



SAFE PLACES, ACTIVE SPACES!

**A Community Playbook for Transforming
Public Spaces in Your Neighborhood**



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**A Community Playbook for Transforming
Public Spaces in Your Neighborhood**

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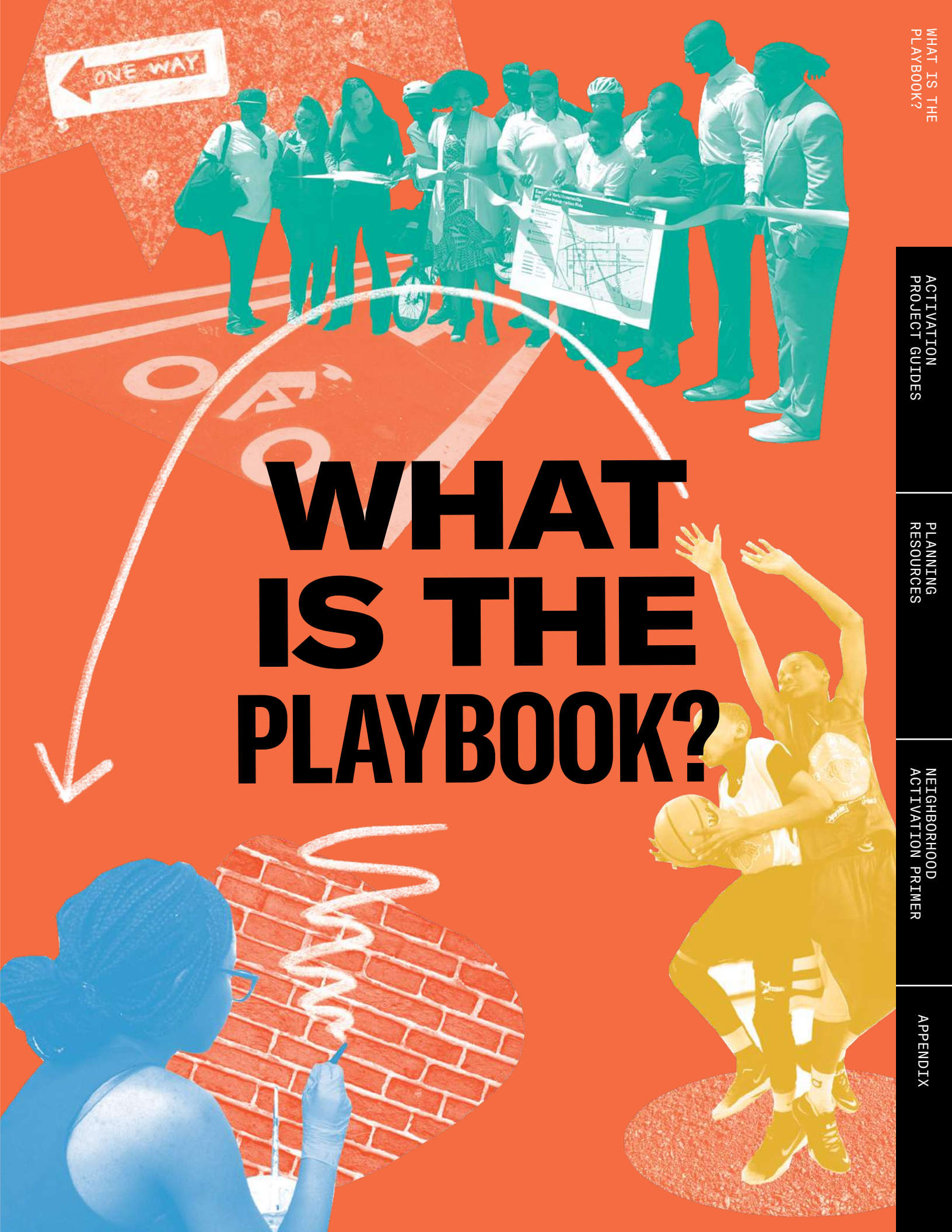
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WHAT IS THE PLAYBOOK?





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- 8 This Playbook Is a How-To Guide for
Communities Interested in Activating
Public Spaces
 - 10 How Do I Use the Playbook?
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My Community Issue?
-

THIS PLAYBOOK IS A HOW-TO GUIDE FOR COMMUNITIES INTERESTED IN ACTIVATING PUBLIC SPACES

The Neighborhood Activation Playbook is a how-to guide for activating **public spaces**. It is for you, as residents and organizations in New York City.

What do we mean by “neighborhood activation”?

Neighborhood activation is a **coordinated effort** from public agencies in partnership with communities to improve neighborhood safety and well-being through changes in the built environment (physical spaces), programs and events, and **policy**. Every community deserves neighborhood public spaces that are safe, and this Playbook offers tools for communities to directly shape change in these spaces using City resources and processes.

In this book, you will find information on how to improve your community’s safety and well-being by transforming public spaces. We focus on the agencies that manage public housing (NYCHA), streets and sidewalks (DOT and SAPO), and parks and gardens (NYC Parks).

No matter where you are in your journey towards resident-led neighborhood improvement, we hope you will find helpful tips and resources to assist you.

Public spaces:

Outdoor spaces that are accessible to the public

Neighborhood activation:

A coordinated effort from public entities working with communities to improve neighborhood safety and well-being through changes in the built environment, programs/ events, and policy

Coordinated effort:

A group of people or representatives with different roles and responsibilities acting together as a team or in the interests of a common cause, usually with a shared timeline

Policy:

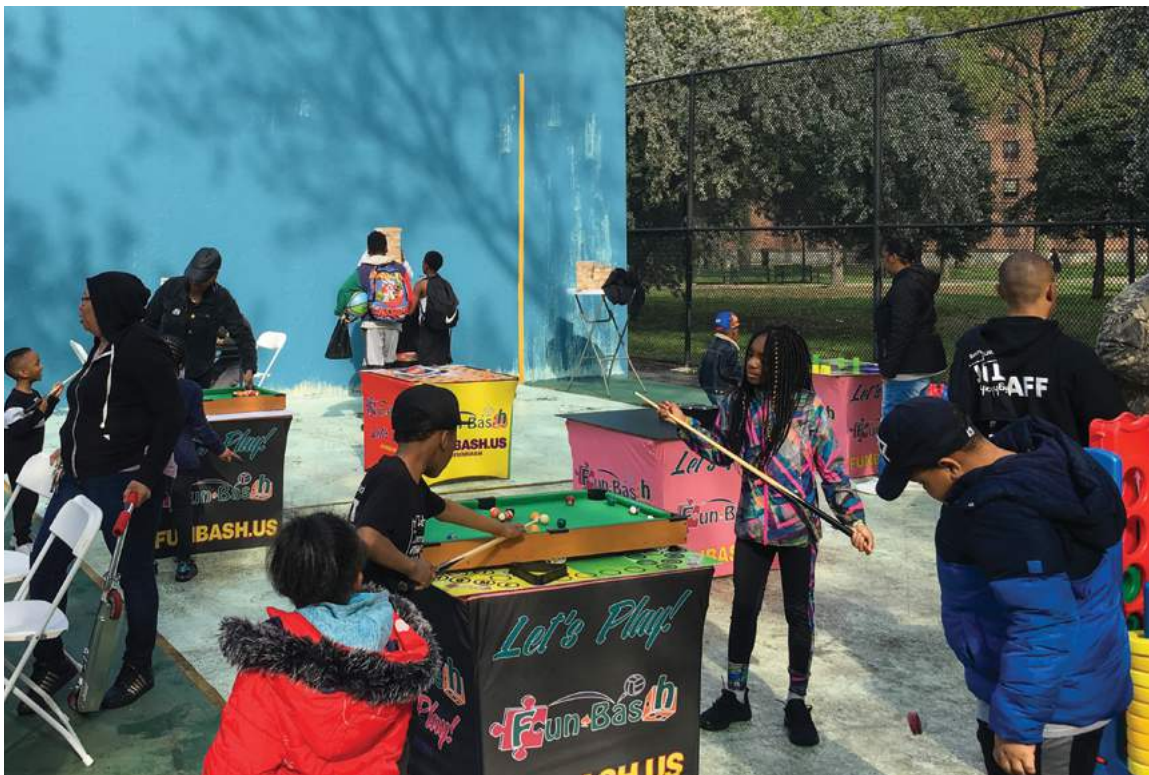
A set of goals or actions adopted or proposed by a government, party, business, or individual

