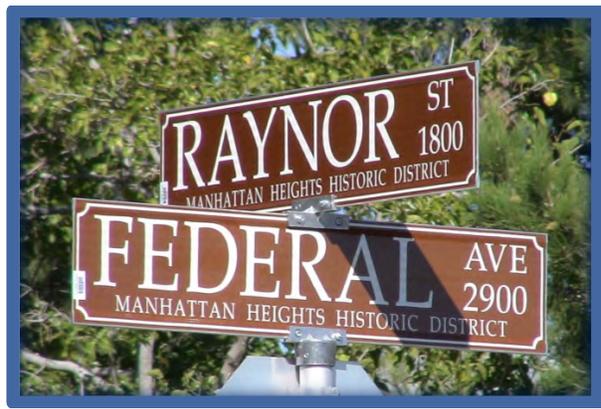


NEIGHBORHOOD  
IMPROVEMENT PROGRAM

2012 Quality of Life Bond  
**BUILDING TOMORROW**  
*Together*





# The City of El Paso Neighborhood Improvement Program (NIP)

*The City of El Paso’s **mission** is to be dedicated to providing outstanding customer services for a better El Paso and our **vision** is to be a high-performance, customer-focused organization.*

El Paso voters approved the **2012 Quality of Life (QOL) Bond** committing to invest \$470 million in improvements to parks, libraries, museums, the zoo and downtown. The QOL Bond included \$10 million for physical improvement projects under the NIP, which is scheduled for ten annual project rounds from 2013 to 2023.

The **purpose** of the NIP is to provide an opportunity for recognized neighborhood and civic associations to request small-scale, permanent physical improvement projects to enhance the quality of life in their neighborhoods.

The **Neighborhood Services Division of the Community Development Department** is tasked with implementing the NIP and acts as the liaison between associations and City departments throughout the application and implementation process.

## Contact Information:

Neighborhood Services Division – Community and Human Development Department

**Address:** City 3 - 801 Texas Ave. 3<sup>rd</sup> floor – El Paso, TX 79901

**Phone:** (915) 212-1860 or 212-1862

**Email:** [montalvoot@elpasotexas.gov](mailto:montalvoot@elpasotexas.gov) or [webermc@elpasotexas.gov](mailto:webermc@elpasotexas.gov)

**Website:** [www.elpasotexas.gov](http://www.elpasotexas.gov)



## NIP Overview:

**Funding Availability for 2014**

- Annual funds are allocated equally among representative districts and each district receives \$100,000 per round.
- Unexpended funds from the previous round roll over to the next round.

**Eligible Applicants**

Only neighborhood and civic associations recognized by the City of El Paso or in the process of recognition under Ordinance 017744 (Neighborhood Association Recognition Ordinance) may apply. Applicant associations must be recognized by the City prior to Council approval of their project.

- Associations may submit two project applications per round. (No more than one project will be recommended for funding per association per representative district.)
- Civic associations may apply for projects within their boundaries on behalf of areas that are not represented by neighborhood associations.

**Eligible Projects**

- Must be on City-owned property or public right-of-way (ROW).
- Must be a physical and permanent (at least 10 year expected life-span) improvement.
- Must be physically located no further than a ¼ mile outside of an association’s boundary.
- Prior to the application deadline, traffic calming requests MUST have a traffic study conducted by the City’s Department of Transportation indicating that traffic calming measures are warranted.

**Ineligible Projects**

- Projects on private property or property not owned by the City of El Paso.
- Projects requiring purchase or acquisition of land.
- Any requests deemed NOT feasible according to federal/state/local government policies, standards and/or regulations.
- Any projects that exceed the available funds within a Representative District.

**Timeframe**

August 4	Application forms placed on City website and email or mail distribution announcing availability of funds to all recognized NAs
August 13	NIP Q&A workshop with City departments
September 6	NIP application workshop at Neighborhood Summit
<b>September 11</b>	<b>Pre-application deadline</b>
<b>October 16</b>	<b>Application deadline</b>
November	City staff review of applications
December	Email or mail distribution announcing feasible and not feasible application requests / City’s preliminary cost estimates
January 12-22	Project scope review meetings with associations and City departments
January 29	Email or mail distribution of neighborhood support forms to associations to complete application
<b>February 26</b>	<b>Neighborhood support deadline</b> / City’s final cost estimates
March/April	Project scoring / City Council final approval of recommended projects

