There is a need for every eligible neighborhood council or civic association inclusive of Board members and residents of the particular neighborhood to develop a detailed “scope of services” and potential budget for the use of the allotted $100,000.00 Neighborhood Stabilization Fund.

The best way to satisfy this requirement is to obtain public input from the residents of your particular neighborhood. Each neighborhood council will be required to document their attempts to solicit public input into how the funding will be allocated for the benefit of the neighborhood.

**RECOMMENDED PRACTICES**

* **Maintain Meeting Minutes:** Neighborhood councils should maintain meeting minutes that detail any public discussion and/or input received regarding proposed uses of funding.
* **Solicit Public Input:** This could be done by encouraging residents to submit their suggestions at public emails, via email to the neighborhood council email, written and/or mailed in, submitted as comments on a website.
* **Advertise Meetings Publicly:** This would include things like social media, email; mailings; community newspaper(s); canvassing the neighborhoods with fliers; posting notices in popular public places throughout the neighborhood and of course “word of mouth”) 😊
* **Hold Meetings In-Person and Virtually and/or Provide Recordings of Meetings**: Utilizing technology to increase participation in meetings. This could include hosting meetings live on a digital platform that is accessible to the public and/or could include recording meetings and making them available on digital platforms, such as YouTube or a similar application where the meetings could be viewed afterwards by members of the public who could not attend.
* **Bilingual Advertising**: Provide information regarding how residents can solicit input and/or advertising meetings in English and Spanish.
* **Neighborhood Council Board**: After soliciting public opinion, the elected board of the neighborhood council should take a vote approving the requested use of the funding.

Overall, the process should be transparent and everyone in the applicable neighborhood should have the ability to at least give input or at least see what input was given on how the monies could or should be spent within the limitations of ARPA federal regulations.

This entire activity should also be a tool to keep neighborhood residents informed of the councils’ activities.

Please utilize this form to provide as much information as possible on how public input in regard to the Neighborhood Stabilization Grant was obtained.

**Name of the council or civic association:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PUBLIC MEETINGS**

**Provide Date(s) of the Public Meeting(s):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provide Time(s):**

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**Location of Public Meeting(s):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of residents that attended (In person and/or virtually)**:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What digital forums were utilized for this public meeting?

* Zoom
* Facebook Live
* YouTube
* Other: \_\_\_\_\_\_\_\_\_\_\_\_

How was the meeting publicized (please check all that apply)?

**TRADITIONAL**

* Local News Stations
* Newspaper Publication
* Next Door
* Council Newsletters
* Emails
* Canvassing Neighborhood (Fliers)
* Mailings

**SOCIAL MEDIA**

* Whatsapp
* Facebook Messenger
* Instagram
* Tik Tok
* Reddit
* Snapchat
* Twitter
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would a person that could not attend obtain the meeting information?

* You Tube (Please provide link)
* Zoom Recording
* Facebook Live Recording
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SOLICITATION OF PUBLIC INPUT**

**Please describe any other ways (besides public meetings) that public input was solicited:**

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**NEIGHBORHOOD COUNCIL BOARD APPROVAL**

**Provide Date(s) that the Neighborhood Council Board Voted to Approve Proposed Budget:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provide the List of Board Members that Voted and How they Voted:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**DOCUMENTATION & CONTACT**

Please return this form once completed to the following:

**Office of Neighborhood Services/ Disaster Recovery & Compliance**   
Attn: Ed C Whitley

1600 East Columbus Avenue, Springfield, MA 01103

[Ewhitley@springfieldcityhall.com](mailto:Ewhitley@springfieldcityhall.com)

Phone: 413-750-2114

Fax #: 413-787-6524

Neighborhood Councils will be required to provide documentation of all of the activities listed in this form prior to contract approval.