What the Playbook offers:

- ✓ How-to guides for working with City tools to transform parks, streets, plazas, and public housing grounds
- ✓ Tips for success, like establishing clear goals, building strong teams, raising funds, evaluating results and taking photos and videos
- ✓ Examples of successful community projects throughout New York City
- ✓ A basic introduction on why public space matters for **community safety**

Community safety:

Helping communities to be and feel safe and secure



Above: Youth enjoy outdoor game night in the basketball court at Boulevard Houses.

HOW DO I USE THE PLAYBOOK?

The Mayor's Office of Criminal Justice worked together with agencies, residents, and community-based organizations to create a Playbook that helps NYC residents make our neighborhood public spaces safer and friendlier. The Playbook focuses mainly on spaces managed by the NYC Housing Authority (NYCHA), Department of Parks & Recreation (NYC Parks), and Department of Transportation (DOT).

You can use the Playbook to:

- ✓ Decide what kind of project is right for you and your community
- ✓ Learn how to get started
- ✓ Follow steps to make your project happen
- ✓ Get ideas and advice from others who've done it
- ✓ Find advice on important topics like building your team, fundraising, and evaluating success

Feel free to skip around the Playbook to see what is most exciting to you. It's designed to be helpful no matter where you start.

**“ACTIVATION
PROJECTS ARE
REALLY FOR THE
COMMUNITY TO
TAKE CHARGE.”**

Participant from Brownsville/Van Dyke Houses focus group,
October 2018

HOW CAN AN ACTIVATION PROJECT ADDRESS MY COMMUNITY ISSUE?

Programs and Events

What are programs and events?

Programs and events are educational, social, cultural and/or artistic activities which bring people together, connect neighbors and support community building.

How do programs and events address community issues and bring community benefits?



Engage Youth



Increase social interaction & build community



Celebrate culture, heritage, belonging and identity

Public Art: Murals, Temporary Art and Art Installations

What are public murals and art installations?

Public murals and art installations are temporary art in spaces free and accessible to the public, such as building walls, ground surfaces, green spaces and open spaces. Public art engages with the community and can reflect and connect to a neighborhood's local culture.

How do public murals and art installations address community issues and bring community benefits?



Reduce vandalism and petty crime



Celebrate culture, heritage, belonging and identity



Promote community pride and stewardship

Community Gardens and Greening

What is a community garden?

Community gardens are shared green spaces where people work together on preparing, planting, harvesting and maintaining the garden.

How do community gardens address community issues and bring community benefits?



Increase access to healthy food and outdoors



Promote community pride and stewardship



Support relaxation & reduce mental fatigue

Temporary Street Activations

Block Parties, Street Festivals, Weekend Walks, One-Day and Interim Plaza

What are temporary street activations?

Temporary street activations are ways to provide activities on the street through block parties, festivals, regular events (Weekend Walks) and social public spaces (plazas). Usually temporary street activations involve temporary street closures.

How do temporary street activations address community issues and bring community benefits?



Engage youth



Increase social interaction & build community



Encourage local economy

Permanent Street Activations

CityBench / CityRack / StreetSeats, and Permanent Plazas

What are permanent street activations?

Permanent street activations are long-term physical installations that provide seating, bicycle parking, and social gathering space through CityBench, CityRack, StreetSeats and Permanent Plazas.

How do permanent street activations address community issues and bring community benefits?



Reduce vandalism and petty crime



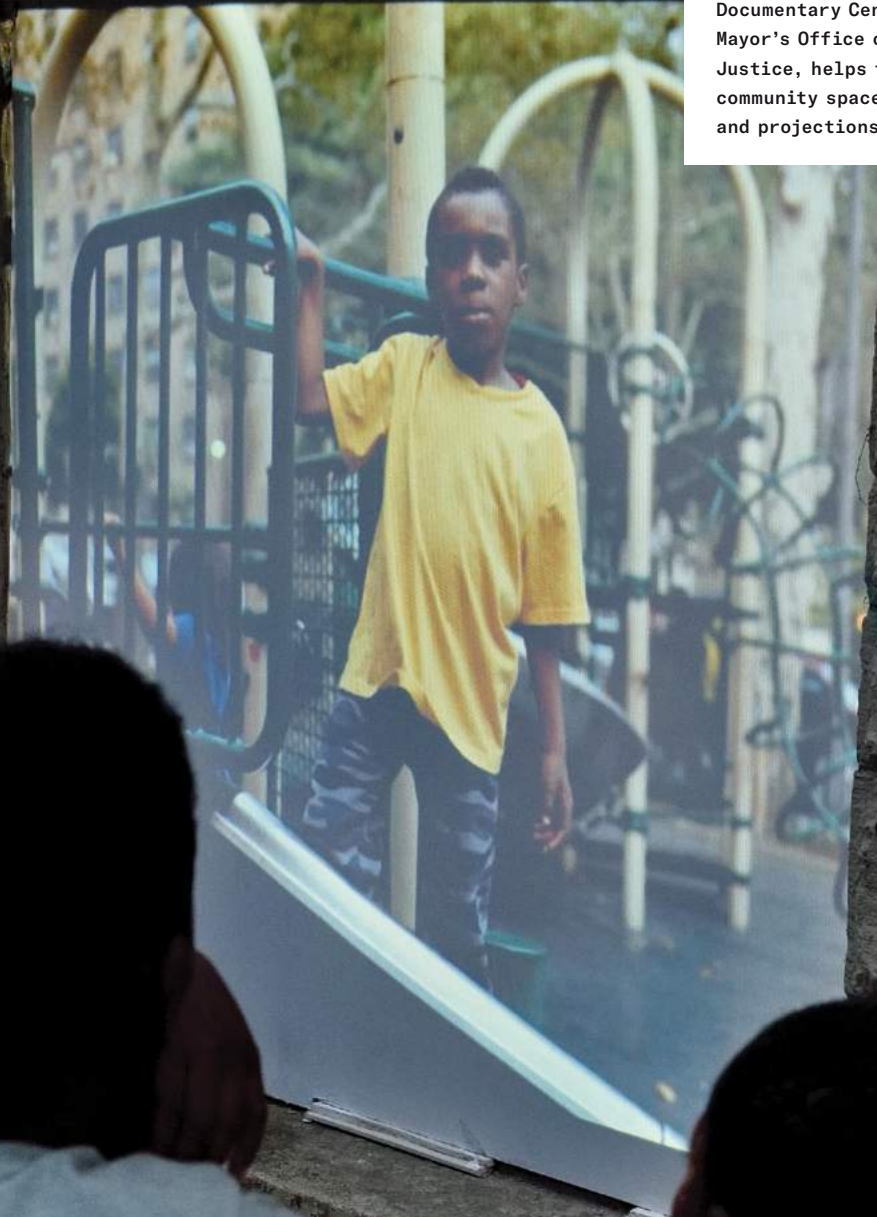
Increase social interaction & build community



Promote individual and community health

B

Claremont Illuminated,
a partnership between Bronx
Documentary Center and the
Mayor's Office of Criminal
Justice, helps to activate
community spaces with media
and projections.



