



2022 Neighborhood Improvement Grant Program

**Community Engagement
Coordinators**

Housing & Community Services¹

Agenda

- Welcome
- Program Information
- Things to Keep in Mind
- Project Ideas
- Application Review
- City Resources
- Questions

**NEIGHBORHOOD
IMPROVEMENT GRANT
GOALS, FUNDING,
TIMELINE, AND AWARD
CRITERIA**



Grant Goals

The goals of this program include:

1. Improving the physical condition of a neighborhood
2. Enhancing neighborhood pride and identity
3. Increasing communication and community building among neighbors
4. Encouraging “place-making” by bringing assets into the neighborhood that encourage gathering and positive experiences

Grant Funding

- Program Budget: \$60,000
- Maximum Per Project: \$5,000
- You can allocate your own funds, or apply for other grants to complete larger projects.

Grant Timeline

- ✓ Attend a Neighborhood Improvement Grant information meeting.
- 2. On or before March 25th, 2022** – Meeting with your Community Engagement Coordinator to discuss your grant project and get referral contacts.
- 3. March and April** – Discuss your project with department referrals.
- 4. April 22th at 5:00 PM** – Deadline to submit your application.
- 5. Late April and Early May** – Selection committee will meet and review applications to determine which will be funded.
- 6. Mid-May** – All groups will be notified via their Primary Project Coordinator, by mail or email, of the status of their application. Successful applicants will be required to meet with their coordinator again to sign grant agreements post award.
- 7. May to October** – Applicants with approved funding will work with their Community Engagement Coordinator to proceed through related city processes with all funds to be spent.
- 8. October 31st, 2022** – **All projects must be completed.**

How will grants be selected?

A staff committee will review and score each application with the top scoring applications from across the city receiving funding.

Award Criteria	Point Value
1. Community Impact	30
2. Sweat Equity, Neighborhood Match, and Community Participation	25
3. Connecting neighbors and fostering a strong sense of community	20
4. Shows Broad Community Support	15
5. Project Details (site information, timeline, budget, maintenance plan)	10
Total Possible Points	100

How will grants be selected?

Criteria Breakdown

- 1. Community Impact** – A top scoring application will clearly demonstrate the positive impact the project will have on the neighborhood or community as a whole. It will show how the project specifically implements the goals of the program.
- 2. Sweat Equity, Neighborhood Match, and Community Participation** – To receive a top score, applications will maximize the use of community participation, sweat equity, and neighborhood & other funding matches. The best applications will provide volunteer lists or commitments from the community and documentation related to other funding sources or commitments. In addition these applications can show how these components factor into the overall project budget. For budgetary purposes, general volunteer assistance or sweat equity can be calculated at the current standard of \$25 per hour.
- 3. Connecting neighbors and fostering a strong sense of community**– A top scoring application will clearly explain how this project fosters strong, lasting social connections between neighbors. The highest scoring projects provide on-going engagement opportunities between neighbors and can clearly show sustainability to that end.

How will grants be selected?

Criteria Breakdown

- 4. Shows Broad Community Support** – The highest scoring applications will readily show full support from any community stakeholders that may be impacted by or have a vested interest in the project or project area. This could include neighbors, local businesses, HOAs, neighborhood groups, or even other government entities. These applications will include letters, petitions, meeting minutes, volunteer commitments, etc. showing support for the project.
- 5. Project Details (maintenance plan/project sustainability, site information, timeline, budget, etc.)** – The best applications will provide a clear explanation of a thorough maintenance plan or how sustainability is built into the project. They will also provide all the requested documentation/attachments digitally per the application. The project timeline will show realistic, detailed deadlines and the project budget will include quotes, estimates, etc. from vendors or contractors. For grant requests that are part of a larger project, the portions that the Improvement Grant is expected to fund will be clearly identified.

GRANT REQUIREMENTS



Who is eligible to apply?

- Any voluntary neighborhood group, HOA or any group of 3 or more neighbors can apply for funding. If your neighborhood is not yet registered with the city of Aurora's Neighborhood Registration Program, registration will be required upon application.
- All groups must be within the city limits of Aurora.
- Religious or political organizations are not eligible to apply.

What qualifies for funding?

Up to \$5,000 per project!

Can be funded

- Projects that bring neighbors together to have fun and get to know each other.
- Any project that helps clean up or beautify the community.

Cannot be funded

- Projects that are not visible to the public or that don't have community impact
- Projects that do not comply with city code.
- Projects on private property for the sole benefit of the property owner.
- No food, drink or party materials.

Why apply?

- Up to \$5,000 in funding per project
- City fees are waived for any city-required permits, licenses or modifications to planning documents.
- Assistance from city experts.

LESSONS LEARNED



Some things to keep in mind!

- Property Ownership Approval
 - Approval from the property owner must be included in the application.
 - HOAs can include meeting minutes with the motion for approval, or a letter of support from the board.
 - Voluntary groups must include a letter of support from the owner and preferably the owner will be on the application.
 - If the City owns or maintains the property, you need permission from the department responsible for the area.

Some things to keep in mind!

- Easements and Right of Ways
 - If your project is in an easement or right of way, a revocable license is required.
 - A revocable license specifies what improvement is being made, the location and documents the maintenance responsibility.
 - If your project isn't funded but you want to move forward, you will still need a revocable license and will have to pay the fee.

Some things to keep in mind!

- Neighborhood Support and Awareness
 - Build support and awareness for your project, so that neighbors are informed and have the opportunity to express their concerns or support, or participate in your project
 - Include in the application how you informed neighbors about the project.
 - Applications can include a support petition, neighborhood newsletters or bulletin board posts.

Some things to keep in mind!

- Maintenance Needs
 - Every project will have on-going maintenance or sustainability needs
 - Make sure you address how maintenance will be handled over time.
 - Who will be responsible for maintenance costs?

Some things to keep in mind!

- Meet with your referrals! **This is a requirement.** When you meet with your Community Engagement Coordinator, we will refer you to other departments because they have information that will be of use to you.
- Successful applications will address the feedback you receive from your referrals.
- Referral contacts will not assist in brainstorming project ideas. Please schedule time to meet with them only after you've solidified your project ideas & goals, and gathered current, relevant documentation.

Some things to keep in mind!

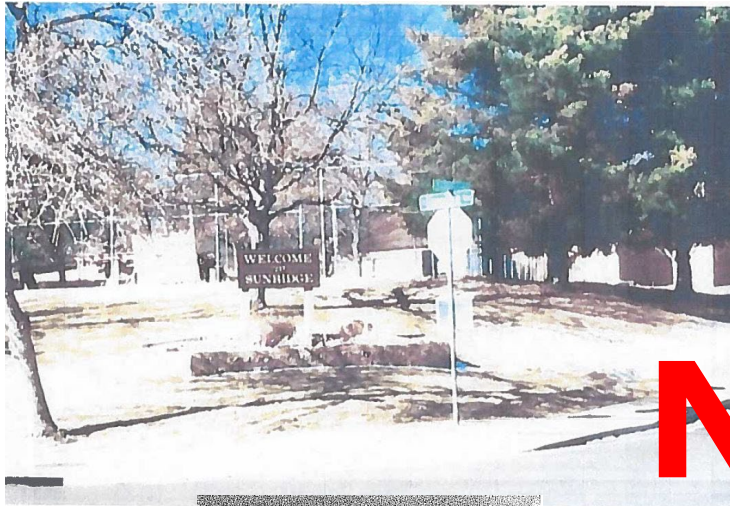
- Traffic Impacts
 - If your project requires a sidewalk or lane of traffic to close, you must provide a traffic control plan for review and approval before any work is started. Our Traffic Division of Public Works can help you determine if your project would require the closure of a lane or sidewalk.
 - The cost of any traffic control plans, cones, barricades or other traffic control devices should be included in your budget and accounted for in your timeline

Some things to keep in mind!

- Landscaping Related Projects
 - City code requires automatic irrigation systems for new landscaping areas.
 - Water Conservation has a lot of online classes that can help you design and think about new ways to lower your watering requirements.
 - Sharp objects or spikey plants may not be planted near sidewalks.
 - Large boulders may not be placed in the right of way!

Some things to keep in mind!

Before & After Photos – Unclear Photos, Dissimilar Angles



No!



Some things to keep in mind!

Before & After Photos – Similar Angles, Clear Photos



Yes!



Some things to keep in mind!


Budget – What Portion is the City Covering?

Section 5: Project Budget
 Project Cost Estimate: Please itemize the estimated costs of the entire project, not just the portion for which you are requesting funding. Include in this itemization all materials, equipment costs and labor. Use additional sheets as needed. What items would you like us to fund?

ITEM AND QUANTITY	COST ESTIMATE	SOURCE OF ESTIMATE
Materials		
4,100 SF Kentucky Blue Grass	\$ See Attach.	Attached Proposal
85 Tons 1.5" Decorative Rock	\$	"
900 ft landscape fabric	\$	"
600 ft steel roll top galv. edging	\$	"
1. Total Material Costs:	\$	"
Equipment		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
2. Total Equipment Costs:	\$	
Professional Labor Charge (Professional labor may include expenses for barricade set-up/tear down, traffic control plan, licensed electrician, licensed arborist, etc.)		
Sod demolition & installation	\$	Attached Proposal
Soil preparation	\$	
Demolition of debris & haul away	\$	
3. Total Professional Labor:	\$	
TOTAL ESTIMATED COST OF PROJECT	\$ 35,221.75	Add lines 1, 2, & 3 in each column for Total Cost Estimate
4. Total Amount requested from this grant:	\$ 5,000.00	
Minimum amount of grant money required to complete project:	\$ 3,000.00	

COPY OF PROPOSAL ESTIMATE ATTACHED

No!

