

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Community + Human Development

**AGENDA DATE:** 8/1/2023

**CONTACT PERSON/PHONE:** Nicole Ferrini, Director 915-212-1659

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL 4: Enhance El Paso's Quality of Life Through Recreational, Cultural & Educational Environments**

**SUBJECT:**

Discussion and Action on a Resolution that approves the changes made to the Neighborhood Improvement Program Policies and Scorecard, said updated policies and scorecard specifically set forth and incorporated in Exhibit "A" and "B" in the resolution.

**BACKGROUND / DISCUSSION:**

Following the conclusion of NIP Round 5, the Transformation Office along with Deputy City Manager Dionne Mack conducted several focus groups with previous applicants of NIP to redesign the application and scoring process. The feedback of the focus groups has been incorporated into how Community and Human Development will deploy the \$5M dollars for NIP approved by the voters under Proposition B.

**PRIOR COUNCIL ACTION:**

On July 29, 2014, Council adopted a Resolution to approve the NIP Policy and Scorecard for the Quality of Life NIP funding.

**AMOUNT AND SOURCE OF FUNDING:**

\$5,000,000 – Neighborhood Improvement Program Community Progress Bond, Proposition B.

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:**  \_\_\_\_\_

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RESOLUTION**

**WHEREAS**, in 2006 the City Council approved the Capital Budget, which included funding for the initial Neighborhood Improvement Program (“NIP”); and

**WHEREAS**, the NIP was categorized as a Priority Program, in which the requested projects from recognized neighborhood associations and civic associations must be for permanent public improvement that benefit neighborhood residents and the general public at large; and

**WHEREAS**, in 2012, the citizens of El Paso, Texas approved the 2012 Quality of Life Bonds, which included funding for the NIP; and

**WHEREAS**, on July 7, 2014, the Community and Human Development Department presented its proposed strategies, policies, and scorecard revisions (“Proposed Policies”) to the NIP, and City Council approved all but one of the Proposed Policies and recommended two additional policies for inclusion; and

**WHEREAS**, on July 24, 2014 City Council approved the Neighborhood Improvement Program Policies and scorecard; and

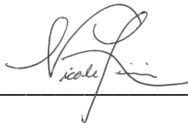
**WHEREAS**, City Staff has made changes to the approved Neighborhood Improvement Program Policies and scoreboard to better assist Recognized Neighborhood and Civic Associations on their requests for permanent physical projects to enhance the quality of life in their neighborhoods.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That City Council hereby approves the changes made to the Neighborhood Improvement Program Policies and scorecard, said updated policies and scorecard specifically set forth and incorporated in Exhibit “A” and “B”, attached hereto respectively.

**APPROVED** this \_\_\_\_\_ of \_\_\_\_\_, 2023.

**APPROVED AS TO CONTENT:**

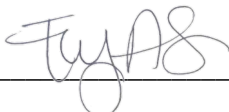


Nicole Ferrini  
Community and Human Development, Director

**THE CITY OF EL PASO:**

\_\_\_\_\_  
Oscar Lesser  
Mayor

**APPROVED AS TO FORM:**



Evy A. Sotelo  
Assistant City Attorney

**ATTEST:**

\_\_\_\_\_  
Laura D. Prine  
City Clerk

**Exhibit "A"**



# Community + Human Development

## **DESCRIPTION: NEIGHBORHOOD IMPROVEMENT PROGRAM POLICY**

### **SECTION I. PROGRAM PURPOSE**

The City of El Paso's Neighborhood Improvement Program (NIP) provides the opportunity for Recognized Neighborhood and Civic Associations to request small-scale, permanent physical improvement projects to enhance the quality of life in their neighborhoods.

