



# DeKalb County

## Human and Community Development Department

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### DeKalb Sustainable Neighborhood Initiative

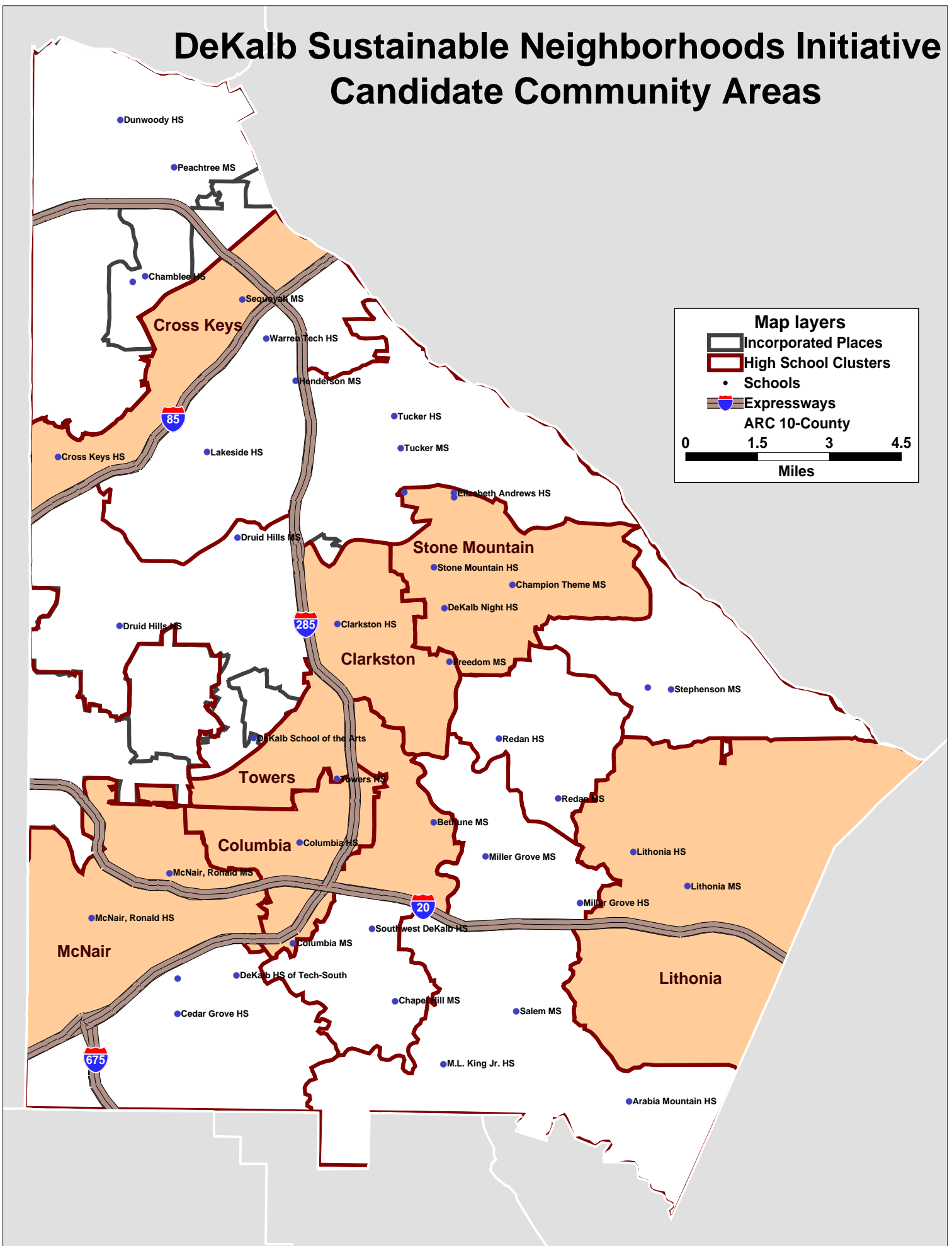
Maloof Auditorium  
April 19, 2012, 6:00 – 8:00 p.m.

#### AGENDA

1. Welcome/Purpose
2. Quality of Life Plan
3. Submission and Presentation Checklist
  - a. Seven Candidate Areas
  - b. Letter of Intent to Participate with Narrative
    - i. Neighborhood Engagement Process
    - ii. Most Pressing Neighborhood Issues
    - iii. Early Action Project
    - iv. Steering Committee
    - v. Neighborhood Identity

(No more than 5 pages, due at May 10, 2012, 5:00 p.m., E-mailed documents are preferred ([rreese@dekalbcountyga.gov](mailto:rreese@dekalbcountyga.gov)))
4. Pilot Neighborhood Selection Process/Criteria
  - a. A brief presentation during the week of May 14
  - b. A kick-off session during the week of May 21
  - c. Selection Criteria
5. Questions and Answers
6. Final Remarks

# DeKalb Sustainable Neighborhoods Initiative Candidate Community Areas



**DeKalb Sustainable Neighborhoods Initiative  
Submission & Presentation Checklist**

**Submission of Letter of Intent to Participate**

The following documents must be received at the DeKalb County Department of Human and Community Development office (150 East Ponce de Leon Ave., Suite 330; Decatur, GA 30030) no later than 5 p.m., May 10, 2012. E-mailed documents are preferred (rreese@dekalbcountyga.gov). No faxes please.

