



CITY OF  
**TOPEKA**

Community Engagement  
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Topeka, KS 66603

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## 2023 TOPEKA DREAMS NEIGHBORHOOD IMPROVEMENT INITIATIVES APPLICATION PROGRAM SUMMARY & GUIDELINES

**Submission Deadline:** Friday, August 19, 2022, 5:00 p.m.

**Application Questions / Technical Assistance:** LaToya Burnett, Senior Community Engagement Coordinator,  
[lburnett@topeka.org](mailto:lburnett@topeka.org) or 785-368-3663

### What is the Topeka DREAMS Neighborhood Improvement Initiatives Program (NIIP)?

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). The program is designed to assist NIAs with improving their neighborhoods through, community collaboration, neighborhood planning, public infrastructure improvements, and affordable housing and housing rehabilitation in low and moderate-income (LMI) neighborhoods of Topeka. This partnership allows for the planning, design, and completion of projects that address current conditions, and the identification of goals for future neighborhood infrastructure, housing, and other quality of life improvements. The City works to implement the priority projects, identified by the community, into the City of Topeka's Capital Improvement Plan, Capital Improvement Budget, and annual Housing and Urban Development (HUD) Community Development Block (CDBG) Funding priorities for neighborhood projects through three initiative levels.

### What are the three initiative levels?

#### **Level 1 – DREAMS 1 Neighborhood (1 NIA awarded Bi-Annually) NOT A GRANT**

***Bi-Annual selection of one active NIA (Intensive Care or At-risk with block group of 2.0 health score) to receive up to \$1.4 million in infrastructure improvement investments + \$150,000 in Utilities Infrastructure Improvements + up to \$330,000 in housing rehab improvements/affordable housing investments.***

As part of the Neighborhood Improvement Initiatives Program (NIIP), up to \$1.4 million of the City of Topeka's Capital Improvement Funding, and \$150,000 of Utilities Funding for public infrastructure improvements, will be invested in one Intensive Care or At-Risk neighborhood (restricted to those with At-Risk block groups in danger of becoming Intensive Care (health scores = 2.0 or lower from latest health update)\* in Topeka bi-annually. Additionally, up to \$330,000 in HUD funding will be invested for housing rehabilitation and potentially affordable housing.

The City of Topeka will coordinate with the recipient neighborhood to develop a Comprehensive Neighborhood Plan that outlines the current conditions of the neighborhood, identifies goals for the future, creates a future land use map, and includes neighborhood-specific elements (e.g., Infrastructure, housing, and other quality of life improvements). Infrastructure funding invested in this program will allow for the implementation of priority projects outlined in the approved Comprehensive Neighborhood Plan.

**Note: The DREAMS 1 Awardee will not receive DREAMS 2 or DREAMS 3 project grants during the current award year.**

**PROGRAM REQUIREMENTS**

1. Neighborhood DREAMS 1 awardee must wait for at least one funding cycle after being awarded to re-apply.
2. Funding priority for projects will be given to infrastructure projects identified in the target area and no more than 5% of the infrastructure budget will be spent on public parks.
3. Funding for park amenities require at least 50% matching funds and should constitute no more than 5% of the overall infrastructure budget. The 50% matching funds may be financed through other sources such as community groups (associations), public and private entities, non-profits, government entities, and Shawnee County Parks and Recreation.

**Current Implementation Schedule:**

| 2022                   | 2023     | 2024   | 2025         |
|------------------------|----------|--------|--------------|
| Application/ Selection | Planning | Design | Construction |

**Level 2 – DREAMS 2 Neighborhoods (Up to 8 NIAs awarded Bi-Annually)**

***Bi-Annual selection of up to four NIAs to receive between \$100,000 up to \$1,000,000 each in infrastructure improvement investments and bi-annual selection of up to four NIAs to receive major/minor housing rehab improvements/affordable housing investments.***

As part of the Neighborhood Improvement Initiatives Program (NIIP), up to \$1.4 million (between \$100,000 up to \$1,000,000 per neighborhood) of the City of Topeka’s Capital Improvement Funding, and \$150,000 of Utilities funding for public infrastructure improvements will be divided and invested into four LMI neighborhoods in Topeka bi-annually. Funding may also be used as local match funding for larger public improvements. Additionally, \$330,000 in HUD housing funds may be awarded to up to four LMI neighborhoods. These housing funds will be awarded for major/minor housing rehab improvements or infill housing on a first-come-first-serve basis by any income-eligible household in the selected neighborhoods. NIAs may also partner with Interested community partners to apply for grants for infrastructure and housing.

The City of Topeka will coordinate with the recipient neighborhoods to develop and implement projects that address current conditions and align with neighborhood goals for infrastructure, housing, and other quality of life improvements.

**PROGRAM REQUIREMENTS**

1. Funding priority for projects will be given to infrastructure projects and no more than 5% of the infrastructure budget will be spent on public parks.
2. Funding for park amenities require at least 50% matching funds and should constitute no more than 5% of the overall infrastructure budget. The 50% matching funds may be financed through other sources such as community groups (associations), public and private entities, non-profits, government entities, and Shawnee County Parks and Recreation.

**Current Implementation Schedule:**

| 2022                             | 2023   | 2024         |
|----------------------------------|--------|--------------|
| Application/ Selection/ Planning | Design | Construction |

**Level 3 – DREAMS 3 Neighborhoods (Multiple NIAs Awarded Annually)**

***The 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.***

The Topeka Neighborhood Dreams Fund is funded through the federal Community Development Block Grant (CDBG) Program and from the City's General Obligation (GO) Bonds. These funds are used to support a variety of small neighborhood-based public projects or local match funds for larger public projects. Projects must be located within predominately low/moderate-income (LMI) neighborhoods. Program priorities include community engagement, infrastructure improvements, and neighborhood empowerment and pride. \$200,000 (\$60,000 (CDBG) and (\$140,000 (GO) Bonds)) is available to award grants ranging from \$1,000 up to \$50,000 annually in this program. NIAs may also partner with Interested community partners to apply for grants.

**Implementation Schedule:**

| 2022                   | 2023                             |
|------------------------|----------------------------------|
| Application/ Selection | Projects Implemented/Constructed |

***Note: Estimated funding indicated for all program initiatives is subject to change based on final authorization provided by the Federal Department of Housing and Urban Development (HUD) and/or authorization of the City of Topeka's Governing Body.***

## TENTATIVE APPLICATION PROCESS SCHEDULE

| <b>Date</b>          | <b>Activity</b>   |
|----------------------|---|
| May 18, 2022         | Informational Workshop & Applications Available   |
| June 6-9, 2022       | <p>Neighborhood Planning, Priorities, &amp; Goals Consultation Meetings – <b><u>NIA sign-up deadline – May 13</u></b></p> <ul style="list-style-type: none"> <li>• Review current neighborhood plans</li> <li>• Propose/discuss changes to current plans</li> <li>• Discuss ideas for potential neighborhood projects</li> </ul>  |
| June 13-16           | <p>Parks &amp; Recreation Projects Consultation Meetings – <b><u>NIA sign-up deadline May 20</u></b></p> <ul style="list-style-type: none"> <li>• Review current neighborhood park plans</li> <li>• Discuss ideas for proposed projects</li> <li>• Staff determine/provide feasibility, scope, project budget, and other project requirements</li> </ul>  |
| June 21-23, 2022     | <p>Neighborhood Projects Consultation Meetings – <b><u>NIA sign-up deadline May 20</u></b></p> <ul style="list-style-type: none"> <li>• Discuss ideas for proposed projects</li> <li>• Staff determine/provide feasibility, scope, project budget, and other project requirements</li> </ul>  |
| July 13, 2022        | <p>Housing Services Workshop – <b><u>NIA sign-up deadline July 1</u></b></p> <ul style="list-style-type: none"> <li>• Learn more about eligibility for Housing Rehab Programs (Major &amp; Minor Rehab, Other Housing Services Programs)</li> </ul>   |
| July 29, 2022        | <p><b>Applications due to Community Engagement: by hand delivery/mail to 215 E 7<sup>th</sup> Street, 1<sup>st</sup> Floor, Suite 150; or electronically to <a href="mailto:lburnett@topeka.org">lburnett@topeka.org</a> by 5:00 p.m.</b></p> <p><b><i>*must include all necessary scope and budget estimates and project recommendations provided by City, County, State, Federal, partnering entities, etc.</i></b></p>   |
| September 3, 2022    | <p>CAC Selection</p> <ul style="list-style-type: none"> <li>• DREAMS 1 NIA (One Intensive Care or At-Risk neighborhood) up to \$1.4M infrastructure + \$150,000 utilities &amp; \$330K Housing</li> <li>• DREAMS 2 NIAs up to Four NIAs selected to receive between \$100,000 - \$1M infrastructure and utilities (as needed up to program max of \$1.4M infrastructure + \$150,000 utilities). Up to Four NIAs to receive housing funds (as needed up to program max of \$330,000).</li> <li>• DREAMS 3 NIAs (Multiple NIAs) Annual Program Fund Project Grant Awards between \$1,000 - \$50,000.</li> </ul> |
| October 4 & 11, 2022 | City Council Meetings   |

- 10/4 - Presentation to City Council
- 10/11 – Tentative City Council Approval

## **PROGRAM APPLICATION**

**Submission Deadline: Friday, July 29, 2022, 5:00 p.m.**

### NEIGHBORHOOD IMPROVEMENT ASSOCIATION INFORMATION

Click on the gray field boxes below to answer each question. Do not use 'Tab' on your keyboard.

|   |  |               |  |
|---|--|---------------|--|
| <b>Applying Organization:</b>                               |  |               |  |
| <b>Application Date:</b>                                    |  |               |  |
|   |  |               |  |
| <b>President/Director:</b>                                  |  | <b>Phone:</b> |  |
| <b>Address:</b>   |  |               |  |
| <b>E-mail:</b>  |  |               |  |
|   |  |               |  |
| <b>Grant Contact Person</b><br>(If different from above):   |  | <b>Phone:</b> |  |
| <b>Address:</b>   |  |               |  |
| <b>E-mail:</b>  |  |               |  |
|   |  |               |  |
| <b>Project Contact Person</b><br>(If different from above): |  | <b>Phone:</b> |  |
| <b>Address:</b>   |  |               |  |
| <b>E-mail:</b>  |  |               |  |

### APPLICATION SUMMARY

|  |   |   |   |
|--|---|---|---|
| <b>This application is for funding consideration of</b><br>(select all that apply)<br><b>NOTE: You must submit a separate application if you are applying for multiple projects)</b>   | <input type="checkbox"/> Level 1/ DREAMS 1 – <b>NOT A GRANT</b> | <input type="checkbox"/> Level 2 / DREAMS 2 Project | <input type="checkbox"/> Level 2 / DREAMS 2 Housing Rehab Program |
|  | <input type="checkbox"/> Level 3 / DREAMS 3 Project             |   |   |
| <b>Neighborhood Rating</b><br>(as defined in the 2020 Neighborhood Health Map):  | <input type="checkbox"/> Intensive Care Neighborhood            | <input type="checkbox"/> At-Risk Neighborhood       | <input type="checkbox"/> Out-Patient Neighborhood                 |
|  | <input type="checkbox"/> Healthy Neighborhood                   |   |   |
| <b>For Project Applications Only</b>   |   |   |   |
| <b>Project Title:</b>  |   |   |   |
| <b>Project Location &amp; Address:</b>   |   |   |   |
| <b>Project Priority</b><br>(Rank if submitting more than one project application):   |   | <b>Total Amount Requested for Project:</b>          |   |
| <b>Conflict of Interest should be avoided in the recommendation and decision-making process. Applicants shall not sit on the recommendation and decision making committees that make the selection of TOPEKA DREAMS NIIP recipient neighborhoods</b> |   |   |   |

**LEVEL 1 / DREAMS 1 PROGRAM PROPOSAL FOR LEVEL 1 / DREAMS 1 APPLICANTS**

|    |   |
|----|---|
| 1. | What changes would have the greatest impact on improving your neighborhood? Include general changes as well as any specific changes to public/private areas of your neighborhood.   |
|    |   |
| 2. | Describe how these changes would impact and/or possibly benefit your neighborhood.  |
|    |   |
| 3. | Describe the existing positive features of the neighborhood which, if enhanced, would positively impact the neighborhood. Include any recent or potential investment/development that TOPEKA DREAMS NIIP efforts could capitalize on. |
|    |   |
| 4. | Describe any conditions or issues that pose potential limitations to successfully revitalizing your neighborhood.   |
|    |   |

**LEVEL 2 / DREAMS 2 HOUSING REHAB & AFFORDABLE HOUSING PROGRAM PROPOSAL**

|    |  |
|----|--|
| 1. | What is the target area for Housing Rehabilitation in your neighborhood? (specific blocks) |
|    |  |
| 2. | What is the 2020 health rating for housing in the target area?                             |
|    |  |
| 3. | What is the 2020 median income within the target area?                                     |
|    |  |
| 4. | What is the percentage of owner-occupied homes in the target area?                         |
|    |  |
| 5. | What is the percentage of rental occupied homes in the target area?                        |
|    |  |