### **SECTION II. PROGRAM POLICY**

The City of El Paso shall conduct the Neighborhood Improvement Program under the following directives:

1. As funds for the Neighborhood Improvement Program become available, funds shall be allocated equally between Districts and any unused funds will roll over within the District. Funds may be exhausted in one round, or multiple rounds depending on the total allocated amount.
2. Only Neighborhood and Civic Associations recognized and registered with the City of El Paso or in the process of registration under Ordinance 017744, may apply. Neighborhood Associations in the process of registering must complete registration and be an approved association prior to the recommendation of projects to City Council.
3. Eligible projects shall be permanent physical improvements located on City-owned land that improve or enhance public spaces within, or in close proximity to, Association boundaries. Projects should have a ten (10) year expected life span.
4. Eligible projects must have documented evidence of support from the residents in the neighborhood. Documented support needs to be demonstrated by households immediately adjacent to the proposed project location.
5. Neighborhood Improvement Program funds may supplement existing projects but are not intended to supplant allocated funding from other sources.
6. Project requests that have additional maintenance costs may be considered ineligible
7. The project selection process includes a recommendation from staff to the City Council for approval, and will be conducted in a manner providing full and open competition between eligible applicants. Staff will make every attempt to update NIP applicants on the status of their application.
8. The scoring criteria for evaluating projects and applications will be reviewed and approved by City Council using an approved score card evaluation (Exhibit B).
9. If any funds remain in a District's allocation when staff recommendations have been finalized, Council Representatives & Staff may add to any vetted, proposed project within their districts, components that are consistent with the goals of the original application, as submitted by an Association, and are feasible within the funds available. New project proposals will not be accepted.
10. City staff will provide Council with a detailed accounting of all NIP expenditures, including those charges for design, project and construction management, contract compliance and procurement upon request or at the conclusion of an awarded round.
11. Projects cannot be split between districts, therefore, if a proposed project is located in more than one



# Community + Human Development

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district, and the boundary of the Neighborhood Association also includes those districts, the Association must indicate in their application, the district in which they intend to compete for funding.

12. When funds are available and project rounds are announced, a NIP Project Catalog will be made available for Neighborhood Associations. Project requests outside of the catalog require additional vetting and may not be considered eligible.

**Exhibit "B"**

## Neighborhood Improvement Program (NIP)

<b>TOTAL</b>
<b>100.0</b>

### Project Scorecard

<b>1) Project Goal (0-5pts)</b>	<b>5.0</b>																				
0 to 2-pts, How well does the applicant provide a clear & concise goal for their proposed project?	2.0																				
0 to 3-pts, How well did the applicant develop their overall project proposal?	3.0																				
<b>2) Project Background (0-10pts)</b>	<b>10.0</b>																				
0 to 5-pts, How well does the applicant describe a significant community need/problem?	5.0																				
0 to 5-pts, How well does the applicant make a case for how the proposed project will address the stated need/problem?	5.0																				
<b>3) Project Description (0-15pts)</b>	<b>15.0</b>																				
0 to 10-pts, How well does the applicant clearly describe what they are requesting (ex. styles, types, colors, quantities)	10.0																				
0 to 5-pts, Was the project catalog used?	5.0																				
<b>4) Project Map (0-5pts)</b>	<b>5.0</b>																				
0 to 5-pts, How well does the applicant clearly label the desired location(s) of the proposed project and proposed project items?																					
<b>5) Project Picture/Illustration (0-5pts)</b>	<b>5.0</b>																				
0 to 2-pt, How well does the applicant provide a clear picture of what the current site looks like?	2.0																				
0 to 3-pts, How well does the applicant provide a clear illustration of what they envision the project to look like?	3.0																				
<b>6) Neighborhood Support (3-20pts)</b>	<b>20.0</b>																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">20-pts, 100 or more household signatures</td> <td style="width: 25%;">16-pts, 80 household signatures</td> <td style="width: 25%;">11-pts, 55 household signatures</td> <td style="width: 25%;">6-pts, 30 household signatures</td> </tr> <tr> <td>or 50% households within boundary</td> <td>15-pts, 75 household signatures</td> <td>10-pts, 50 household signatures</td> <td>5-pts, 25 household signatures</td> </tr> <tr> <td>19-pts, 95 household signatures</td> <td>14-pts, 70 household signatures</td> <td>9-pts, 45 household signatures</td> <td>4-pts, 20 household signatures</td> </tr> <tr> <td>18-pts, 90 household signatures</td> <td>13-pts, 65 household signatures</td> <td>8-pts, 40 household signatures</td> <td>3-pts, 15 household signatures</td> </tr> <tr> <td>17-pts, 85 household signatures</td> <td>12-pts, 60 household signatures</td> <td>7-pts, 35 household signatures</td> <td><i>(Minimum Requirement)</i></td> </tr> </table>	20-pts, 100 or more household signatures	16-pts, 80 household signatures	11-pts, 55 household signatures	6-pts, 30 household signatures	or 50% households within boundary	15-pts, 75 household signatures	10-pts, 50 household signatures	5-pts, 25 household signatures	19-pts, 95 household signatures	14-pts, 70 household signatures	9-pts, 45 household signatures	4-pts, 20 household signatures	18-pts, 90 household signatures	13-pts, 65 household signatures	8-pts, 40 household signatures	3-pts, 15 household signatures	17-pts, 85 household signatures	12-pts, 60 household signatures	7-pts, 35 household signatures	<i>(Minimum Requirement)</i>	
20-pts, 100 or more household signatures	16-pts, 80 household signatures	11-pts, 55 household signatures	6-pts, 30 household signatures																		
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18-pts, 90 household signatures	13-pts, 65 household signatures	8-pts, 40 household signatures	3-pts, 15 household signatures																		
17-pts, 85 household signatures	12-pts, 60 household signatures	7-pts, 35 household signatures	<i>(Minimum Requirement)</i>																		
<b>7) Project Budget - (For Project Design Team) (0-5pts)</b>	<b>5.0</b>																				
5.0-pts, if project cost is under \$20,000	2.0-pts, if project cost is \$120,000 to \$139,999																				
4.5-pts, if project cost is \$20,000 to \$39,999	1.5-pts, if project cost is \$140,000 to \$159,999																				
4.0-pts, if project cost is \$40,000 to \$59,999	1.0-pts, if project cost is \$160,000 to \$179,999																				
3.5-pts, if project cost is \$60,000 to \$79,999	0.5-pts, if project cost is \$180,000 to \$199,999																				
3.0-pts, if project cost is \$80,000 to \$99,999	0-pts, if project cost is \$200,000 or over																				
2.5-pts, if project cost is \$100,000 to \$119,999																					
<b>8) City Strategic Alignment - (For City User Department ONLY) (0-25pts)</b>	<b>25.0</b>																				
0 to 7-pts, Does the proposed project align with City strategic plans and department policies and/or standards?	7.0																				
0 to 5-pts, How does the proposed project affect department maintenance costs? (5-pts for very low maintenance projects)	5.0																				
0 to 3-pts, Does the proposed project help promote a healthy lifestyle?	3.0																				
0 to 3-pts, Are there other opportunities to fund the proposed project within this program cycle?	3.0																				

