



CITY OF  
**TOPEKA**



# 2024 Topeka DREAMS – DREAMS 3 Informational Workshop

Community Engagement Division  
June 27, 2023

WHAT IS DREAMS 3?

WHAT ARE ELIGIBLE DREAMS 3 PROJECT ACTIVITIES?

WHAT IS THE PROCESS TO GET DREAMS 3 PROJECTS PREAPPROVED?

HOW CAN AN NIA APPLY FOR DREAMS 3 FUNDING?

HOW ARE DREAMS 3 PROJECTS SELECTED FOR FUNDING?

HOW ARE PROJECTS IMPLEMENTED?

OTHER COMMON QUESTIONS

WHO DO I CONTACT FOR QUESTIONS, HELP, OR PROJECT PRE-APPROVAL?



- ❖ 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). **DREAMS 3 is one of three program initiatives and is funded through the federal Community Development Block Grant (CDBG) Program and from the City's General Obligation (GO) Bonds.**
- ❖ **Annual selection of multiple NIAs to receive between \$1,000 and up to \$50,000 in mini-grant funding.** Total of \$200,000 in annual funding available **(\$140,000 (GO Bond Funds) + \$60,000 (CDBG Funds)) for small infrastructure improvements, neighborhood beautification and community building grants.**
- ❖ These funds are used to support a variety of small neighborhood based public projects or local match funds for larger public projects.
- ❖ Program priorities include community engagement, infrastructure improvements and neighborhood empowerment and pride.
- ❖ **NIAs may also partner with Interested community partners to apply for grant funding through this program.**

### PUBLIC INFRASTRUCTURE PROJECTS

- **Sidewalks & ADA Ramps (no brick)\***
- Curb repair/replacement (no brick or stone resetting)
- Alley approaches
- **Pedestrian signals and Crosswalks\***
- Traffic Calming/Safety Measures
- Tree Planting
- Lighting/Solar Lighting (Right-of-Way only / no midblock lighting in residential areas)

\*Accessibility

# PUBLIC UTILITY INFRASTRUCTURE PROJECTS

- Paint Storm Structure Lids, Hydrants (painting/cleaning)
- Install Driveway Culverts & Drainage Ditch Maintenance
- Small Stormwater Development Control Plan (DCP) or Best Management Practice (BMP) Initiatives for controlling flooding, reducing erosion
- Replace Fire Hydrants

# NEIGHBORHOOD BEAUTIFICATION & QUALITY OF LIFE PROJECTS

- **Public Park Amenities /Playgrounds\***
- **Public Community/Recreation/School structures/grounds improvements\***
- **Public Bus Shelters/Benches\***
- **Murals/Banners/Place making monuments OR signs**

**\*Accessibility**

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# COMMUNITY BUILDING & ENGAGEMENT PROJECTS

- Public Programs - Community Education classes/programs (various topics)
- Public Events – ex. - Neighborhood Block Parties/Festivals/Holiday Happenings, Neighborhood Resource or Health Fair, Community or Family Event Partnerships (Schools, Churches, other local entity)
- Sports Tournaments/Training Events
- Talent Shows/Concerts
- Game Nights/Tournaments
- Neighborhood Clean-up
- Financial Literacy / Homeownership / Repair classes

## **Basic requirements for all projects:**

- Projects must be within the geographical boundaries of the applying NIA neighborhood as approved by the City of Topeka
- Cost for necessary permits, required design, construction, installation, and local, state, and federal requirement fees must be included in the project scope and the budget estimates along with the project application.



## Partnership Project Requirements:

- An NIA may partner with other non-profit and local entities
- Prior to project approval, **the NIA must have a letter of project approval and agreement to partnership from the partnering entity's representative that has approving authority.**
- The NIA, partnership entity, and the City of Topeka must enter into a contracted agreement for the project (after project approval).
- **All final designs and locations must be approved by both the NIA, the partnership entity and the City of Topeka (after project approval).**
- **The partnering entity must agree to be responsible for all further maintenance, repairs, liability insurance, etc. required during and after the project installation** (if applicable; i.e. if the project improvement is on the partnering entity's property).

## COT Internal Review Process:

- **Project feasibility**, scope recommendations, project budget estimates – Public works / Other entities as required
- **Preliminary HUD Environmental Review** – CDBG Planning & Development
- **Local, state, federal requirements Review** – Neighborhood Planning / Public Works / Development Services / Diversity Equity & Inclusion Office / Other entities as required
- **Community Engagement & Capacity Building** projects will be reviewed by CE in conjunction with the CAC Vice Chair

## NIA DREAMS 3 Application Guidelines

- **The NIA must be listed as the applying organization even if it is a partnership effort.**
- If the President, Grant Contact, and or Project Contact is the same person, you only need to fill out the contact information for the NIA President (otherwise fill out all three sections of contact information).
- **Include ALL anticipated expenses for the project.**
- **Include ALL other funding and sources received and/or applied for in additional to DREAMS 3 funding**
- **Attach ALL supporting estimates, quotes, and other funding source documents for the TOTAL project budget.** (estimates, quotes, documentation must be from a reputable/reliable source (ex. Appropriate City of Topeka Department, Shawnee County Department, contractor, vendor, etc.)
- **Approval letters are required for all improvements on both public and private property** (ex. City of Topeka, Shawnee County, personal property owner, etc.)
- Optional items to include for bonus points include: supporting stakeholder signatures, stakeholder letters of support, relevant pictures, maps, diagrams related to your project. (ONLY THESE ITEMS WILL BE ACCEPTED)
- Stakeholder signature page must include: the project title and a brief summary of the project(s) that you are applying for, your NIA name, date, printed name, signature, and address of all petitioning stakeholders.