## NIP Application Checklist

### Pre-Application Form:

- **Statement of Intent** – Single page form with a brief description of the intended project request
  - To pre-screen the feasibility of a project request before submitting the full application

### Application Form:

- **Contact Information** – Provide the name of the association and two points-of-contact
  - Notifications from the City about the application process will be sent to the two contacts listed
- **Representative District** – Identify the district in which the association is applying for funds
- **Project Location** – Provide the physical address or general location of the proposed project
  - *Example:* Park name or street names
- **Project Goal Statement** – One sentence that states the main goal of the requested project
  - *Examples:* “To increase recreational opportunities and physical fitness for residents of the neighborhood.” “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 four sentences that provide a detailed description of the proposed project
  - Be as detailed as possible, and if applicable, include quantities, distance measurements, and/or desired specifications for project items
  - *Examples:* “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.”

### Supporting Documents:

- **Project Map** – Map marking the proposed location(s) of the project items
  - Map may be hand-drawn, or a print-out of a map from the internet with hand-drawn labeling
  - Upon request, and no later than a week prior to the deadline, Neighborhood Services-Community Development Department may assist associations with the creation of a map
- **Project Site Photos** – One or two pictures of what the current project site looks like
- **Project Illustration** – One to two pictures of a similar project to replicate or rendering of the project as envisioned.

### Neighborhood Support:

- **Neighborhood Support Form** – If an application is deemed feasible during the application review process, associations will be required to provide documented evidence of support from residents in the neighborhood.
  - Associations MUST ONLY USE the neighborhood support form provided by Neighborhood Services-Community Development Department (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.)

- If an association is resubmitting a proposal that has the same project scope as a proposal that they submitted in the previous round of the NIP, Neighborhood Support Forms that were collected in the previous round may be included.

## NIP Application Review Process

### Step 1:

All NIP pre-applications and applications will be reviewed by a **City staff review team** to determine project feasibility.

- City staff review team will include the following City departments – Community Development, City Development, Engineering and Construction Management, General Services, Parks and Recreation, and Transportation.
- Associations will receive notice of the feasibility of their proposed project and if the project will move forward to the next stage of the process.

### Step 2:

Associations with feasible projects will be required to attend a **project scope review meeting** to finalize their proposed project scope with the City staff review team.

- Associations will receive notice by email or mail once the meetings are scheduled.

### Step 3:

Associations will be required to complete the **neighborhood support form** to document support for their proposed project from residents in the neighborhood.

- Neighborhood support form will be emailed or mailed to associations after the project scope review meetings and will include the deadline for submission of those forms.
- While associations are collecting their household signatures, the City will be finalizing the project cost estimates. (No outside cost estimates will be considered.)

### Step 4:

When project cost estimates have been finalized and the neighborhood support forms collected, the City staff review team will score each application on a 100-point scale (See scorecard).

- Associations will receive notice by email or mail of the City staff review team's recommendations.

### Step 5:

Final approval of all NIP project proposals is determined by City Council.

- Associations will receive notice by email or mail of the date, time and location of the public meeting where Council will approve NIP projects.

### Step 6:

Following Council approval of all NIP projects, Neighborhood Services-Community Development Department will coordinate the implementation of those projects with associations and City departments.