**“A SPACE IS JUST
A SPACE UNTIL
WE TURN IT INTO
A PLACE.”**

Kareem Whyte,
Boulevard MAP Engagement Coordinator

Imagining What's Possible...

Wagner Houses



BEFORE

Underused open space
at Wagner Houses.



AFTER

Illustration of space
transformation envisioned
by Wagner Houses residents;
illustration by students at
Columbia University Graduate
School of Architecture,
Planning, and Preservation.

Patterson Houses



BEFORE

Fenced in underused green space on Patterson Houses grounds, Mott Haven, Bronx



AFTER

Illustration of green space as reimagined by Patterson Houses residents—transformed into a Serenity Garden; illustration by Ifeoma Ebo.

Butler Houses



BEFORE

Underused playground
at Butler Houses.



AFTER

Illustration of playground as
reimagined by Butler Houses
residents—transformation
into an outdoor intercultural
community center using mural art;
illustration by Ifeoma Ebo.

Stapleton Houses



BEFORE

Underused tennis court on the Stapleton Houses grounds; Stapleton, Staten Island.

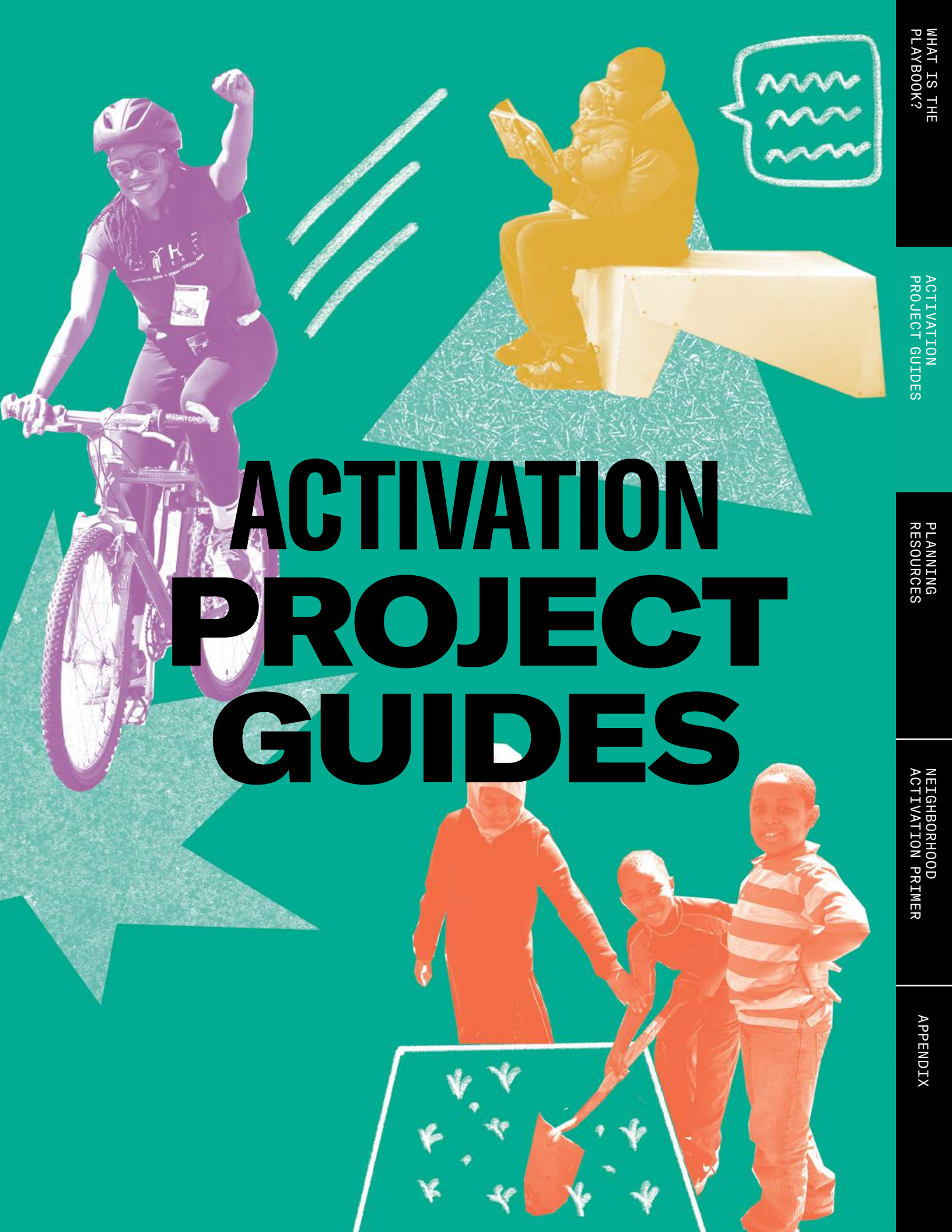


AFTER

Illustration of Tennis Court space transformation into a community Resource Hub envisioned by Stapleton Houses residents; illustration by students at Columbia University Graduate School of Architecture, Planning, and Preservation.

**“SPACES
WITH UNIQUE
IDENTITIES TEND
TO FEEL SAFER.”**

Brownsville resident at focus group
for Neighborhood Activation Study



ACTIVATION PROJECT GUIDES

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Left: Artist from Groundswell at Tompkins Houses in front of mural done with youth and community.

Below: Residents leaving a farm stand with fresh produce from Wagner Houses Farm.



WHAT ARE THE ACTIVATION PROJECT GUIDES?

The project guides are step-by-step guides for how to make your project happen. Each guide contains key information, contacts and the basic steps on how to do a project from start to finish. In the Playbook, we organized the project guides by the agency that manages the relevant space, and ordered the guides from smaller to larger projects. Feel free to skip around to see what is most helpful for you.

PUBLIC SPACES AND CITY AGENCIES—WHO DO I CONTACT?

There are many City agencies that manage public spaces. In this Playbook, we focus on the agencies that manage public housing (NYCHA), streets and sidewalks (DOT and SAPO), and parks and gardens (NYC Parks).

In each project guide, you will find helpful tips, resources, and contact information to guide you along the way!

