City of Longmont

NIP — NEIGHBORHOOD IMPROVEMENT PROGRAM

2023 Overview and Guidelines

NIP PROPOSAL AND APPLICATION PACKET

Community and Neighborhood Resources (CNR)

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http://bit.ly/LongmontNIP; Longmont Civic Center, 350 Kimbark Street

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NEIGHBORHOOD IMPROVEMENT PROGRAM
2023 Overview and Schedule

LONGMONT NGLA — Neighborhood Group Leaders Association — *Increase your quality of life, participate in a neighborhood group!* **CITY OF LONGMONT COLORADO** **LONGMONT COMMUNITY & NEIGHBORHOOD RESOURCES** — *A Division of Community Services*

APPLICATION SCHEDULE : FIVE STEPS TO THE NIP

	2022 *Wednesdays*
1	**STEP I: Project Proposal and Budget** *January to June, July, August, and September 2022: Planning & Preparation* *Hold community meetings; establish a committee and project manager; develop and submit the proposal (ask staff for assistance)* **June 30** — **NIP application packets available** **July 13** — **Proposal workshop** (NLS training) — *Virtual meeting: participation link will be emailed to all NGLA representatives* **September 28** — **Proposal and budget submission deadline**
2	**STEP II: Staff Review and Comments** *October and November 2022* *Refine project and draft final application* **~November 16** — **City comments to neighborhoods** (tentative)

	2023 *Thursdays*
3	**STEP III: Final Applications** *December 2022 and January 2023* *Resolve staff feedback and complete final application; begin work on NGLA presentation* **January 12** — **Final application deadline** (Monday)
4	**STEP IV: Final Review and Approval** *January, February, and March 2023* *Evaluate all other applicant's projects (one per neighborhood)* **January 19** — ★ ★ **NGLA project evaluation begins** — **Short presentations to NGLA** **February 9** — **NGLA evaluations due to CNR** **February 16** — 👍 **NGLA vote on recommended projects**
5	**STEP V: Implementation, Payment, and Final Report** *April to December 2023 (Approved projects only)* *Develop RFP; submit bids for approval, complete work; submit final documents* **March 8** — **Implementation workshop** (NLS, *required*) **April to November** — ✅ **Submit bids and complete project** **December 1** — **Final report and payment request deadline**

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NEIGHBORHOOD IMPROVEMENT PROGRAM
2023 Overview and Schedule

NIP OVERVIEW

DESCRIPTION

The purpose of the Neighborhood Improvement Program (NIP) is to create opportunities for neighborhoods working together to improve their 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 of $3,000 for neighborhoods with up to 50 households, $6,000 for 51 to 350 households, and $9,000 for 351 or more households.

APPLICATION PROCESS

Primary steps and deadlines
- Proposal Workshop: July 13
- Project proposal and budget: September 28
- Final application: January 12
- NGLA presentation & rankings: January 19

WHO CAN APPLY? [pG5/ pG13]

Applications are only accepted from community groups registered with the Neighborhood Group Leaders Association (NGLA) for one **full calendar year** prior to **application** submittal (all of 2022) and who have had a representative attend at least two-thirds (2/3) of the NGLA meetings in the previous calendar year (7 in 2022). Eligible neighborhoods are listed on **page G13**. *Contact CNR with questions regarding your neighborhood's eligibility. *Awarded communities must remain registered through implementation.*

PROJECT ELIGIBILITY [pG5]

The NIP facilitates improvements that enhance quality of life and bring neighbors together. Projects that benefit only individual people, properties, or organizations, are for maintenance, or fail to fulfill all of the evaluation criteria detailed below cannot be funded.

Proposals must designate one on the following categories based on the primary purpose of the project:

- **Sense of Community & Connection**
- **Infrastructure & Safety**
- **Sustainable Neighborhoods**
- **Community Assessment and Planning**
- **Other Public Benefit**

ADDITIONAL PROJECT RESOUCRES

Creativity is encouraged to meet your community's needs and opportunities. Identify projects:

- **Visit the Sustainable Neighborhood Project Library on the City website:** *https://bit.ly/SNSProjectLibrary*
- **Search Google for neighborhood improvements**
- **Discuss ideas with another neighborhood**

NEIGHBORHOOD PARTICIPATION [pG7]

Neighborhoods are required to demonstrate that the grant is a response to a neighborhood need and that residents will participate throughout the process. The **three stages of participation** various residents should participate in include:

- **Need identification**
- **Proposal planning and application**
- **Implementation**

*Projects developed by third party entities on the neighborhood's behalf will not be accepted.