0 to 7-pts, Overall, do City departments support the proposed project?

7.0

**9) Previous Round Funding - (For Neighborhood Services ONLY) (0-10pts)**

**10.0**

Was the applicant awarded funding in the previous round?

**10-pts**, if applicant was NOT awarded

**4.5-pts**, if project awarded funds were \$100,000 to \$109,999

**9.5-pts**, if project awarded funds were below \$10,000

**4.0-pts**, if project awarded funds were \$110,000 to \$119,999

**9.0-pts**, if project awarded funds were \$10,000 to \$19,999

**3.5-pts**, if project awarded funds were \$120,000 to \$129,999

**8.5-pts**, if project awarded funds were \$20,000 to \$29,999

**3.0-pts**, if project awarded funds were \$130,000 to \$139,999

**8.0-pts**, if project awarded funds were \$30,000 to \$39,999

**2.5-pts**, if project awarded funds were \$140,000 to \$149,999

**7.5-pts**, if project awarded funds were \$40,000 to 49,999

**2.0-pts**, if project awarded funds were \$150,000 to \$159,999

**7.0-pts**, if project awarded funds were \$50,000 to \$59,999

**1.5-pts**, if project awarded funds were \$160,000 to \$169,999

**6.5-pts**, if project awarded funds were \$60,000 to \$69,999

**1.0-pts**, if project awarded funds were \$170,000 to \$179,999

**6.0-pts**, if project awarded funds were \$70,000 to \$79,999

**0.5-pts**, if project awarded funds were \$180,000 to \$189,999

**5.5-pts**, if project awarded funds were \$80,000 to \$89,999

**0-pts**, if project awarded funds were \$190,000 or over

**5.0-pts**, if project awarded funds were \$90,000 to \$99,999

**10) Bonus Re-Submitted Feasible Application - (For Neighborhood Services ONLY) (2pts)**

**2.0**

**Bonus 2-pts**, Did the applicant submit a substantially similar, feasible application in previous round of NIP, but was not awarded due to limited available funds?

Project recommendations are based on funding the highest scoring application followed by the next highest scoring application(s) that can be substantially completed within the remaining available funds.



CITY CLERK DEPT.

2014 JUL 23 PM 3:15

**RESOLUTION**

**WHEREAS**, in 2006 the City Council approved the Capital Budget, which included funding for the initial Neighborhood Improvement Program (“NIP”); and

**WHEREAS**, the NIP was categorized as a Priority Program, in which the requested projects from recognized neighborhood associations and civic associations must be for permanent public improvements that benefit neighborhood residents and the general public at large; and

**WHEREAS**, in 2012, the citizens of El Paso, Texas approved the 2012 Quality of Life Bonds, which included funding for the NIP; and

**WHEREAS**, the NIP’s total budget made available from the 2012 Quality of Life Bonds is \$10,000,000.00 to be apportioned equally among El Paso’s eight Representative Districts for eligible public improvement projects, and procurement, design, project and construction management, and contract compliance over a ten (10) year period; and

**WHEREAS**, on June 24, 2014, the City Council approved the expenditure of designated funds for the NIP Staff recommendations of projects for the first round of the 2012 Quality of Life Bonds NIP funding; and

**WHEREAS**, on July 7, 2014, at a Special City Council Meeting, the Community and Human Development Department presented its proposed strategies, policies, and scorecard revisions (“Proposed Policies”) to the NIP, and City Council approved all but one of the Proposed Policies and recommended two additional policies for inclusion; and

**WHEREAS**, the Proposed Policies were distributed and presented to the City’s registered Neighborhood and Civic Associations, the Bond Oversight Advisory Committee on July 17, 2014, and the Neighborhood Coalition on July 21, 2014 to receive feedback on said Proposed Policies.


**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That City Council hereby approves the Neighborhood Improvement Program Policies and scorecard, said policies and scorecard specifically set forth and incorporated in Exhibit “A” and “B”, attached hereto respectively.

ADOPTED this 24<sup>th</sup> day of July, 2014.

*(Signatures Begin on Following Page)*

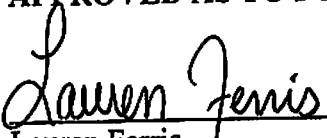
THE CITY OF EL PASO

  
\_\_\_\_\_  
Oscar Leeser  
Mayor


ATTEST:

  
\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Lauren Ferris  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Verónica R. Soto, AICP  
Director, Community and Human  
Development Department

CITY CLERK DEPT.  
2014 JUL 23 PM 3:15

**Exhibit "A"**

## EXHIBIT A



### City of El Paso Community and Human Development Department

**Creation Date:** July 7, 2014  
**Prepared By:** Neighborhood Services Division  
**Approved By:**  
**Legal Review:**

## **DESCRIPTION: NEIGHBORHOOD IMPROVEMENT PROGRAM**

### **SECTION I. PURPOSE**

The City of El Paso's Neighborhood Improvement Program (NIP) provides the opportunity for Recognized Neighborhood and Civic Associations to request small-scale, permanent physical improvement projects to enhance the quality of life in their neighborhoods.

### **SECTION II. PROGRAM POLICY**

The City of El Paso shall conduct the Neighborhood Improvement Program under the following directives:

1. Annual funds for the Neighborhood Improvement Program shall be allocated equally between Districts and any unused funds will roll over within the District to the next funded Round.
2. Only Neighborhood and Civic Associations recognized and registered with the City of El Paso or in the process of registration under Ordinance 017744, may apply.
3. Eligible projects shall be permanent physical improvements located on City-owned land that improve or enhance public spaces within, or in close proximity to, Association boundaries.
4. Eligible projects must have documented evidence of support from the residents in the neighborhood.
5. Neighborhood Improvement Program funds may supplement existing projects but are not intended to supplant allocated funding from other sources.
6. The project selection process will be conducted in a manner providing full and open competition between eligible applicants.
7. The scoring criteria for evaluating projects and applications will be reviewed and approved by City Council.
8. If any funds remain in a District's allocation when staff recommendations have been finalized, Council Representatives may add to any vetted, proposed project within their districts, components that are consistent with the goals of the original application, as submitted by an Association, and are feasible within the funds available.
9. City staff will provide Council with a detailed accounting of all NIP expenditures on an annual basis including those charges for design, project and construction management, contract compliance and procurement.
10. Projects cannot be split between districts, therefore, if a proposed project is located in more than one district, and the boundary of the Neighborhood Association also includes those districts, the Association must indicate in their application, the district in which they intend to compete for funding.

