

**DeKalb Sustainable Neighborhoods Initiative
Submission Template**

A Narrative of no more than five pages describing:

I. Neighborhood Engagement Process

Describe 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 overall 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.

II. Most Pressing Neighborhood Issues

Identify 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.

The three most pressing neighborhood issues or concerns:

- 1.
- 2.
- 3.

The process on how these three issues or concerns were chosen:

III. Early Action Project

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.

IV. Steering Committee

Describe the process used to identify key neighborhood leaders and stakeholders in the creation of a steering committee that represents the diversity of the neighborhood. The purpose of the steering committee is to guide the neighborhood through the development of its Quality of Life Plan.

Narrative Describing Process Used in the Creation of the Steering Committee:

Name all Steering Committee Members / Key Neighborhood Stakeholders (Include Community Affiliation such as Neighborhood Association President, Resident, Business Owner, Etc. :

V. Neighborhood Identity

Identify your neighborhood cluster. Provide a description of the neighborhood boundaries or a map showing the neighborhood boundary to be included in the development of your Quality of Life Plan.

VI. 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.

ADDITIONAL ATTACHMENTS

(Excluded from the five page requirement – no more than 10 total pages of attachments)

1. **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. (Example Below)

Name	Organization	Address	Phone Number	Email Address

2. **Copies of:**

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

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 5:00 p.m., May 10, 2012. E-mailed documents are preferred (rreese@dekalbcountyga.gov). No faxes please.

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.