**“TAKE INITIATIVE,
DON’T ACCEPT
WHAT’S GIVEN
TO YOU.”**

Participant from Brownsville/Van Dyke Houses focus group,
October 2018

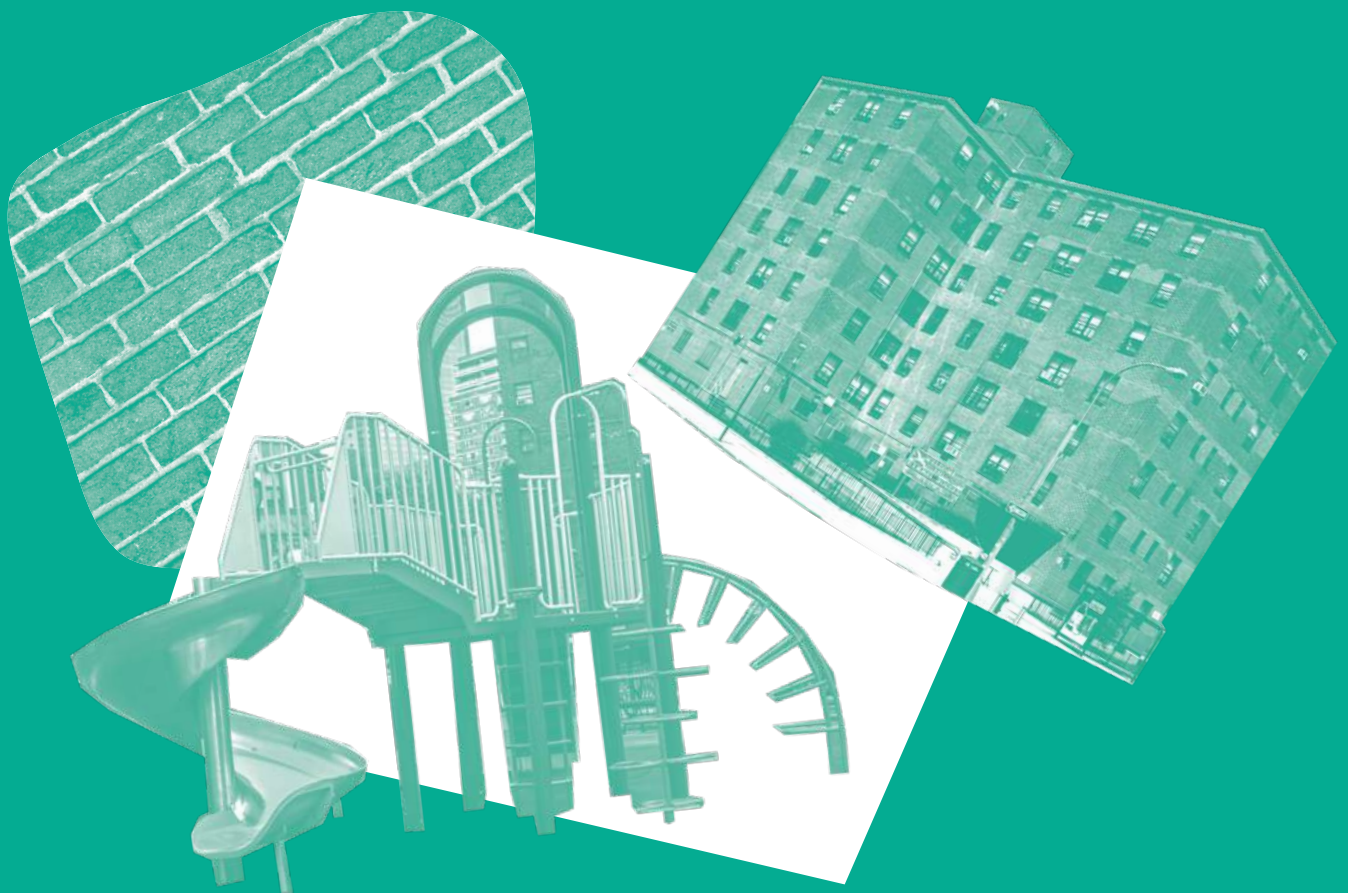


Above: Green City Force members offer a cooking demo at Howard Houses Farm.

Right: Youth from Project Eats display results of their efforts in Brownsville.



ACTIVATING OPEN SPACES AT NYCHA



New York City Housing Authority (NYCHA) provides housing for low- to moderate-income residents throughout the five boroughs of New York City.


How Do I Activate Open Spaces at NYCHA?

You can activate open spaces at NYCHA through programs and events, public murals and art installations, and community gardens. Find out more details about each of the programs in the how-to guides starting on page 30.

Partner up. NYCHA recommends that you connect with resident associations, youth councils and other approved partners to help guide and support you. Many approved partners are borough based and some are citywide.

Reach out to NYCHA early. To find approved partners, contact NYCHA Resident Engagement at resident.engagement@nychanyc.gov and go to NYCHA’s Resident Economic Empowerment & Sustainability (REES) page <https://www1.nyc.gov/site/nycha/residents/rees.page> for more information. You can find a list of approved partners linked at the bottom of the REES page under “A New Experience for Partners.”

Key Information



For more information on resident associations, youth councils, and how to get involved as a resident, visit NYCHA’s Engagement page online: <https://www1.nyc.gov/site/nycha/residents/getting-involved-as-a-resident.page>

You may be able to get money for certain NYCHA projects through Tenant Participation Activity (TPA) funding. TPA funding is provided by the US Department of Housing and Urban Development to NYCHA to support

specific resident engagement and self-sufficiency activities. It is provided to Resident Associations for approved activities.

Some approved reasons for funding include skills training programs, Family Days, health programs, and supplies for resident associations. For more information on TPA funding, visit NYCHA’s Tenant Participation Activity page online: <https://www1.nyc.gov/site/nycha/residents/nycha-tpa.page>

Programs and Events at NYCHA

What to Know Before You Start

While you can start this process yourself, we strongly recommend partnering with the Resident Association or a community organization from day one. This is because NYCHA requires insurance, which is often difficult for individuals to get.

Before you start to plan, check in with the property manager or **Zone Coordinator** to find out what programs and events already exist and who might be a good potential partner.

Outside of TPA funding, NYCHA does not provide funding for programs and events, such as resource fairs, workshops, or film screenings. Funding might be available through your Resident Association (if they are partnering on the event or program).

Certain programs/events are not allowed at NYCHA. These include political rallies, fundraising or solicitation of any kind, commercial activities, and outdoor markets.

Remember, all programs and events must be free and available to all!

Zone Coordinator:

New York City Housing Authority's (NYCHA) Office of Resident Economic Empowerment & Sustainability (REES) coordinates services with local partners to support residents to increase their income and assets. REES operates through a Zone Model in which Zone Coordinators dedicated to a specific geography work with resident leaders and key stakeholders, local service providers and local NYCHA offices to connect NYCHA residents to high quality services.

Tips for Success

- Be patient and persistent.
- Partner with a screened and approved organizations and use existing resources.
- Reach out to NYCHA early—either your Zone Coordinator, property manager, or NYCHA Resident Engagement Unit.
- Ask NYCHA about the different types of permits and insurance you need as early as possible.
- On the day of the event, get there early to ensure enough time for setup.
- When choosing your event's location, take into account:
 - How will you handle trash and cleanup?
 - What kind of electricity will you need, and is it available on-site?
 - What will you do if the weather does not cooperate? Do you have a backup location?
- Even if your event takes place elsewhere on the NYCHA campus, ask your Community Center or Senior Center for help with planning programs and events or advertising. You may want to ask if they are available as a rain site.

Resources

- Learn more about NYCHA resident engagement: <https://www1.nyc.gov/site/nycha/residents/getting-involved-as-a-resident.page>
- Find your NYCHA Zone Coordinator: <http://opportunitynycha.org/what-is-rees/zone-model/>
- Learn more about programs near me offered by NYCHA partners: <http://opportunitynycha.org/programs-near-me/>
- Get ideas for fundraising at the Ideas Marketplace: <https://www.fundforpublichousing.org/ideas-marketplace/>

Key Contacts

Have questions about who to partner with and how to put on an event or program? Contact NYCHA Resident Engagement: resident.engagement@nycha.nyc.gov

