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**Community Engagement**

**215 SE 7th Street, 2nd Floor, Suite 250**

**Topeka, KS 66603**

**2024 TOPEKA DREAMS NEIGHBORHOOD IMPROVEMENT INITIATIVES**

**DREAMS 3 - PROGRAM SUMMARY & GUIDELINES**

**Preliminary Application Deadline**: Friday, September 1, 2023, 5:00 p.m.

**Final Application Deadline:** Monday, October 2, 2023, 5:00 p.m.

**Application Questions / Technical Assistance:** Bianca Burnett, Senior Community Engagement Coordinator, [lburnett@topeka.org](mailto:lburnett@topeka.org) or 785-368-3663

**ALL APPLICATIONS MUST BE TYPED – HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED**

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| **What is the Topeka DREAMS Neighborhood Improvement Initiatives Program (NIIP)?** |
| The Topeka DREAMS Neighborhood Improvement Initiatives Program (NIIP) is a neighborhood investment partnership program between the City of Topeka and area Neighborhood Improvement Associations (NIAs). The program is designed to assist NIAs with improving their neighborhoods through, community collaboration, neighborhood planning, public infrastructure improvements, and affordable housing and housing rehabilitation in low and moderate-income (LMI) neighborhoods of Topeka. This partnership allows for the planning, design, and completion of projects that address current conditions, and the identification of goals for future neighborhood infrastructure, housing, and other quality of life improvements. The City works to implement the priority projects, identified by the community, into the City of Topeka’s Capital Improvement Plan, Capital Improvement Budget, and annual Housing and Urban Development (HUD) Community Development Block (CDBG) Funding priorities for neighborhood projects through three initiative levels.  **DREAMS 1** - 1 NIA awarded Bi-Annually to receive up to $1.4 million in infrastructure improvement investments + $150,000 in Utilities Infrastructure Improvements + up to $330,000 in housing rehab improvements/affordable housing investments. **(APPLICATIONS AVAILABLE IN 2024)**  **DREAMS 2** – Multiple neighborhood projects awarded between $100,000 up to $1,000,000 Bi-Annually and up to four NIAs to receive major/minor housing rehab improvements. Total funding available: $1.4 million in infrastructure improvement investments + $150,000 in Utilities Infrastructure Improvements + up to $330,000 in housing rehab improvements/affordable housing investments. **(APPLICATIONS AVAILABLE IN 2024)**  **DREAMS 3 –** Multiple neighborhood projects awarded between $1,000 and up to $50,000 annually. Total funding available: $200,000 ($140,000 (GO Bond Funds) + $60,000 (CDBG Funds)) **(CURRENTLY ACCEPTING APPLICATIONS IN 2023)** |
| **DREAMS 3 PROGRAM OVERVIEW & TENTATIVE IMPLEMENTATION SCHEDULE** |
| The Topeka Neighborhood Dreams Fund is funded through the federal Community Development Block Grant (CDBG) Program and from the City’s General Obligation (GO) Bonds. These funds are used to support a variety of small neighborhood-based public projects or local match funds for larger public projects. Projects must be located within predominately low/moderate-income (LMI) neighborhoods. Program priorities include community engagement, infrastructure improvements, and neighborhood empowerment and pride. $200,000 ($60,000 (CDBG) and ($140,000 (GO) Bonds)) is available to award grants ranging from $1,000 up to $50,000 annually in this program. NIAs may also partner with Interested community partners to apply for grants.    **TENTATIVE IMPLEMENTATION SCHEDULE:**   |  |  | | --- | --- | | 2023 | 2024 | | Application/ Selection | Projects Implemented/Constructed | |
| ***Note: Estimated funding indicated for all program initiatives is subject to change based on final authorization provided by the Federal Department of Housing and Urban Development (HUD) and/or authorization of the City of Topeka’s Governing Body.*** |

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| **TENTATIVE APPLICATION PROCESS SCHEDULE** | |
| ***Date*** | ***Activity*** |
| June 27, 2023 | Informational Workshop & Applications Available Online |
| July 14, 2023 | Community Engagement will provide Consultation Summary Reports to participating NIAs (NIAs that participated in the January and February 2023 consultation meetings with the City of Topeka Planning, Public Works, and Utilities Departments personnel) |
| September 1, 2023 | **Preliminary Applications due to Community Engagement:** by hand delivery/mail to 215 E 7th Street, 2nd Floor, Suite 250; or electronically to [niarequests@topeka.org](mailto:niarequests@topeka.org) *by 5:00 p.m.* ***Applications may also be submitted online at:*** [***https://www.surveymonkey.com/r/6BQQMK3***](https://www.surveymonkey.com/r/6BQQMK3)  *\*must include all necessary scope and budget estimates and project recommendations provided by City, County, State, Federal, partnering entities, etc.* |
| September 2023 | ***COT Internal Review Committee Recommendations*** |
| October 2, 2023 | **Final Applications due to Community Engagement (Only if revisions are required):** by hand delivery/mail to 215 E 7th Street, 2nd Floor, Suite 250; or electronically to [niarequests@topeka.org](mailto:niarequests@topeka.org) *by 5:00 p.m.* ***Applications may also be submitted online at:*** [***https://www.surveymonkey.com/r/6BQQMK3***](https://www.surveymonkey.com/r/6BQQMK3)  *\*must include all necessary scope and budget estimates and project recommendations provided by City, County, State, Federal, partnering entities, etc.* |
| October 7, 2023 | *CAC Review Committee Saturday Workshop* |
| October 27, 2023 | CAC Review Committee Application Scores Due to Community Engagement |
| November 1, 2023 | CAC Selection at CAC Meeting   * *DREAMS 3 NIAs (Multiple NIAs) Annual Program Fund Project Grant Awards between $1,000 - $50,000.* |
|  | City Council Meetings   * November 14 - Presentation to City Council * December 5 – Tentative City Council Approval |

**PROGRAM APPLICATION**

1. Please select the appropriate application below.

* **Preliminary Application**: Due Friday, September 1, 2023, 5:00 p.m.
* **Final Application:** Due Monday, October 2, 2023, 5:00 p.m.

