



# NEIGHBORHOOD PARTNERSHIP PROGRAM

## Guidelines

### Program Overview

**Purpose:** To build collaborative and sustainable partnerships between the City of Farmers Branch and the community through neighborhood enhancement projects. These projects are community driven and should help preserve the cultural identity of Farmers Branch while looking to a sustainable future.

**Who Can Participate?** Neighborhood associations, both formal and informal, representing any of the 20 neighborhood areas in Farmers Branch.

**What?** Neighborhood beautification/enhancement projects that benefit the neighborhood and the whole Farmers Branch community.

Applications are due by October 31<sup>st</sup> and April 30<sup>th</sup>. Carefully review the guidelines below and contact Economic Development if you have any questions.

### Program Description

As part of Farmers Branch's overall neighborhood revitalization strategy, the Neighborhood Partnership Program (NPP) is designed to support neighborhood-driven enhancement projects. Projects must provide a public benefit that promotes stronger, safer, healthier, and reflective communities. The guidelines in this document outline the eligibility requirements, funding match requirements, overview of the application process, and other rules governing the program.

Economic Development is available to offer assistance through every step of the process. Contact Economic Development by phone at 972-919-2507 or by email at [Neighborhoods@FarmersBranchtx.gov](mailto:Neighborhoods@FarmersBranchtx.gov).

### Program Eligibility

The NPP represents an investment in the community on the neighborhood level. Neighborhood associations and groups from any of the 20 neighborhood areas in Farmers Branch are eligible to apply.

The NPP is focused on building sustainable partnerships; as such, individual residents, businesses, and nonprofit organizations are not eligible to participate in the NPP. But, neighborhood associations/groups and City staff are highly encouraged to build partnerships with businesses and nonprofits to help build a stronger application and ensure the project is successful.

Many factors will determine which projects are selected to participate in the NPP: the project's impact on the individual neighborhood, the project's impact on the overall Farmers Branch community, age of the neighborhood, previous projects awarded, and **funding availability**.



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## Project Eligibility

### **Physical Projects**

Physical improvements or additions to the neighborhood, located within city limits on public property or the public right-of-way, that provide a wide public benefit are eligible through the NPP. Projects on private property, with neighborhood support, that meet the wide public benefit criteria will be considered on an individual basis – please contact Economic Development if you are interested in pursuing a NPP project on private property.

### **Logistical Projects**

The most economical form of support the City can provide is in the form of logistical support. This can take many forms from helping residents from a Home Owners Association or Public Improvement District to subject matter input in a range of fields. Logistical support projects should meet the widespread community benefit requirement and should be forward-looking to help identify and support future neighborhood initiatives.

### **Maintenance Projects**

Funds that would typically appear in the operating budget of a neighborhood association or individual homeowner's budget are not eligible for NPP funding. This includes grounds keeping, equipment upkeep, and the tools and equipment necessary to maintain neighborhood features.

**Projects must not require any ongoing maintenance from the City of Farmers Branch.**

### **Inadequate public benefit or neighborhood support**

NPP projects require widespread support from the majority of the neighborhood. Projects that do not have widespread support from the neighborhood's residents are not eligible for the NPP.

### **Conflicts with the City of Farmers Branch**

Projects must comply with all applicable City of Farmers Branch codes and policies, and applicable local, state, and federal laws. Projects cannot create a public safety hazard or conflict with existing or approved municipal projects. Projects should be an overall fit with the City's Comprehensive Neighborhood Revitalization Program.

### **One Neighborhood, Part of a Whole City**

Projects presented to the NPP should reinforce the culture of the neighborhood, while being inclusive of the whole City. Any project that isolates a neighborhood from the City or that could cause divisions in the community will not be supported. This speaks heavily to public art projects.



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The list below provides examples of the different types of projects and if they are eligible or not eligible – this list is not comprehensive, so please contact Economic Development if you have questions about a particular project.

Financially Eligible	Logistical Support	Not Eligible
Sign toppers	Support forming a Home Owners Association	Private streets construction/repair
Entry features	Support forming a Public Improvement District	Private alley construction/repair
Common area or recreational improvements	Project management support	Private infrastructure construction/repair
Picnic tables, benches, or pavilions	Subject-matter expertise on projects	Irrigation upgrades
Neighborhood park improvements		Speed humps
Lighting: safety, LED (green), art/branded		Security cameras
Neighborhood art installation		

### Application Process

NPP accepts application year-round, but projects are only evaluated twice a year in November and May. Projects that want to be considered in November are due by October 31<sup>st</sup> and projects that want to be considered in May are due by April 30<sup>th</sup> – please note that the City of Farmers Branch is open Monday through Friday and any applications need to be submitted by the last business day of the October/April to be considered. Applications are available in Economic Development or at <http://www.farmersbranchtx.gov/index.aspx?NID=111>.

The NPP application explains all requirements thoroughly, but all applicants are highly encouraged to reach out to Economic Development for assistance with the application and to answer any questions you might have.

Applications are required to include:

- Primary point of contact for the application
- Project overview, community need being met, community support
- Project timeline, funding plan, and maintenance plan
- Supporting documentation
- Outreach summary that outlines neighborhood support

### Application Review

Only complete applications will be reviewed. Complete applications will be reviewed by an internal city committee consisting of members from Public Works, Economic Development, Finance and Planning to ensure the applications meet the spirit of the NPP. Applications approved by the committee will be presented to City Council in a priority order for final approval.



**Selection Criteria**

Complete NPP applications will be rated using the criteria in the table below.