1. **A Narrative** of no more than five pages describing:
  - **Neighborhood Engagement Process.** The process used to identify, invite and engage neighborhood residents, organizations, faith communities, nonprofit agencies, and businesses in meetings to discuss participation in the DeKalb Sustainable Neighborhoods Initiative. The narrative should tell the story of why the neighborhood is motivated to participate in the initiative and the strength of its commitment to be actively engaged in the process for the next three to five years.
  - **Most Pressing Neighborhood Issues.** The Narrative should include a description of the three most pressing issues or concerns the neighborhood would most likely want to address in its Quality of Life Plan and how those issues for the neighborhood were chosen.
  - **Early Action Project.** The narrative should describe the process used to select an initial Early Action Project to be funded in part or in whole with a grant of \$2,000 (attach a simple project budget) and how the Early Action Project is likely to further the neighborhood's efforts to create a Quality of Life Plan.
  - **Steering Committee.** The narrative should describe the process used to identify and create a broad group of neighborhood stakeholders to serve as the steering committee to guide the neighborhood through the development of its Quality of Life Plan. The steering committee should be comprised of key neighborhood stakeholders and leaders and also represent the diversity of the neighborhood (e.g., homeowners, renters, long-term residents, short-term residents, elderly, youth, businesses, organization and agency directors, etc.).
  - **Neighborhood Identity.** A map indicating the boundaries to be included in the development of your Quality of Life Plan.
2. **Participation/Invitation Database.** Completed Excel spreadsheet that identifies all of the individuals who have been invited to and who have attended meetings held during the period. The neighborhood may also note other organizations and stakeholders who will be invited to participate in the development of the community's Quality of Life Plan if the community is selected as one of the pilot neighborhoods. (Template provided).

3. **Copies of:**

- Meeting Invitation Lists with Organizational Affiliation
- Meeting Sign-In Sheets with Organizational Affiliation
- Meeting Agendas
- Meeting Minutes

4. **Convening Agency.** The nomination of one or more local organizations that could serve as the “Convening Agency” for the neighborhood for the duration of the Pilot Program. Please include contact information and indicate whether this organization has the capacity to serve as the fiscal agent for the administration of the Early Action Project.

**Presentation**

For the presentation to the Selection Panel, your neighborhood will have ten minutes to tell your story, including your experience of the neighborhood engagement process and who was involved, the most pressing issues you would like to address, and a description of the initial Early Action Project. Following your presentation, there will be ten minutes for questions and answers by the Selection Panel.

## DeKalb Sustainable Neighborhoods Initiative

### Pilot Neighborhood Selection Process

#### Candidate Communities Identification

Using a standard set of available data, steering committee members' data and funding criteria, seven candidate areas within DeKalb County have been identified.

Data used to identify candidate areas include:

- Eligibility for HUD funding including CDBG and HOME funds
- Middle School and High School Clusters
- Areas already targeted by DeKalb County for assistance under various programs and initiatives
- Communities with established community organizations

#### Target/Pilot Communities Selection

##### **Request for Proposals:**

**Invitation to Participate:** Each of the areas identified as a potential site for consideration of the DeKalb Sustainable Neighborhoods Initiative are invited to submit a proposal using a standard set of guidelines. Information was shared to all known community-based organizations and neighborhood leaders using the ONE DeKalb's network and contacts database.

The candidate communities will be provided with detailed guidelines concerning the submission and selection process at an information session on April 19 (see attached). Letters of intent will be due on May 10. Candidate communities will make a brief presentation to the selection committee the week of May 14. Two pilot communities will be notified and invited to participate in an orientation/kick-off session for the Quality of Life Planning process the week of May 21.

**Resources Available:** Staff from the DeKalb County Department of Human and Community Development and Emory University's Office of University-Community Partnerships will be available to provide guidance to communities regarding the preparation of their letter of intent to participate.

**Lead Agency:** As part of their submission, each candidate area should identify one or two lead agencies for this collaborative effort. This organization will be responsible for leading the communication among the local participants in the DeKalb Sustainable Neighborhoods Initiative, providing fiscal management for any and all funds distributed as part of the DeKalb Sustainable Neighborhoods Initiative, and facilitating collaboration within the area among partners in the DeKalb Sustainable Neighborhoods Initiative.

**Submission:** All materials should be submitted to the DeKalb County Department of Human and Community Development. Electronic files are preferred, but hard copies will be accepted.

**Review Process:**

**Submission:** Proposals and all submitted materials will be distributed in a timely manner to all members of the DeKalb Sustainable Neighborhoods Initiative Steering Committee for review.

**Presentation:** All communities that submitted a proposal will be asked to present their proposal to the Steering Committee at a meeting to be held the week of May 14, 2012. Each presentation will last approximately 20 minutes and should include a basic overview of the proposal. The Steering Committee will discuss with each presenter any questions or additional information they have on the proposal and presentation.

**Additional Information:**

The Steering Committee may request additional information from some or all of the candidate committees.

**Selection:**

The Steering Committee will meet to collectively review and discuss all available information during the week of May 14. At this meeting, the Steering Committee will select two areas as target/pilot areas for the initiative. If a clear consensus is not possible among the Steering Committee members present, a simple vote will be taken with each agency represented make a final determination of the two areas.

All areas that submitted a proposal will be notified of the selected target/pilot neighborhoods as soon as possible.

**Criteria for Selection:**

The Steering Committee will consider the following factors in making their selection:

- Need, as measured by the proportion of residents that meet HUD's definition of low- and moderate-income, and related factors such as eligibility for reduced price meals, school performance, and related indicators of human and physical development;
- Local Capacity, as determined by the number and experience of existing community-based groups, organizations, and agencies. In particular, is there an organization with existing capacity that could serve as the lead entity for coordinating the Quality of Life planning and subsequent project implementation;
- Motivation, as measured by the community's interest and enthusiasm for participating in the initiative and the breadth and depth of community stakeholders that have expressed an interest in participating in the DeKalb Sustainable Neighborhoods Initiative;
- Existing assets and resources, including on-going (or planned) county investments and initiatives.