CASE STUDY



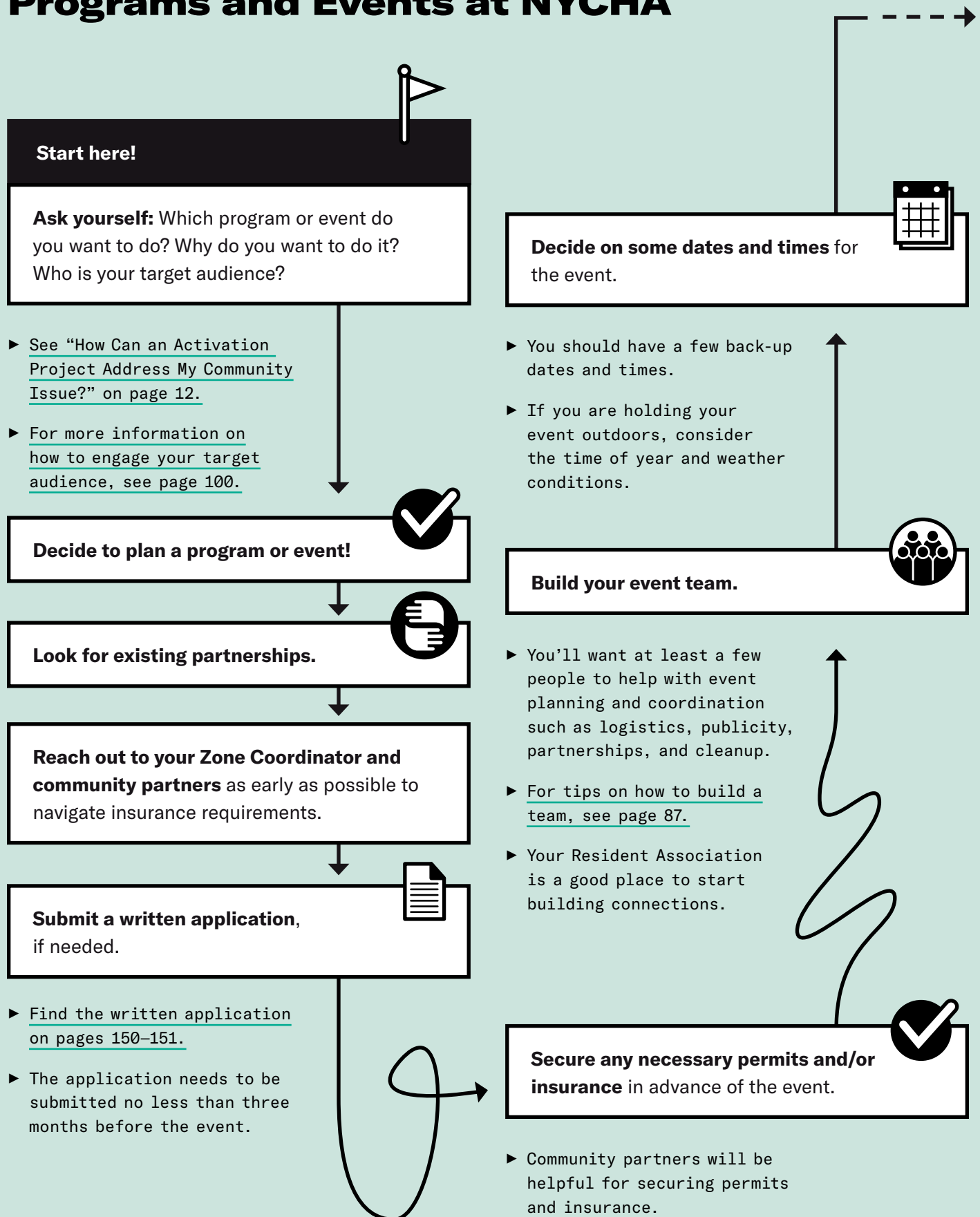
Above: Participants in first annual Green Day Event create new garden beds. Other partners included Green City Force, BronxWorks, New Yorkers for Parks, New York Botanical Garden, NYCHA, NYPD.

Green Day Event

Active since 2016, NYCHA's South Bronx Youth Leadership Council (YLC), aims to address violence by fostering community connection. In May 2017, the South Bronx YLC coordinated a neighborhood Green Day, which involved beautification projects across 5 developments in the council's zone. The event included clean-ups, art projects, health screenings, and performances from DJs, dancers, poets and youth speakers.

Learn more at: <https://www.nychajournal.nyc/peace-fun-unity>


Programs and Events at NYCHA






Decide on the event location.

- ▶ If you want to hold your event at a community center, contact the facility director.
- ▶ If you want to hold an event elsewhere on NYCHA property, contact your property manager.
- ▶ Make sure you visit your event location to help in the planning process.



Create a master list of event coordination details, including a budget.

- ▶ Coordinate the event schedule and content with the responsible NYCHA property manager.



Confirm details and logistics with any partners, outside companies, equipment, or services you're working with.



Publicize the event.

- ▶ Work with your existing partners and relationships to get the word out using flyers, e-blasts, posters, and face-to-face outreach.
- ▶ Publicity is a great way to bring in volunteers.
- ▶ Consider how people could get involved if they are interested!

Afterwards, don't forget to:

- Discuss with your team what worked and what could be improved for future events. [For more tips on evaluating your event, see page 121.](#)
- Thank participants, volunteers, vendors and your project team after the event.
- Clean up!



Hold your event!

- ▶ Take photos and videos. Use social media to share the event.

Prepare questionnaires, surveys or take photos to document the results of the event or program.

- ▶ [For more tips on evaluating your success, see page 121.](#)

Get there early.



Create a step-by-step coordination plan for the day of the event. Review it.

- ▶ [Find a sample event coordination plan on page 148 in the Appendix.](#)

Public Murals and Art Installations at NYCHA

What to Know Before You Start

- NYCHA recommends that you consult with your property manager and Resident Association as early as possible. In addition, have a funding partner in mind as part of your application, as NYCHA does not fund murals. The applicant is responsible for artist fees, materials, transportation, and other expenses.
Go to the Art Resources section on page 110 for more tips and partners.
- NYCHA requires resident engagement in the process. This can vary from a brainstorming meeting, to helping paint the mural, or a community celebration.
- As part of the application, NYCHA also requires documentation (including but not limited to photos, a description of the event, or a presentation).
- You must find an artist capable of carrying worker's compensation and liability insurance.
- The NYCHA Public Art process takes at least two months from application submission to the actual start.
- There are no specific guidelines for murals regarding dimensions or locations. The application will support the process of both the site selection and size determination.

Tips for Success

- The most common ways to involve residents are through “visioning sessions”—where community members help develop the mural's themes and design—and participation in paint days. Try to involve residents in both of these strategies (and more) if possible! Once your mural or art installation is completed, hold an unveiling event for the community.
- If the mural is located outside, create a plan for periodic paint touch-ups so that it continues to look beautiful over time.
- Murals must be inclusive of NYCHA's diverse communities and cannot be violent or overtly political.
- Murals can depict real people, but if they are not public figures the individual/individuals will need to sign a waiver saying they consent to being depicted. NYCHA evaluates the depiction of public figures based on what they stand for. If a public figure is going to be depicted on the mural, NYCHA prefers that they be a historical figure.

Tip: Send an invitation to NYCHA to attend your events. The Office of Intergovernmental Relations, as well as the property manager, are good contacts to start with.



Resources

- Go to Art Resources on page 110 for more tips.
- See examples and learn about successful public murals and art installations on the NYCHA website: <http://nycha.maps.arcgis.com/apps/Shortlist/index.html?appid=bc1b3541320049f18811a2e93363ec06>

Key Contacts

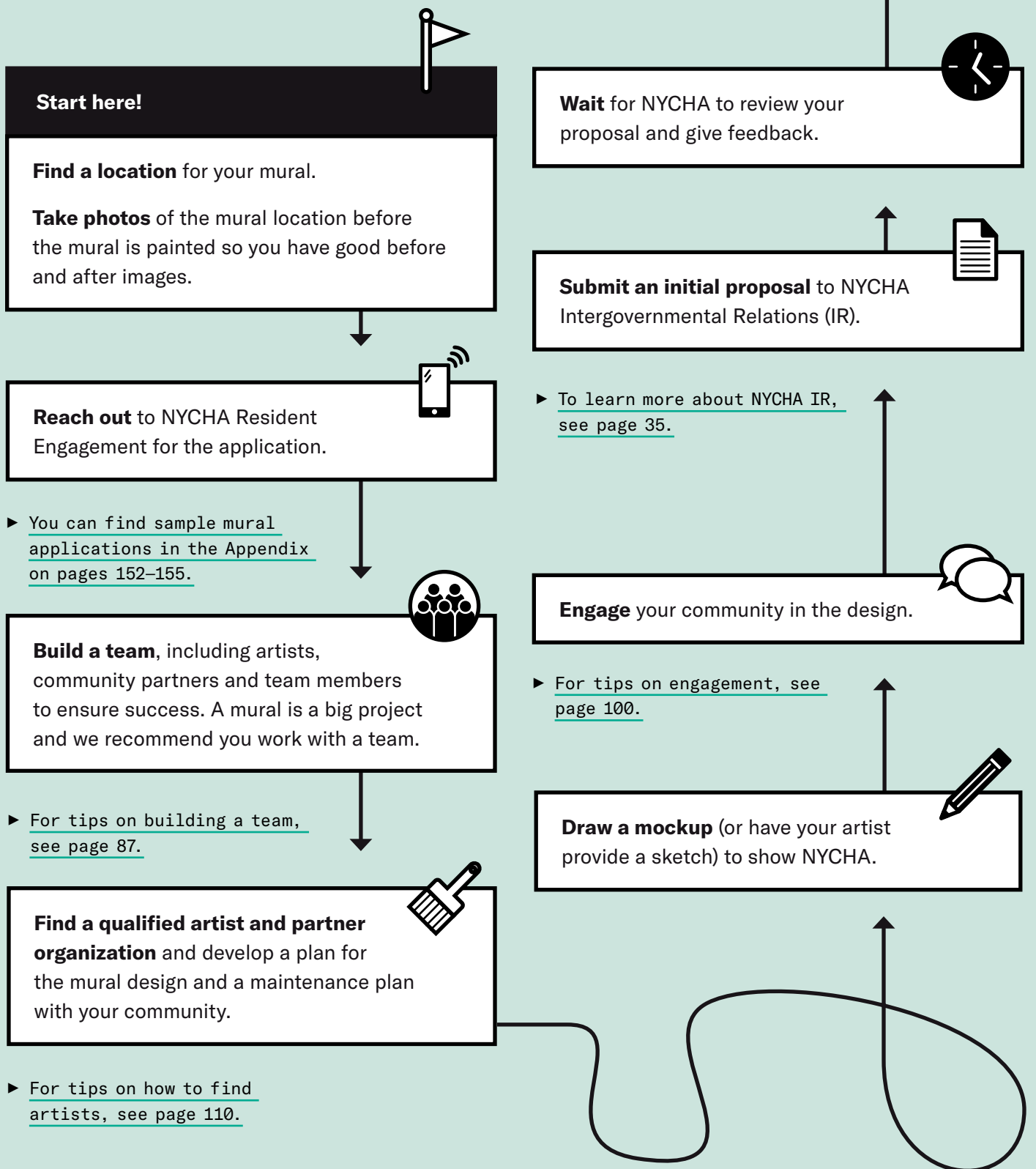
- For questions about the mural program, contact Josephine Bartlett at the NYCHA Office of Intergovernmental Relations:
Josephine.Bartlett@nycha.nyc.gov
- For site-specific questions, contact your property manager.

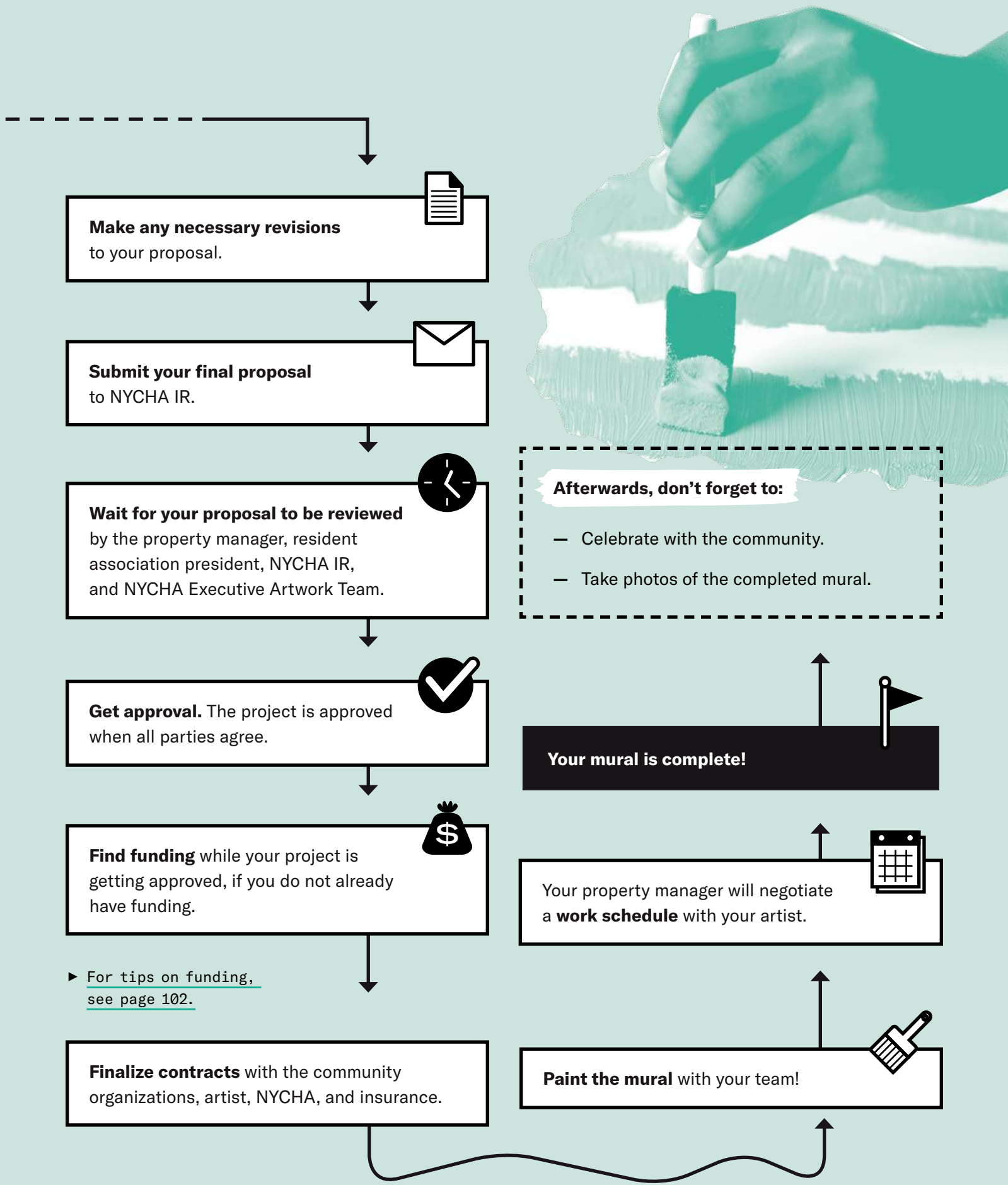
CASE STUDY



a joint visioning session and roundtable discussion about the artwork and other opportunities for intergenerational connections. NYCHA NYC Bridges, for the Aging. different generations at St. Nicholas came together to beautify and enhance a shared space in their community.

Public Murals and Art Installations at NYCHA





Community Gardens at NYCHA

Community gardens are one of the most common ways NYCHA residents activate their developments. Gardens provide nutritious food, community building, and can serve as a space for programs and events.