COMMUNITY CONTRIBUTION [pG7]

All applications are required to include a neighborhood-based budget contribution, although there is no minimum requirement. The contribution may include any of the following or a combination:

- **Volunteer labor**
- **Donated professional services**
- **Donated materials and supplies**
- **Financial contributions**

EVALUATION CRITERIA [pG7]

Proposals that meet acceptable standards after staff review will be invited to submit a final application and be required to briefly present their project at the January 2023 NGLA meeting. Final applications will be evaluated by all registered NGLA neighborhoods based primarily on the application's demonstration of the following evaluation criteria:

- **Neighborhood Need (15%)**
- **Neighborhood Participation (15%)**
- **Sustainable Solution (15%)**
- **Neighborhood Contribution (15%)**
- **Public Benefit (40%)**

APPLICATION PROCESS

STEP I: Project Proposal and Budget
July, August, and September 2022

Neighborhood groups are strongly encouraged to participate in a proposal workshop on July 13 before the project proposal and budget are due on September 28, 2022. The proposal encourages neighborhood groups to consider community identified needs and develop a plan to implement the best solution possible. It requires **consideration for the five evaluation criteria that will be detailed in the final application** and must specifically consider the impact on city property, electricity requirements, water audit feedback, permits, city resources, a maintenance plan, and the budget. Communities are encouraged to start planning projects before July and consult appropriate staff early in the process.

STEP II: Staff Review and Comments
October and November 2022

Appropriate staff will review proposals for compliance with city code, standards, and expectations. Staff will provide feedback to improve project quality and the final application must clearly acknowledge how this feedback was, or will be, incorporated into the project, to remain eligible for funding.

STEP III: Final Applications
December 2022 and January 2023

Applicants will have one month to incorporate city comments and complete their final application, including **a revised budget and final application** highlighting responses to the evaluation criteria. Final applications must be submitted by January 12, 2023.

STEP IV: Final Review and Approval
January, February, and March 2023

Short presentations are required at the January 19 NGLA meeting and applicants must review other projects in the NGLA evaluation process, but will not evaluate their own project. Grants receiving the highest average evaluation scores will be awarded funding until the total fund is allocated.

STEP V: Implementation, Reimbursement and Final Report
April to December 2023 (Approved projects only)

Approved projects must attend the **Implementation Workshop** in March or April and will have until December to complete the project. A **final report, evaluation, and photos** must be included when final payment is requested. The report will address final expenditures, implementation steps, resident participation, volunteer hours, and project evaluation.

2023 GRANT CHANGES

New application software expected by September

- We expect to shift to a new online based software system this summer for submission of the proposal and application. This will not change the substance of your submission, only the format.

POLICY CLARIFICATIONS/REMINDERS

Proof of Payment Requirement

- Reimbursement requests must include an itemized and dated invoice or receipt clearly indicating the amount paid by the community. *Cancelled checks and similar are not acceptable proof of payment.*

Publicly Available Documents

- All submitted documents and presentations will be publicly available, some posted on the City website, with sensitive information redacted.

Disability Access

- All projects, especially on publicly accessible properties, are expected to meet Americans with Disabilities Act standards. Written requests for exceptions will be considered in unique cases.

Property Ownership Verification

- The proposal must include a written statement from the property owner agreeing to the improvements and stating they will be primarily available for neighborhood use, as appropriate (projects on public right-of-way must provide staff approval).

Water Audits

- Only projects that primarily alter irrigation systems require a water audit. For example, converting turf into xeriscaping does not require a water audit. Audits are accepted from the year of the proposal or prior year (2022 or 2021). Appeals to this rule may be submitted in writing with the proposal or prior to submitting it.

Neighborhood Contributions

- The percentage of the neighborhood contribution to final project cost must be equal to the percentage approved on the final application. If the project cost decreases, the grant payment will decrease to maintain the same contribution ratio. However, the approved grant amount cannot increase after approval.

NIP GENERAL GUIDELINES

WHO CAN APPLY?

Individuals, private businesses, and other organizations are <u>not</u> eligible to apply for NIP grants. Only **neighborhood-based community groups** active with NGLA and meeting the following requirements may apply:

- The organization must have ***open and inclusive membership*** to everyone who lives or owns property in the neighborhood. *An HOA may only apply as part of a qualified neighborhood group*.

- Registered with the Neighborhood Group Leaders Association for one full calendar year or more at the time of final application and remain active through the payment request *(or forfeit all awarded funds)*.

- A representative of the neighborhood must have attended at least two-thirds (2/3) of the NGLA meetings in the previous calendar year, typically 7 meetings.

- Projects must benefit all residents of the associated neighborhood (in the city limits)

- Projects must demonstrate a public benefit

- Projects must be completed by the end of the calendar year (2023)

- Applicants must participate in evaluating other projects during the review phase

- Applicants must sufficiently respond to all city requests for clarification and revision

- Awarded projects must participate in an implementation workshop prior to starting

Eligibility is determined by CNR staff. When deemed appropriate and necessary, CNR staff may request an eligibility review by an NGLA committee.

PROJECT ELIGIBILITY and SAMPLE PROJECTS

Proposed projects must select one of the five categories listed below, which should be identified by the purpose of the project more than the type of project. **All projects should foster a sense of community ownership over the completed product.** The "Other Public Benefit" category allows flexibility but must include clear justification for why it should still qualify for a grant. It will only be approved in rare situations. Identify the most appropriate category to define your project intent. **Creative and inspired proposals are encouraged.**

A. SENSE OF COMMUNITY & CONNECTION

These projects should foster a strong sense of community, connecting residents to the neighborhood or making it more welcoming to them. Projects may enhance resident's identification with the neighborhood, define boundaries, gateways, or entryways, or create a more attractive and inviting environment through landscaping or other beautification techniques. Projects in City Parks or Right-of-Way must have Staff approval, coordination, and an ongoing maintenance and replacement plan.

Sample Projects:
- Create a neighborhood group logo
- Install unique neighborhood identity signage or landscaping at gateways and entrances
- Install a community message sign
- Develop a common landscape theme throughout the neighborhood
- Plant trees to beautify common spaces

B. INFRASTRUCTURE & SAFETY

These projects will create or enhance amenities that encourage active use and interaction by neighbors or facilitate improvements that specifically enhance various types of resident safety, including crime prevention and transportation safety.

Sample Projects:
- Install benches, playground equipment, or a shelter in a community park (HOA or public)
- Create a respite garden or community gazebo
- Enhance lighting along sidewalks or near shared mailboxes
- Implement Safe Routes to School improvements, such as creative crosswalk painting/signage, bike lane enhancements, or organization of a walking school bus

C. SUSTAINABLE NEIGHBORHOODS

These projects will specifically respond to one of the ten areas defined in the city's sustainability plan. Define which sustainability area your project helps your neighborhood achieve. These projects will often weave multiple goals into one project, such as an environmental improvement coupled with an education program.

The ten sustainability focus areas include: Air Quality, Buildings & Infrastructure, Community Cohesion & Resilience, Economic Vitality, Energy, Food System, Natural Environment, Transportation, Waste, and Water. Visit www.longmontcolorado.gov/community/sustainability.

Sample Projects:

+ Create a community garden to provide for neighborhood families without access to fresh food (food system)
+ Install a little free library or establish a community tool sharing system (community cohesion)
+ Create a community pollinator garden to educate youth about the role of pollinators (natural environment & community cohesion)
+ Convert a community room into a solar powered space (energy)
+ Develop a neighborhood market to feature neighborhood-based entrepreneurs, creators, and chefs (economic vitality)

D. COMMUNITY ASSESSMENT & PLANNING

These projects will support collective projects to identify community assets and develop a long-term strategy to implement community improvements. Grants may fund research and surveys to determine community preferences or support mapping of community capital assets in the neighborhood.

Sample Projects:

+ Funding for a historic survey to establish or extend a historic district
+ Hiring a consultant to help develop a neighborhood improvement plan
+ Community asset and need identification activities

E. OTHER PUBLIC BENEFIT

Projects which otherwise meet the requirements of the grant but don't fit within these categories may designate as "Other Public Benefit," but must clearly justify why the project should qualify for funding under NIP requirements and expectations.

SAMPLE INELIGIBLE PROJECT TYPES:

✖ Tree removal and planting on individual properties
✖ Maintenance of existing irrigation systems
✖ Park improvements that violate city standards for park spaces

INELIGIBLE PROJECT QUALITIES:

✖ Primarily maintenance or lack a detailed maintenance plan
✖ Retroactive funding requests for work that has already started or been completed
✖ Projects that benefit individual property owners
✖ Requests for salaries or operating expenses
✖ Are for motor vehicles of any kind or purpose
✖ Employ individuals or companies to duplicate City services
✖ Purchase of real property of any type
✖ Purchase of mobile phones, services or similar
✖ Provide money for individuals, organizations or groups for their private use or for uses that do not benefit the neighborhood at large, including rent, telephone, utilities and internet expenses
✖ Support social, political or fraternal organizations
✖ Pay for field trips, admissions, cash prizes or gift cards
✖ Have not met all application or eligibility requirements
✖ Partial or incomplete protects that require additional funding that has not been secured

NEIGHBORHOOD PARTICIPATION

One of the purposes of the NIP is to facilitate community projects and connections. It is therefore important that as many (neighborhood) community members participate in an NIP project as possible, throughout the conceptualization, planning, and implementation process. This will not only improve sense of community but enhance the capacity of the community to identify and complete future projects. Projects developed by third party entities on the neighborhoods behalf will not be accepted.

There are three important stages to an NIP project where the application should demonstrate involvement from various community members. The last two stages are also opportunities to increase the required community contribution through labor hours.

- **Need Identification**: The neighborhood group should facilitate an ongoing communitywide discussion about community concerns, needs and solutions that ultimately allows the neighborhood to collectively choose the best project to seek funding for through the NIP.

- **Concept and Proposal**: Exploring solutions and developing the NIP proposal are another opportunity to engage the wider community or to secure donated time and expertise for the project development.

- **Implementation**: Implementation of the NIP project requires grant management and the potential for sweat equity that can also serve as a community building moment.

COMMUNITY CONTRIBUTION

A contribution from the neighborhood is required to receive a grant. The amount of the contribution is not specified, but the higher the percentage of the contribution, the greater the point value gained in this section of the final application. A bonus is offered in the final evaluation for neighborhoods that do not have an HOA but will contribute a match equal to 10% or 25% of the total project cost.

There are four types of acceptable contributions that can be used individually or in combination to fulfill this requirement. **The applicant must be prepared to justify that each element, in the amount proposed, is required to complete the proposed project.** Community contributions cannot include funding from another City source, including the SNS.

- **Volunteer Labor**: The community may fulfil this requirement by contributing community member labor toward the planning or implementation of the project (planning/management hours should generally not exceed 25% of the budget or 25 hours). Resident labor hours are valued at **_$20.00 per hour_** in the budget.

- **Donated Professional Services**: Professionals who donate services relevant to completing the project, but do not receive funding to work on the project, should be valued at an appropriate hourly rate for that service.

- **Donated Materials or Supplies**: Neighborhood groups may seek material contributions from local businesses to decrease project costs and may count donated items as a contribution at the value of the donation.

- **Financial Contributions**: Monetary donations by HOA boards, community members, or raised through fundraising activities. General financial contributions from local businesses may be acceptable.

Non-financial contributions should be discussed with staff prior to submitting the proposal or budget.

EVALUATION CRITERIA

Final applications will be evaluated by each NGLA neighborhood based on five criteria, thus grant proposals and final applications should carefully consider these criteria to ensure they receive the highest possible ratings from NGLA representatives on each criterion. Funding will be determined based on projects receiving the highest average ratings across all criteria (subject to fund availability).

In order to receive funding a project must achieve an average rating of at least '2' (out of 4) on each of the first four criteria, which each account for 15% of the final score, and at least a '5' (out of 10) on the last category, which accounts for 40% of the final score. A project that receives an _average_ score below this requirement in one of the categories will be disqualified regardless of the final overall average score.

Neighborhoods that do not benefit from an HOA presence can score an extra point for demonstrating a neighborhood contribution of at least 10%, and a second extra point if that contribution is at least 25% of the total budget.

More detail is provided in the final application instructions below.