**Exhibit "B"**

Neighborhood Association: Project Name: Project Description:		Possible range 0 to 100 points	
<b>1) Pre-Application and Technical Merit (0-4 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 0 to 2-pts, Did the applicant submit a pre-application?</li> <li>• 0 to 2-pts, How well did the applicant develop their overall project proposal?</li> </ul>			4
<b>2) Project Goal (0-4 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 0 to 4-pts, How well does the applicant provide a clear &amp; concise goal for proposed project?</li> </ul>			4
<b>3) Project Background (0-10 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 0 to 5-pts, How well does the applicant describe a significant community need/problem?</li> <li>• 0 to 5-pts, How well does the applicant make a case for how the proposed project will address the stated need/problem?</li> </ul>			10
<b>4) Project Description (0-10 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 0 to 5-pts, How well does the applicant clearly describe what they are requesting?</li> <li>• 0 to 5-pts, Does the applicant clearly state the type, quantity and/or measurement of the item(s) they are requesting?</li> </ul>			10
<b>5) Project Map (0-4 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 0 to 4-pts, How well does the applicant clearly label the desired location(s) of proposed project and/or proposed project items?</li> </ul>			4
<b>6) Project Picture/Illustration (0-4 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 0 to 1-pt, How well does the applicant provide a clear picture of what the current site looks like?</li> <li>• 0 to 3-pts, How well does the applicant provide a clear illustration of what they envision the project to look like?</li> </ul>			4
<b>7) Neighborhood Support (0-20 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 20-pts, 100 or more household signatures / 50% or more of households within the neighborhood association boundary</li> <li>• 15-pts, 60 to 99 household signatures</li> <li>• 10-pts, 30 to 59 household signatures</li> <li>• 5-pts, 15 to 29 household signatures</li> </ul>			20
<b>8) Budget - (For Project Design Team) (0-10 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 1-pts, if project cost is \$90,000 or over</li> <li>• 2-pts, if project cost is \$80,000 to \$89,999</li> <li>• 3-pts, if project cost is \$70,000 to \$79,999</li> <li>• 4-pts, if project cost is \$60,000 to \$69,999</li> <li>• 5-pts, if project cost is \$50,000 to \$59,999</li> <li>• 6-pts, if project cost is \$40,000 to \$49,999</li> <li>• 7-pts, if project cost is \$30,000 to \$39,999</li> <li>• 8-pts, if project cost is \$20,000 to \$29,999</li> <li>• 9-pts, if project cost is \$10,000 to \$9,999</li> <li>• 10-pts, if project cost is below \$10,000</li> </ul>			10
<b>9) Strategic Alignment - (For City User Departments ONLY) (0-24 Points)</b>			Score
<ul style="list-style-type: none"> <li>• 0 to 5-pts, Does the proposed project align with City departments' strategic plans, policies or standards?</li> <li>• 0 to 7-pts, Does this proposed project require low maintenance or upkeep?</li> <li>• 0 to 5-pts, Can this proposed project be funded under another program? If so, where does it rank within that program for potential funding?</li> <li>• 0 to 2-pts, Does the proposed project address a neighborhood safety concern?</li> <li>• 0 to 5-pts, Overall, do the City user departments support the proposed project?</li> </ul>			24
<b>10) Bonus Merit - (For Neighborhood Services ONLY) (0-10 Points)</b>			Score
<ul style="list-style-type: none"> <li>Was the applicant awarded in the previous round?</li> <li>• 10-pts, if applicant was not funded in previous round</li> <li>• 5-pts, if applicant was awarded partial project scope in the previous round</li> <li>• 0-pts, if applicant was awarded all feasible components of project scope in the previous round</li> </ul>			10

**Comments: (You must explain & justify scoring any application below 60 points.)**

- Constructive comments are welcome.

**Note:** Final recommendations for each District will include funding for the highest ranked project and the next highest ranked projects that can be substantially completed within the remaining available funds.