## NIA DREAMS 3 CAC APPLICATION SCORING

- **The Citizen Advisory Council members will score all project applications.**  
Applicants shall not provide recommendations, score, or vote on their own neighborhood projects.
- **Projects will receive funding priority based on scores from highest to lowest** until funding from each funding source (CDBG & GO Bonds) is exhausted or the total budget for all projects is less than the maximum for each source.
- **Applications will be scored on the following:**
  - Project Impact & Neighborhood Health **(40 points possible)**
  - Project Innovation & Sustainability **(20 points possible)**
  - Stakeholder Input & Community Support **(30 points possible)**
  - Financial Impact **(10 points possible)**
  - **Total 100 points possible**

## PRE-APPLICATION

**June 27, 2023** - Informational Workshop

**June 30, 2023** - 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)

## APPLICATION

**September 1, 2023** – Preliminary DREAMS 3 Applications Due

**September 2023**

- **Pre-screening of Applications:** Community Engagement will screen applications to ensure that threshold criteria is met.
- **Internal COT Review Committee:** comprised of city employees and the CAC Vice-Chair. All applications will be reviewed by the internal review committee for further recommendations and approvals. Applications will be reviewed on the basis of meeting federal, state and local regulations, standards and requirements. Neighborhoods will have an opportunity to update applications if needed.

**October 2, 2023** – Final DREAMS 3 Applications Due (Only applications that required updates)

**\*NOTE: All timelines are tentative and subject to change.**



## POST APPLICATION

**October 7, 2023** – CAC Review Committee Workshop (Saturday event)- the CAC will review applications and the recommendations of the Internal COT Review Committee and score applications in order of funding priority.

**October 27, 2023** – CAC Scoring forms due to Community Engagement

**November 1, 2023** – CAC vote to approve priority funding recommendations based on scoring outcomes.

**November 21, 2023** – Community Engagement & CAC Chair/Vice Chair present recommendations to City Council

**December 5, 2023**– City Council approves final recommendations

## POST AWARD

**January 2024** – Pending final approval by HUD for all CDBG projects, project planning process begins

**March 2024** – Projects move into design (if applicable)

**Summer 2024** – Projects move into construction (if applicable)

**Fall 2024** – Project complete

**\*NOTE: All timelines are tentative and subject to change.**

- **How will I be notified of a decision?**

Applicants will be notified by e-mail if their neighborhood or project is selected by the CAC. Final approvals will be considered by the City Council in December.

- **Can I submit extra items such as video/audio, etc.?**

Please provide only those materials that are permitted as attachments in the application.

- **Will I be required to make a presentation?**

No; however, the CAC may request a presentation or add requirements prior to approval of a project.

- **How can I apply?**

**Preliminary Applications – accepted June 30 – September 1**

**Final Applications – accepted September 2 – October 2**

**HARD COPY Applications:** may be mailed or e-mailed to the City of Topeka Community

Engagement Division 215 SE 7<sup>th</sup> Street, Ste. 250, Topeka, KS 66603 **OR** [niarequests@topeka.org](mailto:niarequests@topeka.org)

**ONLINE Applications:** <https://www.surveymonkey.com/r/6BQQMK3>

- **Can I submit multiple project applications?**

Yes; however, funding priority will be given to your 1st priority project.

- **Where can I find information about the Topeka DREAMS Program on the City's website?**

<https://www.topeka.org/citymanager/neighborhood-association-information/topekadreamsniip/#gsc.tab=0>

- **Where can I find project report information on the City's website?**

<https://www.topeka.org/citymanager/neighborhood-association-information/neighborhood-projects/#gsc.tab=0>

- **Where can I find my neighborhood plan?**

<https://www.topeka.org/planning/neighborhood-area-plans/>

- **Where can I find my neighborhood health information?**

<https://www.topeka.org/planning/Neighborhood-Health/>



# | WHO DO I CONTACT FOR QUESTIONS, HELP OR PRE-APPROVAL?

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<b>COMMUNITY ENGAGEMENT / ADA / APPLICATION &amp; TECHNICAL SUPPORT</b>	Bianca Burnett, (785) 368-3663 or <a href="mailto:lburnett@topeka.org">lburnett@topeka.org</a>
<b>NEIGHBORHOOD PLANNING</b>	Bryson Risley 785.368.3005 / <a href="mailto:brisley@topeka.org">brisley@topeka.org</a>
<b>PUBLIC WORKS ENGINEERING</b>	Robert Bidwell 785-368-0967 / <a href="mailto:rbidwell@topeka.org">rbidwell@topeka.org</a>
<b>DEVELOPMENT SERVICES</b>	Fran Hug 368-1613 / <a href="mailto:fhug@topeka.org">fhug@topeka.org</a>
<b>UTILITIES ENGINEERING</b>	Darrin Coffland 368-2467/ <a href="mailto:dcoffland@topeka.org">dcoffland@topeka.org</a>
<b>SHAWNEE COUNTY PARKS &amp; RECREATION</b>	John Bell 785-251-6814 / <a href="mailto:John.Bell@snco.us">John.Bell@snco.us</a>
<b>HOUSING SERVICES / HUD ENVIRONMENTAL REVIEW</b>	Renee Criqui 368-4454 / <a href="mailto:rcriqui@topeka.org">rcriqui@topeka.org</a>
<b>TOPEKA METRO</b>	Andy Fry 785-730-8629 <a href="mailto:afry@topekametro.org">/afry@topekametro.org</a>

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