
MEMORANDUM

TO: NEIGHBORHOOD COUNCILS

FROM: TINA QUAGLIATO SULLIVAN, CITY OF SPRINGFIELD

SUBJECT: \$100K NEIGHBORHOOD COUNCIL FUND

As you may be aware on April 7, 2022 Mayor Domenic Sarno announced that he would be allocating \$1.8 million in funding directly to the following eligible neighborhood councils/associations:

1. Atwater Park Civic Association
2. Armoury Quadrangle Civic Association
3. Bay Area Neighborhood Council
4. East Forest Park Civic Association
5. East Springfield Neighborhood Council
6. Forest Park Civic Association
7. Hungry Hill Neighborhood Council
8. Indian Orchard Citizens Council
9. Maple-High/Six Corners Neighborhood Council
10. McKnight Neighborhood Council
11. New North Citizens Council
12. Old Hill Neighborhood Council
13. Outer Belt Civic Association
14. Pine Point Community Council
15. 16 Acres Civic Association
16. South End Citizens Council
17. Upper Hill Residents Council
18. Lower Liberty Heights Neighborhood Council

Each council will be eligible for a contract up to \$100,000 from which they will be able to draw eligible expenses. Enclosed with this memo provides a listing of eligible categories for councils to review.

The City of Springfield will hold a virtual question and answer technical assistance session on June 15, 2022 at 6pm for all interested neighborhood councils. This will allow neighborhood councils adequate time to schedule and undertake a preliminary review of eligible funding categories. The link for the question and answer sessions will be automatically emailed to each neighborhood council. Councils are not required to register *unless* councils want the link sent to an email address that we do not have on file. The technical assistance session will be recorded, and made available on our YouTube page/website for councils that are unable to attend. If the date of this session needs to be altered for unforeseen reasons, all neighborhood councils will be notified by email at the address we have on record.

Each neighborhood council will be responsible for consulting with board members and residents to develop a detailed “scope of work” and budget for their \$100,000 allocation. The City of Springfield will provide necessary technical assistance to neighborhood councils around development of the scope and budget. Budgets and scopes will be reviewed and approved by the City of Springfield for accuracy and eligibility. The approved budget and scope will form the basis of a contract signed by authorized neighborhood council representatives and city departments. The process for neighborhood council requests that may involve the city undertaking work with this funding allocation may differ. The City anticipates paying this funding out in a combination of small reimbursements or small advance payment increments, that will vary by activity and financial situation of each neighborhood council. All payments will be for supported, eligible and agreed upon expenses. The City anticipates developing standardized forms for payment requests to assist neighborhood councils seeking payments. Councils may be required to obtain multiple quotes for certain purchases/activities in order to comply with federal procurement requirements, the City anticipates providing assistance to councils on determining when this will be necessary.

Please note *this memo is not authorization to begin spending funds, expenses that occur prior to an executed contract will not be eligible for reimbursement.*

Questions regarding this memo and/or this funding allocation may be directed to Tina Quagliato Sullivan at tquagliato@springfieldcityhall.com or via phone at (413)750-2114 and Ed Whitley at ewhitley@springfieldcityhall.com at (413)750-2174.

We look forward to working with each neighborhood council on this unique funding opportunity!

Eligible Categories

- Activities, programs and/or purchases that would increase awareness and participation in the neighborhood councils (particularly increasing participation among low-income residents)
- Activities, programs and/or purchases that will improve digital and/or virtual communication and transparency with residents, including but not limited to:
 - website creation and/or updates
 - Zoom subscriptions for virtual meetings
 - Purchase of updated technology for the neighborhood council (laptops, computers, printers, scanners, copiers, software) to help improve communication with residents and between residents and public services
 - Creation of social media pages/social media advertising of meetings/activities
- Activities, programs, workshops that would increase digital literacy and computer access among impacted residents
- Activities, programs, workshops that would increase financial literacy among impacted residents
- Activities that would help connect residents with employment and/or workforce training
- Creation of neighborhood business directories to assist neighborhood businesses in recovering from the pandemic
- Creation of neighborhood housing directories, particularly affordable housing resources
- Any activity that would improve health outcomes among impacted populations (i.e. neighborhood walks/runs, exercise classes/groups, nutrition classes/info, community vegetable gardens, sports tournaments, transport for residents to medical appointments or grocery shopping when fresh food isn't available locally, farmers markets, food pantries/distribution, etc.)
- COVID-19 awareness/prevention activities/testing and/or supplies, including providing transport for residents to appointments or vaccine clinics, distributing testing supplies, assisting residents in navigating public health resources related to COVID-19
- Neighborhood cleanups and/or improvements of vacant lots, parks, public spaces
- Activities or programming that helps residents/businesses navigate and/or access neighborhood council services, government, social or public services, mental health, domestic violence services, including providing information, assistance or guidance for residents and businesses applying for public funding/grants/loans
- Activities or programming that will assist the City and/or councils provide better outreach and engagement to residents regarding public programs, services, funding, etc.
- Façade/Signage/Lighting Improvements to exterior of Council buildings to improve visibility and access.
- Ventilation system upgrades for existing public council facilities

Councils that are 501(c)(3) non-profits and that have experienced financial hardship tied to COVID-19

- Operating costs related to COVID-19 related financial hardship
- Replacement of lost dues or donations due to COVID