# NIP Scorecard

**Maximum Score = 100 points**

1) Pre-Application and Technical Merit (0-4 Points)	Score		
<ul style="list-style-type: none"> <li>• <b>0 to 2-pts</b>, Did the applicant submit a pre-application?</li> <li>• <b>0 to 2-pts</b>, How well did the applicant develop their overall project proposal?</li> </ul>	<b>4</b>		
2) Project Goal (0-4 Points)	Score		
<ul style="list-style-type: none"> <li>• <b>0 to 4-pts</b>, How well does the applicant provide a clear &amp; concise goal for proposed project?</li> </ul>	<b>4</b>		
3) Project Background (0-10 Points)	Score		
<ul style="list-style-type: none"> <li>• <b>0 to 5-pts</b>, How well does the applicant describe a significant community need/problem?</li> <li>• <b>0 to 5-pts</b>, How well does the applicant make a case for how the proposed project will address the stated need/problem?</li> </ul>	<b>10</b>		
4) Project Description (0-10 Points)	Score		
<ul style="list-style-type: none"> <li>• <b>0 to 5-pts</b>, How well does the applicant clearly describe what they are requesting?</li> <li>• <b>0 to 5-pts</b>, Does the applicant clearly state the type, quantity and/or measurement of the item(s) they are requesting?</li> </ul>	<b>10</b>		
5) Project Map (0-4 Points)	Score		
<ul style="list-style-type: none"> <li>• <b>0 to 4-pts</b>, How well does the applicant clearly label the desired location(s) of proposed project and proposed project items?</li> </ul>	<b>4</b>		
6) Project Picture/Illustration (0-4 Points)	Score		
<ul style="list-style-type: none"> <li>• <b>0 to 1-pt</b>, How well does the applicant provide a clear picture of what the current site looks like?</li> <li>• <b>0 to 3-pts</b>, How well does the applicant provide a clear illustration of what they envision the project to look like?</li> </ul>	<b>4</b>		
7) Neighborhood Support (0-20 Points)	Score		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>• <b>20-pts</b>, 100 or more household signatures / 50% or more of households within the neighborhood association boundary</li> </ul> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>• <b>15-pts</b>, 60 to 99 household signatures</li> <li>• <b>10-pts</b>, 30 to 59 household signatures</li> <li>• <b>5-pts</b>, 15 to 29 household signatures</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• <b>20-pts</b>, 100 or more household signatures / 50% or more of households within the neighborhood association boundary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>15-pts</b>, 60 to 99 household signatures</li> <li>• <b>10-pts</b>, 30 to 59 household signatures</li> <li>• <b>5-pts</b>, 15 to 29 household signatures</li> </ul>	<b>20</b>
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8) Budget (0-10 Points)	Score		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>• <b>1-pts</b>, if project cost is \$90,000 or over</li> <li>• <b>2-pts</b>, if project cost is \$80,000 to \$89,999</li> <li>• <b>3-pts</b>, if project cost is \$70,000 to \$79,999</li> <li>• <b>4-pts</b>, if project cost is \$60,000 to \$69,999</li> <li>• <b>5-pts</b>, if project cost is \$50,000 to \$59,999</li> </ul> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> <li>• <b>6-pts</b>, if project cost is \$40,000 to \$49,999</li> <li>• <b>7-pts</b>, if project cost is \$30,000 to \$39,999</li> <li>• <b>8-pts</b>, if project cost is \$20,000 to \$29,999</li> <li>• <b>9-pts</b>, if project cost is \$10,000 to \$9,999</li> <li>• <b>10-pts</b>, if project cost is below \$10,000</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• <b>1-pts</b>, if project cost is \$90,000 or over</li> <li>• <b>2-pts</b>, if project cost is \$80,000 to \$89,999</li> <li>• <b>3-pts</b>, if project cost is \$70,000 to \$79,999</li> <li>• <b>4-pts</b>, if project cost is \$60,000 to \$69,999</li> <li>• <b>5-pts</b>, if project cost is \$50,000 to \$59,999</li> </ul>	<ul style="list-style-type: none"> <li>• <b>6-pts</b>, if project cost is \$40,000 to \$49,999</li> <li>• <b>7-pts</b>, if project cost is \$30,000 to \$39,999</li> <li>• <b>8-pts</b>, if project cost is \$20,000 to \$29,999</li> <li>• <b>9-pts</b>, if project cost is \$10,000 to \$9,999</li> <li>• <b>10-pts</b>, if project cost is below \$10,000</li> </ul>	<b>10</b>
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9) Strategic Alignment (0-24 Points)	Score		
<ul style="list-style-type: none"> <li>• <b>0 to 5-pts</b>, Does the proposed project align with City departments' strategic plans, policies and/or standards?</li> <li>• <b>0 to 7-pts</b>, Does the proposed project require low maintenance or upkeep?</li> <li>• <b>0 to 5-pts</b>, Can the proposed project be funded under another program? If so, where does it rank within that program for potential funding?</li> <li>• <b>0 to 2-pts</b>, Does the proposed project address a neighborhood safety concern?</li> <li>• <b>0 to 5-pts</b>, Overall, do the City departments support the proposed project?</li> </ul>	<b>24</b>		
10) Bonus Merit (0-10 Points)	Score		
<p><i>Was the applicant awarded in the previous round?</i></p> <ul style="list-style-type: none"> <li>• <b>10-pts</b>, if applicant was not funded in the previous round</li> <li>• <b>5-pts</b>, if applicant was awarded partial project scope in the previous round</li> <li>• <b>0-pts</b>, if applicant was awarded all feasible components of project scope in the previous round</li> </ul>	<b>10</b>		