Question	Weight	Criteria	Explanation of Criteria
<b>1</b>	5%	Neighborhood status	How old are the houses and public features in the neighborhood and what is their current status? Has the neighborhood received NPP funding in the past?
<b>2</b>	5%	Neighborhood organization	Is the neighborhood organized and active through an established mechanism such as a Neighborhood Watch or HOA?
<b>3</b>	15%	Neighborhood need	This is the business case that explains the neighborhood's need for the project and support from the City.
<b>4</b>	+10%	Public Safety	This criteria does not take away from the application, but it does add value to the application of the project helps address a public safety issue.
<b>5</b>	20%	Neighborhood Impact	How will this project impact the neighborhood and the City – include ancillary impacts; for example, raising property values. This goes beyond meeting the neighborhood's need.
<b>6</b>	15%	Neighborhood involvement	This looks at the buy-in from the community and the support the project has. What steps were taken to communicate and gather support for this project? Greater neighborhood support is favorable and at least 51% of the impacted neighbors must support the project.
<b>7</b>	20%	Project feasibility	This looks at the scope of the project and the likelihood of success. What is the likelihood the project will be a success now and in the future? The project must sufficiently address maintenance and sustainability throughout the expected life of the project without any additional funding from the City of Farmers Branch.
<b>8</b>	5%	Partnerships formed	This will look at any financial or logistical partnerships the neighborhood association formed to add to the value of their NPP application.
<b>8</b>	15%	Funding match	This looks at project's overall budget, the cost to the City, the match from the neighborhood area, and the type of match; higher funding matches are preferred.



**Match requirements and funding restrictions**

Neighborhoods may only apply for one project at a time and the total cost to the City cannot exceed \$50,000. Applicants must not have any other open NPP projects at the time of application. Once a project is approved through the NPP, the applicant has one year to meet the project match requirement.

Neighborhoods will be expected to provide a match based on the size, scope, and cost of the project. The neighborhood match may include cash, donations, materials (specific to the project), skilled labor, unskilled labor, and/or sponsorships from a 3<sup>rd</sup> party. Labor and professional services will be weighted at the fair market value for the type of service provided.

Total Project Cost	Minimum Match Requirement	Type of Match
<b>\$5,000 or less</b>	10%	Cash, materials, labor, 3 <sup>rd</sup> party donations
<b>\$5,001 - \$15,000</b>	20%	Cash, materials, labor, 3 <sup>rd</sup> party donations
<b>\$15,000 - \$25,000</b>	30%	Cash, materials, labor, 3 <sup>rd</sup> party donations
<b>\$25,001 - \$62,500</b>	40%	Cash (at least half of the 40% match must be in cash), materials, labor, 3 <sup>rd</sup> party donations
<b>\$62,501 and above</b>	All costs over \$50,000	Cash Only

**Disbursement of Funds**

Once a NPP application has been approved by the City Council, the match requirement must be met within one year – the match requirement must be completed before the project begins. The City of Farmers Branch will serve as the general contractor for any approved project and will acquire any needed services and materials through City of Farmers Branch procurement policies.

The project will always expend applicant funds and resources prior to utilizing city resources. Any project savings will be returned to the City.

**Project Cancellation**

If an applicant is unable to meet the match requirement within one year of the project being approved, the project may be cancelled and a three-year application restriction for NPP projects will be placed against the neighborhood area. If the applicant needs an extension to help meet the match requirement, they must submit a request in writing to Economic Development. If approved, the project may be granted only one six-month extension.

**Sunset Provision**

This program must be renewed by action of the City Council every three years. The effective renewal date is June 1<sup>st</sup> with the first renewal scheduled for 2020.

**For further assistance, please contact Economic Development at**  
[Neighborhoods@FarmersBranchtx.gov](mailto:Neighborhoods@FarmersBranchtx.gov)  
 or 972-919-2507



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## Farmers Branch Neighborhood Partnership Program Application

Thank you for your interest in the Neighborhood Partnership Program. Submission deadlines are the last business day of April and October. Applications may be submitted to the Office of Economic Development in person, by mail, or email (PDF format).

Please complete this form in its entirety. Refer to the Neighborhood Partnership Program Guidance for details – superscript denotes a link to the NPP guidance. Please contact the Office of Economic Development if you have any questions.

GENERAL INFORMATION		
Neighborhood Area: Choose an item.		
1. Have you participated in the NPP before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Type of Neighborhood Association: <input type="checkbox"/> Voluntary <input type="checkbox"/> Mandatory/HOA <input type="checkbox"/> Neighborhood Watch <input type="checkbox"/> None		
Main contact for this application:		
Title:	Email:	Phone:
Current address:		

PROJECT INFORMATION
Project Name:
Type of Project:
Project Address/Location:
Support Materials Attached: <input checked="" type="checkbox"/> Pictures <input type="checkbox"/> Maps <input type="checkbox"/> Plans <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Other
Detailed Project Description:



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**3. & 4. NEIGHBORHOOD NEED(S) BEING ADDRESSED**

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**5. NEIGHBORHOOD IMPACT**

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**6. NEIGHBORHOOD INVOLVEMENT**

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**7. PROJECT FEASIBILITY**

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8. BUDGET INFORMATION	
Estimated Total Project Cost:	
Neighborhood Percent Match Requirement:	
Type of Neighborhood Match: Choose an item.	
City Cost:	Neighborhood Cost:
Neighborhood Match Sources	
Donated Professional Services	\$
Donated Equipment and Materials	\$
General Labor	\$
Cash	\$
General Budget Information:	

CERTIFICATION	
Printed Name:	Date:
Signature:	Title: