

**Neighborhood Improvement Association (NIA) Support Program**  
**Approved Expense Items to Purchase**

This program provides Neighborhood Improvement Associations with technical assistance, some monetary support, and other funding opportunities. To be considered an NIA, the neighborhood must have 51% or more households with incomes less than 80% of the Topeka area median income as currently determined by the federal Department of Housing and Urban Development (HUD). Support funds are provided by the City of Topeka Division of Community Engagement through the Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and City General Funds. Federal regulations permit the City of Topeka to enact policies in accordance with federal HUD guidelines. The following table includes items that are permissible and items that are restricted from federal and City General funding use. (This is not an exhaustive list – please inquire with the City of Topeka Division of Community Engagement regarding purchase of items not listed below)

Code	HUD Matrix Activity	Description	Activities
05V	Neighborhood Cleanups	One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.	Dumping Fees, Trash Bags, Cleaning supplies, disposable gloves, Removal Fees – Truck fees, Hand Sanitizer, Monthly Newsletters, copy cost and cost of mailing permit, Organization Fees – 501c3, CRC 2nd Tier Partnership, KS Secretary of State Incorporation Fees
05Z	Other Public Services Not Listed in 03T and 05A-05Y	NIAs are dedicated to providing neighborhood input to City and other local government entities regarding development, crime prevention, street conditions, lighting, preservation, and revitalization. Their overall goal is to form positive relationships with neighbors and local organizations to beautify, safeguard, and create a vibrant neighborhood community. They encourage neighborhood participation by working to maintain the value, beauty, safety, and diversity of their neighborhoods and by providing information, meetings, programs, and events on matters of general neighborhood interest. NIAs serve Low and Moderate Income Area (LMA) neighborhoods defined as areas where 51% or more of the households consists of LMI persons. NIAs provide multiple types of public services activities in their communities.	Homeless/AIDS Patients Programs, Senior Services, Services for Persons with Disabilities, Youth Services, Substance Abuse Services, Services for victims of domestic violence, dating violence, sexual assault or stalking, Employment Training, Crime Awareness/Prevention, Neighborhood Cleanups, Food Banks/Drives, Housing Information and Referral Services, Public neighborhood meetings  (NOTE: Activities may be provided through community partnerships with other local Social Service entities, Public Institutions and/or Community Groups)

**Approved Items for Purchase with NIA Support Funds:**

The City of Topeka Community Engagement Division administers NIA Support funding. All items to be purchased must be for program activities as outlined above. Proposals for items to be purchased must be approved by the Community Engagement Division before purchases are made (see NIA Support Technical Assistance Guidelines Handbook for instructions on the use of NIA Support Funds).

This table includes items that are permissible and items that are restricted from federal use. This is not an exhaustive list - please inquire with the City of Topeka Community Engagement Division regarding purchase of items not listed

<b>CDBG-Eligible Items for Purchase</b>	
Type of Event/Activity	Items
NIA Operations - Office Supplies/Other (10% of NIA Support Activity Budget)	Adding machine/tape Address book or rolodex Binders / Notebooks Business cards, letterhead stationery (NIA) Calculators Calendars/Planners Computer flash drives/ blank disc Computer ink cartridges (if the computer is located in a public facility for all NIA residents to use) Date stamps Dictionary/Thesaurus/Writing Reference manuals Envelopes File trays Financial ledgers Hanging File folders File cabinet Labels/label maker Paper (copier, ruled) Paper clips, paper clip dispensers Paper hole punch Pencils, Pens, pencil sharpeners Scissors Sheet protectors/dividers Stamps (NIA Name & return address) pads & ink Stapler/staples Storage cabinets/bins Tape/ Tape dispenser Tape Recorders (1 per NIA) / blank tapes Typing stand
Publications related to NIA meetings	Mailing Permits & Postage Fees Professional Printing of Newsletters P.O. Box Printing of minutes, agendas, public information/educational materials
Neighborhood Clean Ups	SNCO Waste Management Dumpsters, Trucks Trashbags Disposable gloves
Organization Fees	501c3 CRC 2nd Teir Partnership KS Secretary of State Office Incorporation Fees

City General Fund-Eligible Items for Purchase	
Registration for workshops, seminars (NIA Officers/CAC members only)	Items must be pre-approved by Community Engagement
Meeting / Program/ Activity Expenses	Awards/Certificates/frames Books/manuals Computer software (computer must be located in a public facility and accessible for all residents to use - may require reimbursement depending on payment fee structure) Vendor Fees (must be pre-approved by Community Engagement before the event) Equipment Rentals (must be pre-approved by Community Engagement before the event) First aid kits Paper products (plates, cups, napkins, table clothes, plastic ware, toilet paper) Room Rental (meeting/event place) Table & chairs (must be located in a public facility for all residents to use) Event games Conference/workshop fees Movies (movies in the park events) Decorations (non-religious) Bounce Houses (NIA must obtain liability insurance) Popcorn machine/cotton candy machine T-shirts Promotional items/SWAG <b>Note: Items not listed here but specific to an eligible event, program, or activity must be pre-approved by Community Engagement</b>
Non-Eligible Items for Purchase	
Food	Any edible item including candy, gum, beverages, water
Political, Religious or other discriminatory or socially biased activities	Any
Equipment	Personal computers, software, hardware, power tools, and other items not authorized by Community Engagement
Property	Residential, Commercial, Vehicle or other
Gift Cards	Any
Postal Stamps	Must use postage in Bulk Rate account