# **2024** Neighborhood Betterment Project

## Goals

There are three primary goals for the Neighborhood Betterment project:

- 1. Activate resident skills and participation with <u>implementing projects from</u> the neighborhood plan.
- 2. Networking for the Neighborhood Association and relationship building.
- 3. Build capacity in implementing the neighborhood plan by empowering residents to take the lead on neighborhood plan projects.

These three priorities work in-tandem to help increase capacity and volunteer support for neighborhood projects so Neighborhood Associations can continue to focus on all the other great initiatives they're working on. This is a new process so feedback will be appreciated to understand emerging opportunities and challenges of engaging residents as project leaders.

## Roles

Implementing this project successfully requires distinct and defined roles. This will help grow and empower **Eastside** neighborhood residents and the capacity of the **Eastside Neighborhood Association** As such, the following role descriptions strive to leverage the strengths that are unique to each party involved:

- A. Project Connector: Nolan Bergstrom, Community Planner
  - a. Assist Neighborhood Association in scheduling City-hosted information sessions during Regular Neighborhood meetings.
  - b. Support in finding funding sources for projects.
  - c. Coordinating city resources as needed
  - d. Completion of Public Participation Policy Document with resident group
- B. **Project Promoters: Neighborhood Association** 
  - a. Collecting Neighborhood Betterment Project Ideas from interested residents.
    - i. Promote feedback period using announcement letter (see template)
  - b. Provide feedback on project updates at regular check-ins with Project Connector
  - c. Consult on project grading checklist developed by Project Connector to be used to grade and select a resident led project. Rubric will include:

## C. Project Leaders: Neighborhood Residents or Resident

- a. Submit Project Proposal (include the following information)
  - i. Budget
  - ii. Timelines (pathway showing project implementation and completion)
  - iii. Milestones (Actions during implementation that show progress)
  - iv. Project Narrative (Who, What, Where, When, and Why?)
  - v. Connection to Neighborhood Plan (required to show how project connects to the Neighborhood Plan)
- b. If project is selected, implement the project in 2024.
  - c. During Implementation, complete Project Progress Reports
  - d. Attend regular weekly check-in meetings with Project Connector

## **Timelines:**

#### February 3rd, 2024

a. Project Guide launch

### February 3rd – February 9th, 2024

a. Finalize Checklist + Engagement.

## February 10th to March 22<sup>nd</sup>, 2024

a. Informational Sessions + Submission Period for residents

#### March 22nd, 2024

a. Deadline for resident submissions.

### March 22nd – March 31<sup>st</sup>, 2024

a. Review of submitted projects using Project Checklist.

## April 1<sup>st</sup>, 2024

a. Final deadline to select winning neighborhood betterment project.

## April 1<sup>st</sup> - 5<sup>th</sup>, 2024

a. Announcement of winning neighborhood betterment project

#### May – December

a. Project Implementation

- b. Start date no later than May  $\mathbf{1}^{st}$ .
- c. End date no later than December 15th

February 2024							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	29	30	31	1	2	Launch Guide for Review + Start Promotions	
Complete Action Items	5	6	7	8	9	Resident Submissions Open + Scheduling Information Sessions	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	î	2	

March 2024							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	26	27	28	29	1	2	
						<b></b>	
3	4	5	6	7	8	9	
						<b>•</b>	
10	11	12	13	14	15	16	
17	18	19	20	21	22 Submission	23 Review Submissions	
				<b>-</b>	Deadline	using Project Checklist	
24	25	26	27	28	29	30	
						<b>•</b>	
31	1	2	3	4	5	6	

April 2024							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
31	Final Deadline: Select Winning Project	Notify Winner &  Announce  Winning Project	3	4	5	6 IMPLEMENTATION BEGINS, NO LATER THAN MAY	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	

## Resources

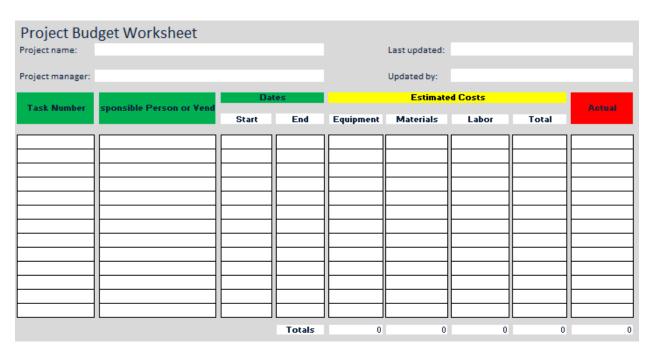
## H. Quotes and Estimates

- a. When goods or services exceed \$3,000, three estimates or quotes are required.
- b. If City Funding is being used for a project vendors will need to be verified as City Vendors for proper payment.

## I. Budget Template

A. Projects have budget support from the City for \$500 maximum.





J. Timeline + Milestones Template