- **Neighborhood Need (15%)**:
Detail the neighborhood identified need, how it was identified, and why the project will improve the neighborhood. *Rated on a scale from not compelling to extremely compelling.*

- **Neighborhood Participation (15%)**:
Describe how community members participated in identifying the need and creating the solution. How many people were involved and what role did they play? *Rated on a scale from not involved to extremely involved.*

- **Sustainable Solution (15%)**:
Describe how the solution will resolve the problem or need in a way that it will not arise again. How have future threats to the solution been considered? *Rated on a scale from poor to very good and sustainable.*

- **Neighborhood Contribution (15%)**:
Describe your neighborhood's contribution to the project. What category does it fit under (see page 5 description) and why is it relevant to the project. <u>Extra credit</u>: Communities that do not have an HOA receive one extra point if they achieve a contribution of at least 10%, and a second point if they achieve a contribution of at least 25%. *Rated on a scale from none to very good*.

- **Public Benefit (40%)**:
Projects must illustrate a clear public benefit. Clearly demonstrate a primary benefit to all neighborhood residents, any ancillary benefits, and any public benefit to the greater Longmont community. This criteria is worth more than any other. **Rated on a scale from none/very poor to excellent.**

Projects receiving the highest combined average evaluation on these criteria and averaging at least the minimum requirement on each criterion will be awarded funding for their project, with total NIP funding not to exceed $50,000.

## IMMPLEMENTATION: APPROVED PROJECTS ONLY

A representative from each neighborhood receiving a grant award must participate in an **Implementation Workshop** scheduled on March 8 before proceeding with their project. Projects that will require the hiring of outside labor over $1,000 will be required to secure at least three quality bids for that work and submit to the City for approval. While the City favors the lowest bidder, approval will also consider other criteria, such as completeness of proposal, quality of bid, location in Longmont, and community preference/experience. **You are encouraged to include a letter stating and justifying the community's preferred bid.** Projects requiring purchases over $1,000 that are not already part of bids will need to submit price comparison forms with similar requirements for approval by the City.

Approved projects should move forward as quickly as possible after bid approval.

PAYMENT PROCEDURES: FINAL REPORT & EVALUATION

Once a project is complete payment request should be submitted as soon as possible. A simple **final report** is required when final payment request is submitted. The report details expenditures, process, participation, volunteer hours contributed, and highlights photos demonstrating the completed project (or process). The final report will also include a short evaluation of the NIP experience and contractor used (if appropriate). A final report form will be provided to funded projects to be submitted with the payment request.

Payment request must be submitted by December 1, 2023 unless a rare extension has been approved by the City prior to this date. They City can either pay an invoice directly to a contractor or reimburse the community for invoices paid. Detailed documentation and evidence is required in either instance. The City does not pay or reimburse taxes. Contact us to discuss the pros and cons of each approach relative to your specific project and community.
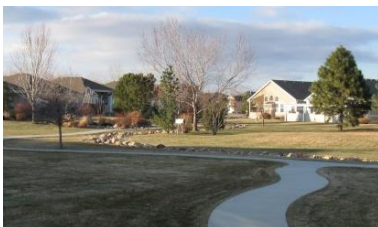
PROPOSAL and APPLICATION INSTRUCTIONS

How to Complete the Project Proposal
Due: September 28, 2022, Step I

The purpose of the Project Proposal is to help your group think through the proposed need, possible solutions, and a plan for implementation. It should detail the community's vision for the project and is your opportunity to thoroughly describe the project so it can be reviewed to ensure it is a viable project that meets all city standards.

1. **Project Manager (primary contact) [pP1]**
   Please include the name of your community group, and the date that the proposal is submitted. Identify the contact information for the person who will serve as the primary contact for the proposal. The contact person listed here will be contacted if there are any questions about the proposal, need for clarification, or changes requested by city staff. This contact person does not need to be a NGLA rep. It should be the project manager, the person in the neighborhood that has the best knowledge of the project and will be responsible for seeing the project through to completion.

2. **Project Description [pP1]**
   Provide an overview of your project in this section. The project title should clearly and concisely reflect the nature of the project and doesn't need to include the neighborhood name. Specify precisely where the project will be located and **attach a map** (see section three). Next identify the most appropriate project category (see page G5); Sense of Community & Connection, Infrastructure & Safety, Sustainable Neighborhoods, Community Assessment & Planning, or Other Public Benefit. Add the Grant Amount Requested from the budget form (must match budget form).

