaluation Process

C: Evaluation Process

- Use the [online form](#) or the attached **NIP Project Evaluation Form** to evaluate each project based on five criteria outlined below and include an evaluation of the overall project.
- The highest possible score is **26**. Projects with the highest average total score will be recommended for funding until funds are allocated.
- Projects must receive a **minimum average score** of at least 50% for each criteria in order to qualify.

- **Step I: Fill in your Neighborhood's Name in the top left corner** (*one per neighborhood*)
- **Step II: Score each neighborhood based on each of the five evaluation criteria** (*listed vertically*)
Explanations of how to evaluate each criteria are included on the next page
- **Step III: Total each row in the Total Points column** to determine the score for each neighborhood
This is done automatically if filled out using the fillable pdf form.
- **Step IV: Rate your Overall Perception of each project** as Good, Average, or Needs Improvement (should not receive funding). *This rating will not affect evaluation scores.*
- **Step V: Provide Positive Feedback** (*optional*) consider supportive advice you can offer based on your experience, such as recommended contractors, materials, timing, or potential pitfalls.
This will not affect evaluation scores, but will be shared with the community
- **Step VI: Submit the form to CNR by Monday, February 13**
 - **If you completed the form *digitally*:** "Save As" and include your neighborhood name; then email the final document to n gla@longmontcolorado.gov
 - **If you printed the form out and *manually* filled in scores:** Mail or drop the form off at the CNR window at the Civic Center (350 Kimbark St) by 5pm on the 2/13.

D: Contact

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- Questions? Contact Wayne or Guillermo at NGLA@longmoontcolorado.gov or 303-651-8444

Review evaluation criteria and scoring on the next page

All grants must receive an average score of at least 50% for each criteria below (identified in green). Rating the grant below the minimum average in any criteria means you don't believe it deserves to be funded.

E: Need	E: Neighborhood Need: 15% 0 to 4 points (Minimum average required = 2)				
	What is the neighborhood identified need, how was it identified, and why will the project improve the neighborhood?				
	<ul style="list-style-type: none"> Evaluation criteria: How compelling is this need, <i>from not compelling to extremely compelling</i>? 				
	0 Not compelling	1 Somewhat compelling	2 Compelling	3 Very compelling	4 Extremely compelling
Questions to consider for evaluation: Why is this project important for the neighborhood? Will it enhance other aspects of the neighborhood by improving the quality of life? Why is it important to have grant funding resources to implement this project?					
F: Participation	F: Neighborhood Participation: 15% 0 to 4 points (Minimum average required = 2)				
	How did community members participate in identifying the need and creating the solution? How many people were involved and what role did they play?				
	<ul style="list-style-type: none"> Evaluation criteria: How involved were community members, <i>from not involved to extremely involved</i>? 				
	0 Not involved	1 Somewhat involved	2 Involved	3 Very involved	4 Extremely involved
Questions to consider for evaluation: How was the project chosen, who participated in what parts? Is it managed by residents? Do residents support the project?					
G: Sustainable	G: Sustainable Solution: 15% 0 to 4 points (Minimum average required = 2)				
	How will the solution resolve the problem or need in a way that it will not arise again? How have future threats to the solution been considered?				
	<ul style="list-style-type: none"> Evaluation criteria: How sustainable is the solution, <i>from poor to very good and sustainable</i>? 				
	0 Poor solution, Unsustainable	1 Okay solution, Not sustainable	2 Acceptable solution, Somewhat sustainable	3 Good solution, Probably sustainable	4 Very good and Sustainable solution
Questions to consider for evaluation: Is this a long term improvement that will last into the foreseeable future?					
H: Match	H: Neighborhood Contribution: 15% 0 to 4 (+2) points (Minimum average required = 2)				
	What will the neighborhood contribute to the project? What category does it fit under (financial resources, volunteer labor, donated services, or donated funds), and why is it relevant to the project?				
	*Approved grants are required to maintain the grant to contribution ratio approved based on this evaluation. Extra credit: Communities that do not have an HOA receive one extra point for this criterion, and if they achieve a match of 25% or greater they receive a second point (added to scores by CNR).				
	<ul style="list-style-type: none"> Evaluation criteria: How strong is the match compared to the total grant relative to the proposed project, <i>from none to very good</i>? 				
0 No contribution 1 Some 2 Acceptable 3 Good 4 Very good contribution					
Questions to consider for evaluation: Has a clear contribution from the neighborhood been identified? Is this a reasonable percentage of the total budget based on the project and type of neighborhood?					
I: Benefit	I: Public Benefit: 40% 0 to 10 points (Minimum average required = 5)				
	Projects must illustrate a public benefit. Clearly demonstrate a benefit to the neighborhood and possibly the broader Longmont community?				
	<ul style="list-style-type: none"> Evaluation criteria: Will this project benefit the community, <i>from none / poor to excellent</i>? 				
	0-1 None/Poor benefit	2-3 Some	4-5 Acceptable benefit	6-7 Good	8-10 Excellent benefit
Questions to consider for evaluation: Will this project enhance quality of life, neighborhood identity, or the safety of residents? Should public funds be spent on this project?					

