**CFDA Number:** 14.889: Choice Neighborhoods   
**Opportunity Number:** FR-5415-N-25: Choice Neighborhoods Initiative – Round 1 NOFA   
**Competition ID:** IMPLEMENTATION-25B  
**Competition Title:** Choice Neighborhoods Initiative – Round 1 NOFA  
**Agency:** US Department of Housing and Urban Development   
**Opening Date:** 08/26/2015  
**Closing Date:** 10/26/2015

**EXHIBIT A**

# Executive Summary

Roane Management Group (RMG) seeks $65,000 to fund an **innovative Community Leadership Training program** for under-served urban and revitalized neighborhoods in District 7 and District 3 of Virginia. The program will serve the Bellemeade, Blackwell, Carver, Swansboro, Highland Park and Church Hill areas, teaching low and moderate income residents the opportunity to become their neighborhood leaders. These training sessions will introduce them to City government, Council meetings, developing Home Owners and Renters Associations as well as professional development and code enforcement.

## A. Organizational Overview

Roane Management Group's mission is to educate residents of revitalized and economically affected communities the capability to become neighborhood leaders. This training enables residents to take pride and have a sense of community where they reside. Located in Central Virginia, the neighborhoods of Bellemeade, Blackwell, Carver, Swansboro, Highland Park and Church Hill are ethnically diverse low-income communities that had been largely left behind in the economic boom that had previously transformed neighboring communities. Roane Management Group offers an opportunity to allow those particular residents to maintain their revitalized and renovated community homes and apartments through forming associations and maintaining a positive relationship with city officials and neighboring communities.

## B. Description of Programs

Roane Management Group works to bring leadership training to the residents of urban developments and revitalized neighborhoods in District 7 and District 3:

# EDUCATION

Roane Management Group currently completed a Neighborhood Leadership session for the City of Jacksonville. With 45 enrolled residents from multiple urban communities, many maintained perfect attendance, with 95% graduation. With the success of this Neighborhood Leadership workshop, RMG seeks to extend this opportunity to the under-represented communities in the Central Virginia area.

# ACCESS

To ensure all interested individuals can access the training sessions, each neighborhood session will be held at their prospective community center. In the event that the neighborhood does not have a community center, the closest community center will be utilized.

## C. Population Groups Served

Roane Management Group plans to serve people of all ages and backgrounds in the Bellemeade, Blackwell, Carver, Swansboro, Highland Park and Church Hill areas.

## D. Project Description

Roane Management Group (RMG)seeks $65,000 to fund 6 workshop sessions, provided every 9 weeks for 1 day per week, over a 6-month period. RMG’s approach is very aggressive in targeting this population as research purports that the earlier a person is introduced to community leaderships and actions, then the more engaged and creative they are in their efforts to incorporate city, state, federal and neighborhood resources for achievement of economic independence and community wellness. In order to cultivate this willingness to learn and implement available sources and options, RMG developed an educational approach that integrates the following elements:

* **Low instructor to attendee ratio:** We work with an average of 25 individuals at a time. This allows us to provide each participant with individualized attention.
* **Project-based approach:** Each of our sessions take the form of a project. While working on a project, attendees develop a variety of professional skills. We believe that the project approach provides a meaning and a context to the learning process.
* **Flexibility:** As a community-based organization, RMG explores issues not regularly experienced in most communities. Although there are learning objectives and session content developed for all workshops, there is the opportunity to explore issues that present during the course of a session and allow for deviation from the originally planned content as appropriate.
* **Technology as a tool:** While technology-literacy is one of the workshop goals, technology is a robust enabling tool that supports critical thinking and other key developmental skills.

RMG’s Community Leadership Workshops are delivered to individuals over a 9-week period, with one workshop per week for 3 hours each, and cover:

1. **Introduction** – Introductions of the presenter, participants, and the Community Leadership Toolkit.
2. **Meetings** – How to organize and execute a community meeting, leadership styles, goal setting, team building, Robert’s Rules of Order, etc.
3. **Safety** – Highlights CPTED (Crime Prevention Through Environmental Design), CFMFH (Crime Free Multi Family Housing), Conflict Resolution, Sheriff’s Advisory Council, Citizens Emergency Response Team, Neighborhood Watch, Weed and Seed and other community-specific programs.
4. **Communication** – Using the city’s Web site to locate and share information, how to create websites, newsletters, flyers and other digital communication tools.
5. **CDBG/Non-Profits** – Basics on how to apply for Community Development Block Grant (CDBG) funds and obtaining 501(c)(3) Non-Profit tax status.
6. **Government in Action** – Attending a City Council Meeting and electing a spokesperson for the public comment portion of the meeting to describe the workshop’s impact to the group. All participants will stand to be acknowledged by City Council Members. After the public comments, participants will reassemble in the workshop room to learn about government structure and how to collaborate with City Departments in regards to issues pertaining to their neighborhoods.
7. **Bus Tour** –The bus tour focuses on neighborhood improvements, challenges, concerns, as well as community development and redevelopment highlights. Neighborhood Leadership Network members will also participate.
8. **Planning and Zoning** - How the city’s planning and zoning affects participants and their neighborhood, and how to become actively involved.
9. **Graduation** – Certificate of Participation (Completion) and Perfect Attendance recognition.