 [Redacted] **Estimate**

Date	Estimate #
03/11/2019	1058

Name / Address
 [Redacted]

Item	Quantity	Description
Scope of work	1	Quincy Ave Landscape renovations Scope of work is explained on the property report
		Labor and Materials
		Rock Installation
Demolition	4,100	Square feet of Sod and landscape removal and haul away
Demolition	12	Demolition of landscape debris, edging and pine needless
Granite Mountain 1.5"	42.50	Decorative rock top dress
		Tons of 1 1/2" Mountain crushed granite Installation
Granite Mountain 1.5"	30.50	New beds rock installation
		Tons of 1 1/2" Mountain crushed granite Installation
Landscape Fabric 3X200	7	3X200' feet of Landscape fabric Installation
Steel Edgin Galv	600	Feet of Steel roll top galvanized edging (4" X 10')
		Tree Ring
Demolition	6	Square feet of Sod and landscape removal and haul away
Granite Mountain 1.5"	12	Tons of 1 1/2" Mountain crushed granite Installation
Landscape Fabric 3X100	2	3x100' feet of Landscape fabric Installation
		Sod Installation
Soil Preparation	4,100	Soil preparation included rototilling, adding new top soil and/or compost
Sod Installation	4,100	Kentucky blue grass installation
		Irrigation
Irr Labor	12	Irrigation Technician labor to cap and move sprinkler heads.
Total		\$35,221.75

Thank you for choosing MB&J Landscaping! We appreciate your business.

Popular Projects

- Clean Up Events
- Community Message Boards
- Community Benches
- Community Place Making
 - Ex: Community Murals, Sculptures or Art Wraps
- Little Free Libraries or Food Pantries
- Community Building Event
 - Ex: Flower pot/basket distribution
- Neighborhood Improvement Days
 - Neighborhood gathers for small improvements to neighbor's homes

THE APPLICATION



Fill out the application!

- Available online at <https://forms.office.com/g/b56ErP4f3c>
- The application is due on **April 22nd, by 5:00PM!**
- All applications must be submitted online

Fill out the application!

- All applications will include the following (attachments submitted via email or basic info/responses via the application):
 - Complete contact information
 - A clear description of the project including address or specific location
 - A complete sketch or aerial map of the project showing where improvements will be made
 - Digital, color photos of the area to be improved
 - Property ownership information for the site
 - Documentation showing approval for the project from property/easement owner(s)
 - Any other signed forms related to the completion of the project (revocable licenses, etc.)
 - A detailed project timeline
 - A well-researched budget
 - Explanation of how the project will positively impact the neighborhood
 - A thorough maintenance plan
 - List of names and addresses of volunteers committing to work on your project

Community Engagement Coordinators

Please contact:

- Wards 1, 2, & 3: Meg Allen, 303-739-7258 or mkallen@auroragov.org
- Wards 4, 5 & 6: Scott Campbell, 303-739-7441 or scampbel@auroragov.org
- Be sure to meet with your coordinator on or before March 25th, 2022

To find your City Council Ward...

- Go to Auroragov.org and click on "Property Info"
- Once the map opens up enter your address in and then click the "My Government" tab.
- Information for all of your elected officials will show up.
- Call any Community Engagement Coordinator for help.

CITY RESOURCES



Referral Contacts

- Referral contacts can discuss feasibility and options based on your project goals, but are not available for brainstorming project ideas
- Have a firm concept of your project goals, including current, related project documentation (plans, etc.), before reaching out

Referral Contact List

- **Traffic Department:** Steven Gomez
Traffic will help you determine if any lane closures would be needed
- **Water Conservation:** Zach Versluis
Water Conservation can offer assistance with conservation classes, rebates, plant selection and design.

Referral Contact List

- **Real Property:** Grace Gray

Real Property can help you determine if there are any easements, right of ways and other site specific information.

- **Planning:** Liz Fuselier

Planning will assist you in determining if any amendments need to be made for your site plans or help you access other documents on file with the City.

Referral Contact List

- **Parks, Recreation, and Open Space (PROS):** Rian French
PROS can help determine what parameters must be followed for projects involving city parks or open space.
- **Permitting:** Dora Shols
Permitting can help determine what permits may be required for your project

Questions?