## PROJECT PROPOSAL FOR LEVEL 2 OR LEVEL 3 DREAMS APPLICANTS

|    |  |
|----|--|
| 1. | <b>Describe the project that your organization is applying for? Why is this project important for your neighborhood?</b>             |
|    |  |
| 2. | <b>Is this a new project for your organization or something you have done before? Please describe any previous related projects.</b> |
|    |  |
| 3. | <b>Are there plans to continue this project or future related projects? Please describe any future related projects.</b>             |
|    |  |



|           |   |
|-----------|---|
|           |   |
| <b>4.</b> | <b>Describe how this project fits in with your Neighborhood Plan or neighborhood improvement goals?</b>   |
|           |   |
| <b>5.</b> | <b>Please describe how your organization chose this project and which stakeholders were involved in this decision. Note: Stakeholders may include: residents, community groups (associations), institutions (established non-profits, public institutions, and private institutions), local businesses, etc.</b>  |
|           |   |
| <b>6.</b> | <b>Please list any partners that your organization is planning to work with on this project and how they will be involved. Note: Partners may include: individuals, community groups (associations), institutions (established non-profits, public institutions, and private institutions), local businesses, City, County, State, or Federal government agencies, etc.</b> |
|           |   |

|    |   |
|----|---|
|    |   |
| 7. | Has your organization sought volunteers, private funds, other government funds, in-kind materials, or services for this project? If yes, please describe below.   |
|    |   |
| 8. | Topeka DREAMS funding is for projects that get residents engaged in helping their neighborhoods become safer, vibrant, cleaner, and more attractive. Projects should also foster connections and partnerships between neighbors and local organizations. Explain what you hope this project might inspire residents and local organizations to do in your neighborhood. |
|    |   |

## LEVEL 2 OR 3 DREAMS PROJECT BUDGET

**State the total proposed costs and budget (including any additional pending or awarded funding) for this project below. Attach ALL supporting estimates, quotes, and any documentation from other funding sources for the TOTAL project budget.**

| Expense Items | Grant Funds Requesting | Additional Received or Pending Funds | Total Anticipated Costs |
|---------------|------------------------|--------------------------------------|-------------------------|
|               |                        |                                      |                         |
|               |                        |                                      |                         |
|               |                        |                                      |                         |
|               |                        |                                      |                         |
|               |                        |                                      |                         |
|               |                        |                                      |                         |
|               |                        |                                      |                         |
|               |                        |                                      |                         |
|               |                        |                                      |                         |
| <b>Totals</b> |                        |                                      |                         |

List all additional sources of funding. If the amount has been awarded, it is received. If you are applying for, or if the funding award is pending, the amount is pending.

| Additional Funding Sources | Amount Received | Amount Pending | Total Additional Funds |
|----------------------------|-----------------|----------------|------------------------|
|                            |                 |                |                        |
|                            |                 |                |                        |
|                            |                 |                |                        |
|                            |                 |                |                        |
|                            |                 |                |                        |
|                            |                 |                |                        |
| <b>Totals</b>              |                 |                |                        |

## THANK YOU!!!

Please attach all required documents to your application.  
You may also attach any of the optional documents listed below.

### REQUIRED

1. Project Budget (Use Form Provided. *See pg. 11*) & Supporting Project Budget Quotes, Engineer Estimates, Additional Funding documentation, etc.
2. Approval letters (*if required – City, County, State, Federal, property owner, etc.*)
3. Documentation of how the stakeholders were notified about the project (flyers, newsletters, etc.)
4. Documentation of how the stakeholders were included in the decision of the project (meeting minutes, notes, meeting attendance, etc.)

### OPTIONAL

5. Supporting signatures of stakeholders in the impacted area (You may use the template provided and make copies as needed. *See pg. 13*)
6. Letters of support from stakeholders
7. Relevant pictures, maps, and other documentation related to your project

## 2023 TOPEKA DREAMS NEIGHBORHOOD IMPROVEMENT INITIATIVES

### Petition of Support for Proposed Project

Project Title & Brief  
Summary:

Action petitioned for:

*We, the undersigned support this project and feel that it will benefit all neighborhood residents as well as other citizens of the Topeka community. We would like to see this project implemented in our neighborhood.*

| #  | DATE | PRINTED NAME | SIGNATURE | ADDRESS |
|----|------|--------------|-----------|---------|
| 1  |      |              |           |         |
| 2  |      |              |           |         |
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