## E. Project Evaluation

*Attendance sheets for all sessions*: Attendance sheets are compiled into weekly program reports. These reports determine participant program completion details.

*Allowing participants who missed sessions the option for make up*: There are several ways for an attendee to make up a missed session. Participants can attend a community meeting or city council meeting to make up for a missed workshop session.

*Maintaining a portfolio for each workshop*: RMG maintains a community portfolio for each workshop, which includes the participants’ ability to become a neighborhood leader. This portfolio is leveraged during the follow up conversation with participants after they have completed all required sessions.

## F. Budgets

Roane Management Group requests $65,000 to cover expenses incurred during the training sessions. There will be a total of 6 completed sessions given over a 6-month period.

Roane Management Group will assist with marketing the program to the prospective neighborhood residents.

# EXHIBIT B

## B.1 MEMORANDUM OF UNDERSTANDING

WHEREAS, **Roane Management Group**, **McIntosh & Associates, LLC** and **Neighborhoods in Bloom** are collaborating to develop an application for the **Choice Neighborhoods** grant; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which **Roane Management Group** is the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a **Memorandum of Understanding (MOU)** setting forth the services provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to U.S. Department of Housing and Urban Development, Public and Indian Housing on or before **10/26/2015**;

### I) Description of Partner Agencies

*For each member of the collaborative,* ***EXHIBIT C*** *provides background on the organizations and all relevant work regarding Community Leadership Training program for under-served urban and neighborhood revitalization.*

### II) History of Relationship

1. ***EXHIBIT D*** *provides a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship initiated and when each partner joined the collaboration.*
2. ***EXHIBIT E*** *describes potential changes in the collaboration, including an explanation and description of any new or additional partners for future needs.*
3. ***EXHIBIT F*** *outlines the critical and long-range goals of the collaboration.*

### III) Development of Application

1. ***EXHIBIT G*** *discusses the circumstances under which this application is created and how recent collaboration aided in the development of this application.*
2. ***EXHIBIT H*** *specifies the extent of each party’s participation in developing the application.*

### IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as stated in **EXHIBIT I**:

1. *The roles and responsibilities each organization will assume to ensure the success of the proposed project*
2. *The resources each partner will contribute to the project through time, in-kind contribution, and with the use of grant funds (e.g., office space, project staff, training)*
3. *Identification of representatives of the planning and development team responsible for planning, developing, and implementing project activities and the collaboration plan*
4. *Demonstrate a commitment on the part of all partners to work together to achieve stated project goals and to sustain the project once grant funds are no longer available*

**Roles and Responsibilities Summary**

*Roane Management Group*will provide **administrative support and project management** to deploy workshops for low and moderate income residents the opportunity to learn how to become neighborhood leaders.

*McIntosh & Associates, LLC*will provide **assistance and execution to deploy** **workshops** for low and moderate income residents the opportunity to learn how to become neighborhood leaders.

*Neighborhoods in Bloom*will provide **support and execution of the** **community bus trip portion** of the workshop for low and moderate income residents the opportunity to learn how to become neighborhood leaders.

*Roane Management Group and Neighborhoods in Bloom* will collaborate to **provide administrative support, project management, and execution of the community bus trip portion** of the workshops for low and moderate income residents the opportunity to learn how to become neighborhood leaders.

*McIntosh & Associates, LLC and Neighborhoods in Bloom* will collaborate to provide **administrative support and execution of the** **community bus trip portion** of the workshop for low and moderate income residents the opportunity to learn how to become neighborhood leaders.

***V) Timeline***

The roles and responsibilities described above are contingent on **Roane Management Group** receiving funds requested for the project described in the grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated as **01/01/2016** through **12/31/2016**.

***VI) Commitment to Partnership***

1. The collaboration service area includes **District 7 and District 3 of Virginia: Bellemeade, Blackwell, Carver, Swansboro, Highland Park and Church Hill.**
2. The partners agree to collaborate and provide **workshops for low and moderate income residents the opportunity to learn how to become neighborhood leaders** and introduce participants to City government, Council meetings, developing Home Owners and Renters Associations as well as professional development and code enforcement. the program narrative of the grant application attached to this agreement.
3. Compensation for McIntosh & Associates, LLC and Neighborhoods in Bloom partners' contribution to this project is provided as outlined in the attached **EXHIBIT J - Budget Detail Worksheet.**
4. We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

|  |  |
| --- | --- |
| By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director, **Roane Management Group**  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director, **Neighborhoods in Bloom**  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director, **McIntosh & Associates, LLC**  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |