# Memorandum

CITY OF DALLAS

DATE May 8, 2009

TO Honorable Members of the Quality of Life Committee: Pauline Medrano (Chair), Vonciel Jones Hill (Vice Chair), Carolyn R. Davis, Angela Hunt, Sheffie Kadane, David A. Neumann, Steve Salazar

SUBJECT Loving My Community Neighborhood Improvement Grant Briefing

On Monday, May 11, 2009, the "Loving My Community Neighborhood Improvement Grant" briefing will be presented to you at the Quality of Life Committee meeting. Attached is the briefing material for your review prior to Monday's discussion.

If you have questions or need additional information, please let me know.

Jill A. Jordan, P.E.,
Interim Assistant City Manager

cc: Honorable Mayor and Members of the City Council
Mary K. Suhm, City Manager
Deborah A. Watkins, City Secretary
Thomas P. Perkins, Jr., City Attorney
Craig D. Kinton, City Auditor
Judge C. Victor Lander, Judiciary
Ryan S. Evans, First Assistant City Manager
Ramon F. Miguez, P.E., Assistant City Manager
A.C. Gonzalez, Assistant City Manager
Forest E. Turner, Interim Assistant City Manager
David K. Cook, Chief Financial Officer
Helena Stevens-Thompson, Assistant to the City Manager

# Loving My Community Neighborhood Improvement Grant

**Presented to**
**Quality of Life Committee**
**May 11, 2008**

**Strategic Customer Services**

Key Focus Area
Clean, Healthy Environment

# LMC Program Overview

## Loving My Community Neighborhood Improvement Grant

# LMC Program Overview

- A new initiative that offers a financial incentive to neighborhoods to work together to develop and implement ***a self-help project or program*** for their community
- The program vision is that residents will come together and tap into assets in their neighborhood such as the knowledge, skills, contacts and creativity of their neighbors

# LMC Program Overview

- By helping themselves and helping each other, neighborhoods would potentially increase the number of residents that care about the condition of the area they live in, which would result in more revitalized communities and a better city
- The LMC program concept is similar to current programs in Seattle, WA and Garland, TX

# LMC Program Overview

- Each quarter the LMC will award the top ranked self-help projects and programs up to $10,000 in grant funds
- Application rankings will be the result of scores based on a100-point evaluation criteria covering five categories
  1. Project or program concept
  2. Community benefit
  3. Community matches
  4. Project feasibility
  5. Neighborhood condition

# Who Can Apply for a LMC Grant?

- Neighborhood oriented groups such as
  - Homeowners associations
  - Neighborhood associations*
  - Crime watch groups*
  - Community garden groups*
  - PTAs*
  - Organized children groups (scouts, sports leagues)
  - Group of neighborhood residents that work together to develop a self help idea that will improve their neighborhood*

* Groups that are not formally organized are required to partner with an organization to serve as their financial sponsor

# Who CANNOT Apply for a LMC Grant?

- Individual community residents*
- Individual businesses*
- Religious organizations*
- Fraternal organization*
- Business organizations*
- Non-profit organizations*
- Schools*
- Elected officials*

* Can only serve in a support role. Community residents must serve as the primary in the application development and idea implementation

# LMC Grant Idea Guidelines

- Communities are encouraged to explore creative and innovative ideas that support the unique needs and dynamics of their neighborhoods
- Ideas submitted will be categorized as either a
  - **Ongoing service program**

    An idea that includes continuous *beneficial community activity* that will carry on once implemented

  - **Construction project**

    An idea that revolves around building and altering the look of an area

# LMC Grant Idea Requirements

**To be considered for funding, an idea must:**

- Build a stronger and healthier community
- Provide a public benefit in that community
- Meet an obvious neighborhood need or desire
- Involve residents and other members of the community in all aspects of the project
- Be completed or launched within 1 year of signing the funding agreement
- Be maintained by the neighborhood or the applicant group for a minimum of
  - 4 years (construction projects)
  - 2 years (on-going service programs)

# LMC Grant Restrictions

**LMC grants cannot be used to:**

- Fund individual maintenance type projects or improvements that are required by city code
- Replace or serve as an association's operating budget
- Fund projects that will require ongoing maintenance from the City of Dallas
- Fund projects that conflict with city policies or codes
- Fund projects that would require ongoing city Staffing and/or city operating expenses
- Pay for expenditures incurred or financial commitments made prior to receiving funding

# LMC Grant Restrictions

**LMC funding cannot be used to:**

- Pay for food, beverages and/or catering services over $250 for projects under $5,000 and $500 for projects over $5,000
- Pay for travel expenses
- Provide payment to individuals other than those who provide their professional services
- Provide payment to community members for volunteer services connected to a project

* The City of Dallas reserves the right to automatically reject any idea submitted that conflicts with the city's current ordinances, services, vision or that is deemed as illegal or immoral

# LMC Application Development Workshop

- To ensure all parties understand the requirements, restrictions and guidelines related to application submission, each group will be required to have at least one member attend and complete a workshop
- Workshops will be held twice during each application window and will cover the following topics:
  1. Idea selection
  2. Community participation and input
  3. Determining resources needed
  4. Gaining site control and city advice
  5. Developing a project budget
  6. Researching regulations

# LMC Application Review Process

## Loving My Community Neighborhood Improvement Grant

# LMC Application Review Board

- Evaluation and ranking of approved applications will be conducted by a group of community residents selected to form the **LMC Advisory Board**
  - Residents wishing to apply for LMC Advisory Board will be required to submit an application
  - Staff will review submissions and recommend a maximum of six applicants per service area
  - Council will be requested to select 2 residents from each service area to serve on the 14-member LMC Advisory Board
  - Service Coordinator will serve as a non-voting board chair to facilitate process and maintain nonbiased standards

# LMC Application Review Process

- Process consistent with “Budgeting for Outcomes”
- Each Board member will review and rank every project application based on topics listed within each the five (5) categories of the Evaluation Criteria
  1. Project or program concept
  2. Community benefit
  3. Community matches
  4. Project feasibility
  5. Neighborhood condition

# LMC Application Review Process

- Board will allow project teams that ranked above the line as well as 2 ranked below the line a chance to “sell” their vision prior to making a final decision on which projects are funded
- Project finalists will give a 10-minute presentation on their idea to the LMC Board for final evaluation
- Application and presentation scores will be combined to determine the top projects

# LMC Grant Fund Disbursement

## Loving My Community Neighborhood Improvement Grant

# Disbursement of LMC Funds

- Teams selected to receive grants will be required to sign a funding agreement between the applicant association and the City of Dallas before any funds will be disbursed
- Upon the completion of each phase and the submission of valid invoices the City will issue a check for 90% of the funds presented for that phase of the project with 10% of that amount being withheld until all the work for the total project has been completed*

* A standard draw schedule process

# Important Dates to Remember

**Wednesday, May 27, 2009**
- LMC Program Resolution during Council Agenda

**Week of June 15, 2009**
- LMC Advisory Board selection notification to community

**Monday, July 6, 2009**
- Applications will start being accepted for this quarter

**Friday, September 4, 2009**
- Last day to submit applications for this quarter

# Questions

## Loving My Community Neighborhood Improvement Grant