   In one sentence, explain the purpose or goal of the project, why do you want to do this? The Project Description should provide a clear understanding of the proposed project and be as specific, but brief, as possible. Think past just the hardware of a project. Complete ***one or two sentence descriptions*** for each of the five evaluation criteria, which will be expanded into complete statements for the final application. *You're encouraged to complete a draft of the final application before submitting the proposal.* Contact appropriate city departments for feedback and guidance on you proposed project.

3. **Property Ownership and Public Impact [pP2]**
   If the project will impact city owned property, be explicit about the impacts and exact location of improvements. City staff must approve the project. All projects must attach a locational map. **If the project will be placed on private property you must submit written permission and clearly demonstrate that it will be maintained as a public benefit into the future.**

4. **Electricity [pP2]**
   If electricity is required to support your project explain why it is needed, the source of the electricity, how you will secure reliable electricity, who will pay, and any other relevant details.

5. **Irrigation and Water Audit [pP2]**
   Projects *primarily* improving an existing irrigation system must include an independent water audit, no older than the previous year (2021), detailing the conservation need and strategy. Describe the audit findings, how the project fulfills the recommendations, and **attach the audit**. Funds cannot be used for maintenance. *__Projects that include irrigation as support for other landscape improvements don't require an audit.__*

6. **Permits [pP3]**
   Many projects will require a permit from the city. Describe what permits are needed, your plan to acquire them, and include expenses in your budget. **Planning desk: 303-651-8330.**

7. **Other City Resources [pP3]**
   Consider other city resources that may be required to implement your project including staff coordination, planning, or installation.

8. **Maintenance Plan [pP3]**
   If your project requires ongoing maintenance, provide a maintenance plan that addresses all maintenance issues that may arise through the implementation and use of your project. Supply contact information for those committed to provide maintenance. Projects on City property must have a City approved maintenance and replacement plan.

9. **Additional Phases or Elements [pP3]**
   Describe project elements or phases not included in the proposal, why they're not included, and how/when they were or will be completed.

NEIGHBORHOOD IMPROVEMENT PROGRAM
2023 Budget Instructions

LONGMONT NGLA *Neighborhood Group Leaders Association* · **LONGMONT** · **LONGMONT COMMUNITY & NEIGHBORHOOD RESOURCES** *A Division of Community Services*

How to Complete the Budget [pP4]

Due: September 28, 2022, Step I
Revised: January 12, 2023, Step III

List all materials needed in the first section and all services, vendors, and labor costs in the second. Explain costs and the source of funds (grant request vs contribution) on each line. Add totals and figure the percentage of project costs requested versus contributed. Conferring with one or more contractors is encouraged to improve budget estimates, but *official bids are not necessary* until implementation. **Use only whole numbers (round up) and limit the grant to the fewest obligations possible.**

Use the sample budget below as a reference.
- **The total grant request is $4,600.**
  $3,600 for garden materials and **$1,000** for contractor A's installation labor.

- **The neighborhood contribution is $1,910.**
  - **$500** for the cost of two trees
  - **$650** for donated professional services (valued at the rate normally charged).
  - **$400** for site preparation and planting by five residents (volunteer time valued at $20/hour).
  - **$360** for 18 hours of project planning and management. Should not exceed 25 total hours. Maintenance by residents may be included for one year if clearly described in the maintenance plan.

The total project cost is $6,510 (w/29% contribution).
- This figure is the total of the grant request and contribution. A percentage of the request and the contribution are taken from the project cost to determine the percentages.
  - Contribution **$1,910** / *total project cost* **$6,510** x 100 = **29%** [100-29 = **71%**]

Materials (limit grant to fewest obligations possible)	NIP Request	Contribution (Neighborhood)
Stone pavers, 5 boulders, mulch, flowers, and city permit fee provided by contractor A	$ **3,600**	$
Two trees purchased by community	$	$ **500**

Labor and Services *(include the cost of all required permits and fees)*		
Site preparation and installation by contractor A ____1**2.5**___ hours @ $_____**$80**_____/hour	$ **1,000**	$
Donated professional landscape design _____**10**____ hours @ $____**65**_____/hour	$	$ **650**
Community labor: 5 Residents preparing site and planting trees for 4 hours each ____**20**____ hours @ $_____**20**_____/hour	$	$ **400**
Community volunteer labor/planning: Project planning and grant preparation by two residents ____**18**___ hours @ $_____**20**_____/hour	**n/a**	$ **360**

