**ABC Neighborhood Council**

***Scope of Work***

ABC Neighborhood and ABC Neighborhood residents have been negatively impacted by the COVID-19 pandemic. The ABC Neighborhood Council is proposing the following activities that will assist the community and community residents in recovering from the pandemic. Neighborhood Councils are the primary means of two-way communication between local government and Springfield residents. In order for this communication method to function effectively, it is necessary to ensure that ABC Neighborhood Council is an entity that residents utilize both a trusted source of local

**The ABC Neighborhood Council proposes:**

1. **Monthly Meetings:** The ABC Neighborhood Council will hold (#) fully advertised Neighborhood Council Community meeting(s) monthly for the duration of the agreement. Neighborhood Council meetings will be advertised on ABC Neighborhood Council’s Facebook Page, Website, through flyers distributed to residents, etc. Meetings will include updates from residents regarding neighborhood concerns/issues, planning for events, information regarding planned/scheduled public projects, etc. The ABC Neighborhood Council will notify the City of Springfield of the dates and locations of the meetings so they can be publicized as the city deems necessary and appropriate.
2. **Neighborhood Events:** Hold (\_\_\_) neighborhood Events. These events will take place at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These events will bring together neighborhood residents that have been unable to gather due to COVID-19 restrictions. It increases community awareness and engagement and allows residents to get to know their neighbors that they might not otherwise have met or interacted with during COVID. Events will provide an opportunity to update residents on neighborhood activities, planned public projects, to solicit new membership, discussion of quality of life issues and resources, information regarding public, etc. and to solicit households within our neighborhoods to increase awareness, encourage participation and discuss quality of life issues and resources. In addition, we will hold open office hours and individual appointments as needed. We will gather contact information for future outreach opportunities and information sharing. Events will include the following:
   * (#)Ice Cream Socials – The neighborhood council will provide ice cream and supplies in order to host (#) of ice cream socials for neighborhood residents. Socials will take place at the neighborhood triangle and will allow people to get to know their neighbors.
   * (#)Front Yard Gatherings – In order to increase neighborhood awareness and engagement, (#) residents will host neighbors in their front yards. Refreshments will be provided by the neighborhood council.
   * (#) ABC Neighborhood Night Out – To increase interaction between neighbors and prevent crime, the ABC Neighborhood will partner with the Springfield Police Department to offer the ‘Night Out’. It will include outdoor activities, games, refreshments, etc.
3. **Neighborhood Council Office Hours:** The ABC Neighborhood Council will utilize funding to hold open office hours to engage neighborhood residents and allow us to provide walk-in navigation services for residents to help them address issues they may be experience, or to assist them in navigating available public services. This will include providing technical and/or application assistance for residents/businesses seeking city funding. Funding will be utilized to compensate and staff person to be present during office hours and to publicly advertise the office hours to residents. ABC Neighborhood Council will provide regular reporting regarding the number of residents assisted during office hours and activities they were assisted with.
4. **Pop-Up Events at Local Businesses:** In order Set up a table where council members will engage with residents one on one and hand out neighborhood council logoed reusable grocery bags that contain literature of the council. We will utilize and network with local grocery stores, businesses, churches, and libraries to set up these events. We will also hold pop-up events at our council office/park with handouts and other appropriate information for neighbors. The ABC Neighborhood Council anticipates hosting (#) pop-up events.
5. **Welcome Bags for New Home Purchasers:** A local realtor will provide to us, bimonthly or monthly, the residential addresses that have recently been sold. We will outreach in the appropriate method - in person, door visit, email, mail etc. Some items include the welcome bag; good neighbor handbook, magnet and other appropriate material.
6. **Improving Digital Capacity and Communication:** The ABC Neighborhood Council proposes purchasing of necessary technology equipment and licenses in order to increase the council’s digital communications with residents. The COVID-19 Pandemic and related shutdowns have made it necessary for the ABC Neighborhood Council to increase its’ digital capacity/reach. The ABC Neighborhood Council will purchase (#) computers to allow be utilized by the council. Activities will include creation of handouts, literature, schedules, meeting agendas, newsletters. It will allow for outreach through social media and updating the ABC Neighborhood Council website. The ABC Neighborhood Council will purchase a zoom license so monthly meetings can be accessible to residents both in-person and on the computer from their homes. The ABC Neighborhood Council will also utilize funding to host a website that will provide updates, meeting and event schedule to neighborhood residents.
7. **Overhead Costs:** The ABC Neighborhood Council understands it is important to have a visible and physical location and monthly meeting space. The neighborhood council will lease Unit 1 at 123 Main Street for (#) months for neighborhood council activities and so there will be a visible, accessible meeting location that neighborhood residents can walk to and/or access by public transit.
8. **Outreach Stipends:** The ABC Neighborhood Council recognizes that the most effective way to engage neighborhood residents in neighborhood activities is face-to-face. Therefore the ABC Neighborhood Council would like to pay residents to go door-to-door and distribute literature and/or information about the neighborhood council. The neighborhood council anticipates paying each outreach worker $\_\_\_\_\_/Hour. Outreach workers will submit timesheets that will be submitted to the City of Springfield.
9. **Literacy Improvements:** The ABC Neighborhood Council recognizes the learning loss that children experienced during COVID related shutdowns and distance learning. Additionally, many residents of ABC Neighborhood have limited financial need to purchase reading material. In order to address this need the ABC Neighborhood Council will Distribute Free Children’s Books. The children’s books will include free bookmarks that are branded with the ABC Neighborhood Council contact information to allow for increased awareness of the ABC Neighborhood Council. The bookmarks will also be distributed at our library and other libraries as appropriate. In addition, the book marks will be put in all Springfield Book Exchange book boxes.
10. **Advertisement:** To ensure that ABC Neighborhood Council is engaging neighborhood residents, the ABC Neighborhood Council will utilize funding to advertise meetings and events on social media and/or in the local newspaper.
11. **Neighborhood Cleanups:** The ABC Neighborhood Council will utilize funding to conduct (3) neighborhood cleanups. It will include cleanup of ABC Neighborhood Park. The funding request will fund supplies for the cleanup, including trash bags, gloves, vests for volunteers, and disposal of all waste. This will help ensure that
12. **Neighborhood Newsletters:** Neighborhood Newsletters to all residential (#) addresses in ABC Neighborhood in English and Spanish. This multi-page publication will contain a wealth of information about current happenings in the neighborhood, ways to get involved, updates on public projects, available public funding resources, contact information for resolving specific issues, etc.
13. **Door Hangers:** ABC Neighborhood Council will print (#) doorhangers to be distributed to residents to inform them/invite them to upcoming events. Door hangers will contain neighborhood council contact, social media and website information for residents.
14. **Bridging the Digital Divide:** The ABC Neighborhood Council recognizes how the COVID-19 pandemic isolated seniors and those that do not have access to technology to seniors. Therefore the ABC Neighborhood Council will purchase (3) computers, (2) tablets that will be available for public use during classes and office hours. The ABC Neighborhood Council will utilize tech savvy neighborhood residents to provide instruction to seniors/residents on how to utilize computers, smartphones and tablets to better access public and private services. Instruction will include internet use, app use, navigating public websites, emailing, etc. The ABC Neighborhood Council will also utilize funding to compensate instructors for their time.
15. **Neighborhood Business District Flower Baskets:** The ABC Neighborhood Council understands that small neighborhood businesses experienced severe impacts due to the COVID-19 pandemic. In order for a neighborhood to be vibrant and thriving, it must foster a welcoming business environment that is attractive for customers. The ABC Neighborhood Council will utilize funding to purchase hanging flower baskets on (#) light-posts along \_\_\_\_\_\_\_\_\_\_ Street to help draw attention to the neighborhood business district, improve curb appeal and ultimately assist businesses in increasing their customer base. The Neighborhood Council will purchase (#) hanging flower baskets. The selected vendor will be responsible for installation of all baskets, flowers and maintenance of the baskets, including regular watering for a period of (#) months.