Neighborhood Improvement Program

2023 EVALUATION FORM

Neighborhood _____ Evaluation Submitted by: _____ Check if a 2023 Applicant _____

Do not evaluate your own neighborhood!

EVALUATION CRITERIA		E. NEIGHBORHOOD NEED	F. NEIGHBORHOOD PARTICIPATION	G. SUSTAINABLE SOLUTION	H. NEIGHBORHOOD CONTRIBUTION (match)	I. PUBLIC BENEFIT	TOTAL POINTS	OVERALL PERCEPTION
<i>See the Evaluation Guide for instructions</i>		How compelling is this need, from not compelling to extremely compelling?	How involved were community members, from not involved to extremely involved?	How sustainable is the solution, from poor to very good and sustainable?	How strong is the match compared to the total grant, from none to very good?	Will this project benefit the community, from none/very poor to excellent?	Sum of five criteria Maximum of 26 points	Evaluate the overall quality of this application
Points possible <i>Minimum avg. for funding</i>		0 to 4 points <i>Minimum avg required: 2</i>	0 to 4 points <i>Minimum avg required: 2</i>	0 to 4 points <i>Minimum avg required: 2</i>	0 to 4 points <i>Minimum avg required: 2</i>	0 to 10 points <i>Minimum avg required: 5</i>		
Evaluation Scoring Guide		0: Not compelling	0: Not involved	0: Poor solution	0: No contribution	0-2: None/Poor benefit	Projects must receive 13 or more points to qualify for funding	Needs Improvement
		1: Somewhat compelling	1: Somewhat involved	1: Okay solution	1: Some	3-4: Some		Average / Acceptable
		2: Compelling	2: Involved	2: Acceptable solution	2: Acceptable	5-6: Acceptable benefit		Good / Great
		3: Very compelling	3: Very involved	3: Good solution	3: Good	7-8: Good		
		4: Extremely compelling	4: Extremely involved	4: Very good	4: Very good contribution	9-10: Excellent benefit		
2023-N01	Hover Park <i>Water & Landscaping Plan</i>							
	\$3,000, 26% match							
	Positive Feedback & Support <i>suggestions for contractor, materials, timing, etc.</i>							
2023-N02	The Renaissance <i>Connecting Our Community</i>							
	\$9,000, 55% match							
	Positive Feedback & Support <i>suggestions for contractor, materials, timing, etc.</i>							
2023-N03	West Point Village <i>Community Benches</i>							
	\$2,000, 20% match							
	Positive Feedback & Support <i>suggestions for contractor, materials, timing, etc.</i>							

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<i>See the Evaluation Guide for instructions</i>		How compelling is this need, from not compelling to extremely compelling?	How involved were community members, from not involved to extremely involved?	How sustainable is the solution, from poor to very good and sustainable?	How strong is the match compared to the total grant, from none to very good?	Will this project benefit the community, from none/very poor to excellent?	Sum of five criteria Maximum of 26 points	Evaluate the overall quality of this application
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Evaluation Scoring Guide		0: Not compelling	0: Not involved	0: Poor solution	0: No contribution	0-2: None/Poor benefit	Projects must receive 13 or more points to qualify for funding	Needs Improvement
		1: Somewhat compelling	1: Somewhat involved	1: Okay solution	1: Some	3-4: Some		Average / Acceptable
		2: Compelling	2: Involved	2: Acceptable solution	2: Acceptable	5-6: Acceptable benefit		
		3: Very compelling	3: Very involved	3: Good solution	3: Good	7-8: Good		
		4: Extremely compelling	4: Extremely involved	4: Very good	4: Very good contribution	9-10: Excellent benefit		Good / Great
2023-N05	Historic Estside <i>Historic Preservation Survey</i>							
	\$9,000, 25% match							
	Positive Feedback & Support <i>suggestions for contractor, materials, timing, etc.</i>							
2023-N06	Kensington <i>Park Improvements</i>							
	\$9,000, 25% match							
	Positive Feedback & Support <i>suggestions for contractor, materials, timing, etc.</i>							