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| 1. **NEIGHBORHOOD IMPROVEMENT ASSOCIATION INFORMATION** | | | |
| **Click on the gray field boxes below to answer each question. Do not use ‘Tab’ on your keyboard.** | | | |
| **Applying Organization:** |  | | |
| **Application Date:** |  | | |
|  | | | |
| **President/Director:** |  | **Phone:** |  |
| **E-mail:** |  | | |
|  | | | |
| **Grant Contact Person**  **(If different from above):** |  | **Phone:** |  |
| **E-mail:** |  | | |
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| **Project Contact Person**  **(If different from above):** |  | **Phone:** |  |
| **E-mail:** |  | | |

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| **APPLICATION SUMMARY** | | | |
| 1. **Neighborhood Rating**   **(as defined in the 2020 Neighborhood Health Map):** | Intensive Care Neighborhood | At-Risk Neighborhood | Out-Patient Neighborhood |
| Healthy Neighborhood |  |  |
| 1. **Project Title:** |  | | |
| **Project Location & Address:** |  | | |
| **Project Priority**  **(Rank if submitting more than one project application):** |  | **Total Amount Requested for Project:** |  |
| **Conflict of Interest should be avoided in the recommendation and decision-making process. Applicants shall not provide recommendations, score, or vote on their own neighborhood projects in the Citizen Advisory Council Review Committee recommendation process for the TOPEKA DREAMS NIIP.** | | | |

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| **PROJECT PROPOSAL FOR DREAMS 3 APPLICANTS** | |
| **5.** | **Describe the project that your organization is applying for?** |
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| **6.** | **Why is this project important for your neighborhood?** |
|  |  |
| **7.** | **What will success look like as a result of this project?** |
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| **8.** | **Is this a new project for your organization or something you have done before? Please describe any previous related projects.** |
|  |  |
| **9.** | **Are there plans to continue this project or future related projects? Please describe any future related projects.** |
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| **10.** | **Describe how this project fits in with your Neighborhood Plan or neighborhood improvement goals?** |
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| **11.** | **Please describe how your organization chose this project?** |
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| **12.** | **Which of the following stakeholders were involved in the decision to choose this project? Select all that apply.** |
|  | Residents of the neighborhood  NIA Officers  Other Community Groups (associations)  Public Institutions (schools, local government, libraries, churches, etc.)  Private Institutions (hospitals, universities, banks, etc.)  Local Businesses |
| **13.** | **Please list any partners that your organization is planning to work with on this project and how they will be involved. Note: Partners may include: individuals, community groups (associations), institutions (established non-profits, public institutions, and private institutions), local businesses, City, County, State, or Federal government agencies, etc.** |
|  |  |
| **14.** | **Which of the following has your organization sought for this project?** |
|  | volunteers  private funding  other local, state, or federal government funding  In-Kind materials or services  None |
| **15.** | **If your organization has sought volunteers, private funds, other government funds, in-kind materials, or services for this project, please describe how they will be used in the implementation of this project below.** |
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| **THANK YOU!!!** |
| **Please attach all required documents to your application in the order listed below.**  **You may also attach any of the optional documents listed below.** |
| **REQUIRED** |
| 1. Project Budget Form (Use Form Provided. *Excel)* |
| 1. Supporting Project Budget Quotes, Engineer Estimates, Additional Funding documentation, etc. |
| 1. Approval letters *(if required – City, County, State, Federal, property owner, etc.)* |
| 1. Documentation of how the stakeholders were notified about the project (flyers, newsletters, etc.) |
| 1. Documentation of how the stakeholders were included in the decision of the project (meeting minutes, notes, meeting attendance, etc.) |
| **OPTIONAL** |
| 1. Supporting signatures of stakeholders in the impacted area (See template provided and make copies as needed.) |
| 1. Letters of support from stakeholders (See example provided) |
| 1. Relevant pictures, maps, and other documentation related to your project |

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| **2024 TOPEKA DREAMS NEIGHBORHOOD IMPROVEMENT INITIATIVES** | | | | | |
| Petition of Support for Proposed Project | | | | | |
| Project Title: | | |  | | |
| Brief Project Summary: | | |  | | |
| Action petitioned for: | | | *We, the undersigned support this project and feel that it will benefit all neighborhood residents as well as other citizens of the Topeka community. We would like to see this project implemented in our neighborhood.* | | |
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| # | **DATE** | **PRINTED NAME** | | **SIGNATURE** | **ADDRESS** |
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**EXAMPLE LETTER OF SUPPORT**

[Letterhead of Department/Organization/Institution sending letter of support to NIA]

Re: [Project Title]

Dear [NIA President],

The [Name of Department/Organization/Institution] is aware of your proposed project. We understand that the involvement of our [Department/Organization/Institution] in assisting you to accomplish this project includes [state what resources: assistance, space, additional funding, approval, etc.].

As the [Department/Organization/Institution Chair/Director, etc.] of [Name of Department/Organization/Institution], I have read through your project proposal and support the involvement of our [Department/Organization/Institution] in this project and look forward to working with you.

Sincerely,

[Department/Organization/Institution Chair/Director, etc.]