Totals	NIP Request	Contribution (Neighborhood)
Total	$ **4,600**	$ **1,910**
TOTAL PROJECT COST	$ **6,510**	
PERCENT OF TOTAL (Request vs Contribution)	**71** %	**29** %

City Contribution As approved, Don't include in project totals	*Staff hours*	*Materials*
One tree donated by City Forestry	$ **0**	$ **250**
Estimated Annual Maintenance: $	Budget Estimate Developed by:	

How to Complete the Final Application
Due: January 12, 2023, Step III

The final application includes twelve sections. It is your opportunity to refine your project based on city feedback from your proposal and to make the case to fellow NGLA representatives that your project deserves to receive NIP funding. Projects will be evaluated by NGLA reps based on five evaluation criteria, ratings will be influenced by an overall evaluation of the final application. The highest possible score is 26, with two additional points possible for non-HOA neighborhoods with minimum contributions. Projects with the highest average total score will receive a funding award until the total grant allotment is fulfilled. **Projects must receive a minimum average score of "2" in sections "E" thru "H" and an average of at least "5" in section "I." Projects receiving lower averages in any one section will be disqualified regardless of the final average score.**

A. Grant Summary & Previous Activity [pF1]
Fill in basic grant information. **The grant number and category are listed on the staff response letter you received from the city.** The designated category will be revised if deemed necessary. The grant request should be updated with any changes since the proposal and *match the request in the included budget*. Provide streets or landmarks to identify the general location of the project.

Previous NIP applications: Write 'Y' for any year you applied for an NIP grant ('N' if you did not apply that year) and the amount awarded if you received the grant.

B. Project Description [pF1]
Provide a brief description of the purpose or goal of the project and a clear project summary so that anyone can understand the basic concept without reviewing the rest of the application. Details are not necessary.

C. Project Proposal Summary [pF2]
Check the boxes for yes or no from the proposal. Include explanations of your answers as necessary for clarification.

D. Response to Staff Comments
Briefly summarize staff comments and concerns as outlined in the Staff Response Letter or in verbal communication. In the second section acknowledge how you have or will resolve any concerns.

If the proposal is approved without any comments leave this section blank. If the requirement is post approval, acknowledge you understand and will follow through on any requirements.

EVALUATION CRITERIA
E. Neighborhood Need (0 to 4 points) [p3]
This is your opportunity to demonstrate the need for this project in your neighborhood. Why is this project important for the neighborhood? Once this project is completed, what will it accomplish? Will it enhance other aspects of your neighborhood by improving the quality of life? Why is it important to have grant funding resources to implement this project?

F. Neighborhood Participation (0 to 4 points)
Facilitating community involvement is a primary goal of the NIP. Describe how involved neighborhood residents were/will be in the three phases of the project, **need identification, planning and proposal, and implementation.** How was it chosen?

G. Sustainable Solution (0 to 4 points) [p4]
NIP funds are intended to facilitate long term improvements that will not require additional investment in the short term. How will this project provide a sustainable solution to the identified need?

H. Neighborhood Contribution (0 to 4 points) (+2 extra possible points)
A contribution from the neighborhood is required to receive a grant. The amount of the contribution is not specified, but the higher the percentage of the contribution, the greater the point value gained in this section. The contribution could be donated funds, labor, services, or materials. The contribution should be clearly and consistently demonstrated in the budget.

Independent neighborhoods, those without HOA support, will receive additional points for demonstrating a contribution.

I. **Public Benefit (0 to 10 points) [p5]**

Detail the benefit to both the neighborhood and the general public of Longmont that will accrue from the proposed project. This is your opportunity to sell the project idea and connect it to the quality of life and sense of community goals of the NIP.

Will this project enhance quality of life, neighborhood identity, or the safety of residents? Why should public funds be spent on this project? The project should result in a clear benefit to the neighborhood as a whole. Also, describe benefits beyond just neighborhood residents. Examples of public benefit might include that a beautification project would benefit anyone passing by, and a neighborhood plan would improve the neighborhood, so the neighborhood would be less reliant on City services.

J. **Map and Supplemental Material**

Include a clear map or site plan so the location of your project can be clearly identified. The map included with the proposal is sufficient unless otherwise noted. Ask CNR if you have questions or need assistance on creating a map. Add any additional materials or images that you think strengthen your application at the back of the application.

K. **Revised Final Budget [pF6]**

Complete a revised budget with any changes since the proposal phase based on project evolution or staff comments. Be sure to include all required permit fees.

You are encouraged to add two to three percent to your proposal budget estimates, especially if you consulted a contractor to develop the budget in the fall, to compensate for typical inflation.

Note that the neighborhood contribution as a percentage of total project costs will be part

of the grant evaluation by other neighborhoods. Final payment will not exceed either the approved grant amount nor the approved grant percentage. If final project cost is less than expected, the ultimate grant will be reduced to maintain the same percentage of total project cost.

L. **Contact Information Sheet**
This sheet will not be made publicly available to protect privacy.

The Project Manager is the person who will manage the project and be the main point of contact for CNR. This person should be committed to seeing the project through to completion. Check the box if this person is also an NGLA representative (not required). Fill in the Secondary Contact person information in case the primary is unreachable or this person will be actively involved in managing the project. This should be someone who is also familiar with the project and can make decisions.

List the contact information for the person who will be responsible for evaluating all other NIP project applications (required). This person does not need to be involved in managing your project, but needs familiarity with the NIP grant. If this will be the primary or secondary contact check the appropriate box and there is no need to fill out duplicate information.

No additional documents are required for submission, however, your neighborhood may submit any additional supporting material you believe will make a better case for your project. Community and Neighborhood Resources will edit, adapt, or remove content of applications as deemed necessary and appropriate before making it publicly available, at our sole discretion.

LONGMONT NGLA Neighborhood Group Leaders Association · LONGMONT COLORADO · **LONGMONT COMMUNITY & NEIGHBORHOOD RESOURCES** *A Division of Community Services*

NEIGHBORHOOD FUNDING ELIGIBILITY (currently eligible neighborhoods)

The following 41 active neighborhoods are currently eligible to submit a 2023 NIP proposal, but **must continue to meet all requirements to remain eligible**, including NGLA attendance requirements. Each neighborhood's NGLA attendance-to-date is listed in parenthesis (x). There have been six (6) total meetings in 2022 and seven (7) or more will be required in 2022 to submit a final application in January 2023. A (**P and italics**) represent provisional neighborhoods that must also host an official Community Organizing Meeting before submitting a final application to be eligible for an NIP grant.

*Communities receiving NIP awards must remain registered with NGLA through project implementation to receive funds.

$3,000	$3,000: 50 or fewer households	
	Aspen Grove Village (4)	Madison Park (5)
	Hover Park (6)	Parker Place (5)
	Hover Woods (5)	*The Greens at Ute Creek (P/6)*
	Madison Court (6)	Twin Peaks Village (6)

$6,000	$6,000: 51 to 350 households	
	Blue Vista (P/6)	Quail Ridge (6)
	Champion Greens (5)	Rainbow Ridge (6)
	Clubhouse Terrace (6)	Reynolds Farm (6)
	Creekside (5)	Riverwalk at Mill Village (4)
	Fox Hill-Filings II & III (6)	The Meadows Townhouse (4)
	Golden Ponds Estates (4)	The Reserve at Ute Creek (4)
	Hover Ridge (6)	*The Valley Fairways (P/6)*
	Lashley Village (6)	Villas at Pleasant Valley (4)
	Meadow View 7 & 8 Condo's (6)	Villas at Ute Creek (6)
	Pinnacle at Ute Creek (6)	West Point Village (3)
	Pleasant Valley (6)	Wyndemere at Ute Creek (3)
	Prairie Village (3)	Yeager Farm (6)

$9,000	$9,000: more than 350 households	
	Clover Creek (6)	Quail Crossing (3)
	Fox Creek Farms (P/5)	Shadow Grass Park (5)
	Historic Eastside (5)	*The Renaissance (P/4)*
	Kensington (6)	The Shores (5)
	Kiteley (3)	

Neighborhoods that are ineligible for a 2023 NIP grant based on attendance-to-date or registration status: Grand View Heights II, Park Crest, Hover Place, Hover Crossing, Paramount Village, Parkside at Quail Ridge, Villas at Park Crest, Sundance at Ute Creek, Fox Hill-Filings I, Rider Ridge, Meadow View 7 & 9, The Greens, Nelson Park, Golden Bear, Bohn Farm, Historic Westside, Loomiller, Southmoor Park