What to Know Before You Start

- All gardens on NYCHA property must be registered with and approved by the property manager. There is an annual re-registration process.
- Check in on what already exists with the property manager and NYCHA Resident Engagement.
 - There might be multiple gardens organized by existing groups.
 - If you want to start a garden, NYCHA encourages you to first join an existing group.
- Check in with the Resident Green Committee, available at a limited number of developments.
- Check with NYCHA to see if any future building construction is proposed for your site. You can start by contacting the Deputy Director of Gardens, Juan Santiago, at Juan.Santiago@nycha.nyc.gov.
- NYCHA does not provide financial support for gardens. All funding, volunteers, and resources must be provided by community partners (residents and/or community based organizations).
- It's helpful to have a plan, a few volunteers, and tools before building planter boxes or buying plant materials. Speak with your property manager about access to water and for assistance with weeding, tools or storage needs.
- Maintaining a garden is a labor of love, but labor nonetheless. It takes time and lots of sweat, dedication, and a long-term commitment to grow a beautiful, bountiful flower or vegetable garden.
- Keep in mind that gardens are seasonal and many residents find that the process starts fresh every year.



“Green spaces help build social capital by enticing people outdoors on a regular basis where they build friendships and ties”

Kuo, F.E., & Sullivan, W.C. “How trees build a neighborhood” UIUC Landscape and Human Health Laboratory, 2001.



Tips for Success

- Start small if you're creating a garden for the first time. You can always expand as you secure more resources and partners.
- Finding the right location for a garden can be difficult. Here are some things to keep in mind when choosing a location:
 - Access to water and sunlight (speak with your property manager about securing water access)
 - Proper drainage
 - Accessibility to residents
 - Make sure there isn't anything planned for that area (contact your property manager for more information).
- Your Resident Association is a good place to start when developing a team.
- Know what type of garden you want (vegetable garden, thematic garden, or ornamental garden).
- Recruit volunteers and build a garden stewardship team of all ages, including youth. Partnerships are really important, since this is an ongoing process. Gardening is a great family activity that can involve several generations.
- Hold small events or meetings in the garden to call positive attention to the area as a community space.
- Create a schedule to weed, plant, clean up the area and keep litter out.

Resources

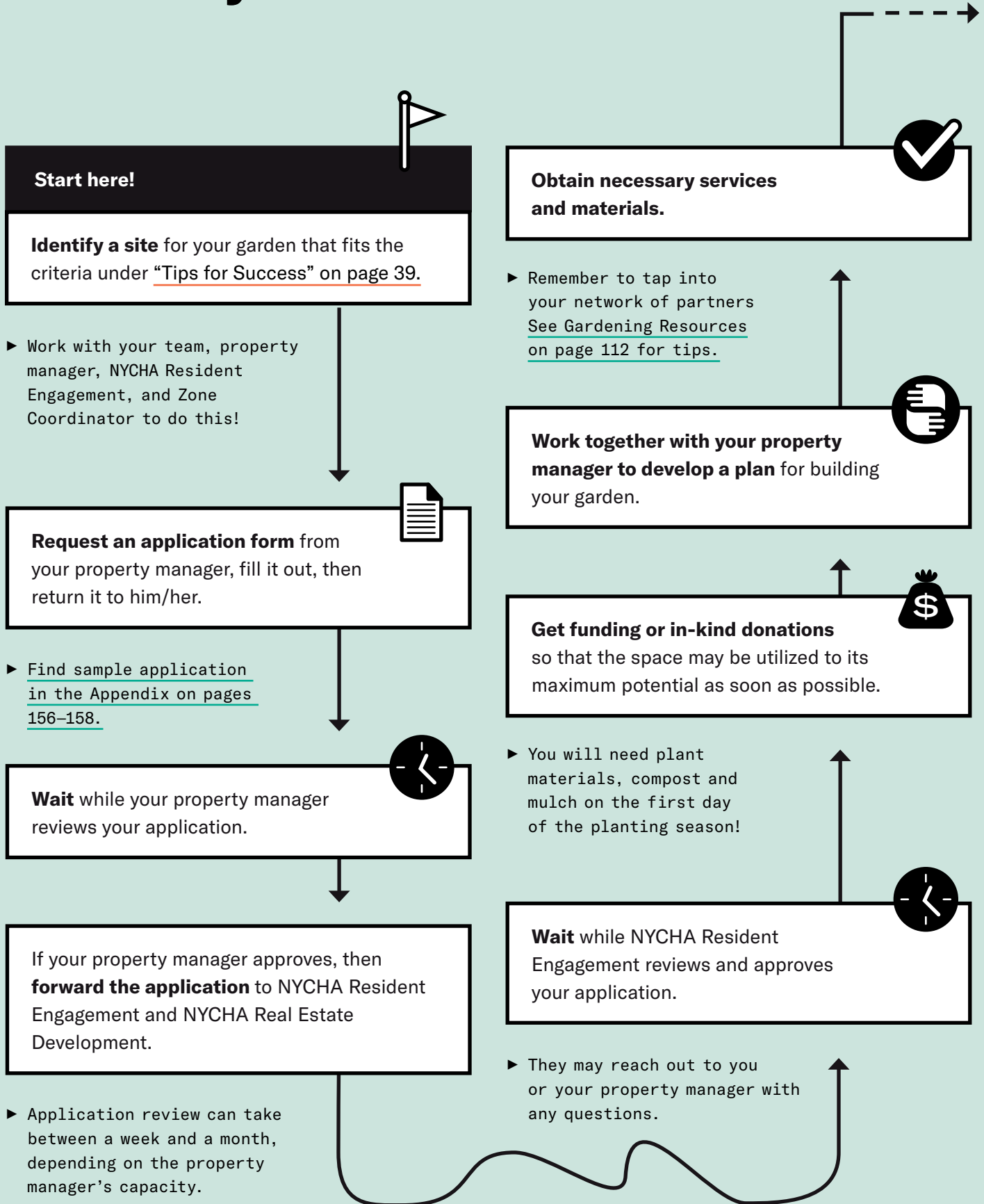
- If you want to find out more about collaborating with residents, contact NYCHA Resident Engagement resident_engagement@nycha.nyc.gov, your resident association, and Resident Green Committee.
- There are a number of organizations that can provide technical assistance, materials, and funding for community gardens. These include: NYC Parks/ GreenThumb, NYC Department of Environmental Protection, Farm School NYC, Green City Force, GrowNYC, Just Food, New York Restoration Project, and NYC Compost Project. [Go to Gardening Resources on page 112 for more tips!](#)
- Reach out to other gardens, botanical gardens or community-based organizations for networking opportunities, resources, best practices, and free workshops.
- Get free mulch from NYC Parks and compost from NYC Department of Sanitation.

Key Contacts

For property-specific questions, contact your property manager.

For general questions about gardening at NYCHA, contact Deputy Director of Gardens, Juan Santiago at Juan.Santiago@nycha.nyc.gov.

Community Gardens at NYCHA



Install your garden with your property manager's approval.

- Try to time the garden's installation with the growing season (mid-May to mid-December).

You have a garden!

Afterwards, don't forget to:

- Re-register your garden with the property manager each year.
- Maintain your garden and look for ways to improve it.
- Bring programs and events to your new public space.
- Keep trying new strategies to engage your neighbors in the garden!

CASE STUDY



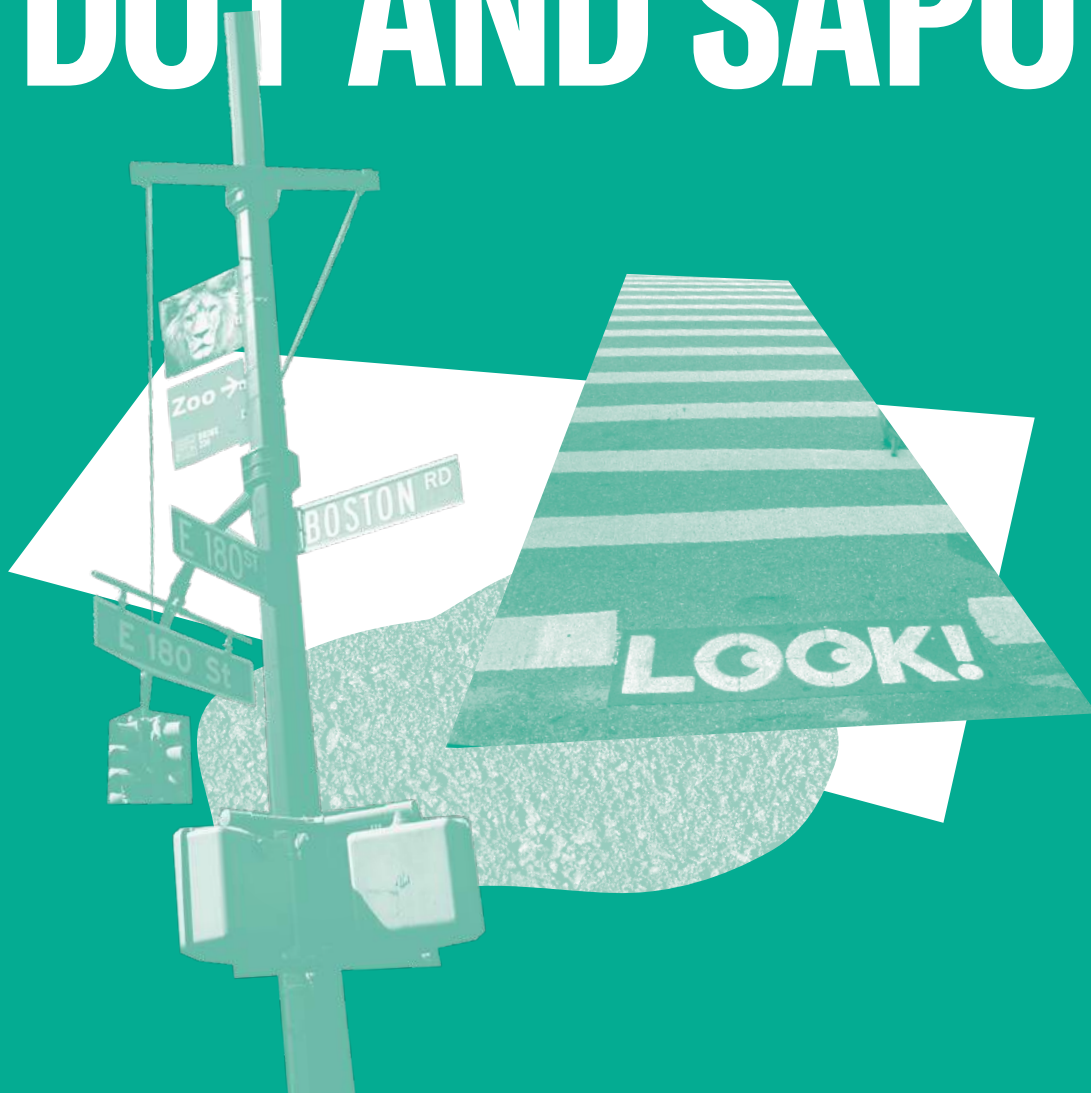
Above: A flourishing set of garden beds at Ingersoll Houses' Garden of Eden.

Ingersoll Houses Gardens

The Ingersoll Houses Gardens are a great example of residents working in partnership with community-based organizations to grow an incredible variety of food. Over 60 gardeners from diverse backgrounds and ages grow 25 varieties of food in 60 raised beds at Ingersoll Houses in Fort Greene, Brooklyn. Community-based partners have included Just Food, Farming Concrete, and Project for Public Spaces. Funding partners have included New York Community Trust, Atlantic Philanthropies, Brooklyn Community Foundation, and GreenThumb.

Learn more at: <http://myrtleavenue.org/our-community/healthy-communities/community-gardens/>

ACTIVATING STREETS AND SIDEWALKS WITH DOT AND SAPO



The New York City Department of Transportation (DOT) and Street Activity Permit Office (SAPO) manage programs and permits for the activation of streets and sidewalks.

How Do I Activate Streets and Sidewalks?

You can activate streets and sidewalks through events (Weekend Walks), small-scale physical projects (CityBench, CityRack, StreetSeats), longer-term projects (Plazas), and temporary art (Arterventions). Find out more details about each of the programs in the how-to guides starting on page 44.

Start small. DOT recommends that you start small, and then move on to larger, more complex projects. Starting small helps you build a relationship of familiarity and trust with DOT.

Reach out to DOT early. DOT can help guide the process and support getting off the ground quickly.

Partner up. DOT recommends that larger groups or organizations apply for these projects, because of the funding requirements (**fiscal sponsorship**). If you are an individual or a group that does not have the capacity to be a fiscal sponsor then, DOT recommends that you work with a larger organization that can.

Obtain Permits. If you are doing a street festival, block party or other street activations, you will need to obtain permits from SAPO. Find out more details about SAPO on page 44.

Key Information



DOT encourages you to work with your local **community board** as early as possible on a project. Go to the Project Advocacy section on page 108 to learn more.

Below are some key contacts at DOT. Contact them early so they can guide you along the process!

Weekend Walks: weekendwalks@dot.nyc.gov

CityBench: citybench@dot.nyc.gov

CityRack: cityrack@dot.nyc.gov

StreetSeats: streetseats@dot.nyc.gov

Plaza Program: plazas@dot.nyc.gov

For Street Activity permits, contact SAPO: <https://www1.nyc.gov/site/cecm/about/contact-cecm.page> or (212) 788-0025

Fiscal sponsorship:

The practice of non-profit organizations offering their legal and tax-exempt status to groups—typically for projects—engaged in activities related to the sponsoring organization’s mission

Community board:

Local representative assemblies, and the first rung of city government; they play an advisory role in neighborhood planning, support efficient and effective organization of City agencies, and help with resident participation in city government.

Street Activity Permits with SAPO

The Street Activity Permitting Office (SAPO) issues permits for the thirteen event types listed here. The chart below outlines the general submission and review process for a SAPO permit. Each event type has unique requirements, permits, and regulations that can be found at the SAPO website: <https://www1.nyc.gov/site/cecm/about/sapo.page>. Each application has \$25 processing fee.

Which types of events do I need a SAPO permit for?

Block Party

A community-sponsored event, with no sale of goods or services, requiring the closure of a single block for a single day.

Cleanup

A limited, four-hour street closure event held for the purpose of neighborhood improvement or beautification.

Farmers Market

A nonprofit-sponsored, open-air market on a sidewalk for the sale of local-farm-fresh products.

Health Fair

A community event where health vendors provide in-kind services with one block closure for one day.

Mobile Unit

The staging of one or more vehicles while serving a benefit to the community.

Plaza Event

An activity held within a pedestrian plaza that interferes or obstructs regular use of the plaza.

Press Conference

A public convening for media and press held on a street or pedestrian plaza, with minimal impact on the area, for one day.

Production Event

Activities without branding that occur on a sidewalk or curb lane. The activities may include pick-up or drop-off and set up or break down of events with no impact for pedestrians or vehicles.

Rally or Demonstration

A public convening held on street or pedestrian plaza with minimal impact on the area for one day.

Religious Event

An act of public worship serving a benefit to the community for a single day.

Single Street Event

An activity held on a public street, curb lane or sidewalk that interferes or obstructs the locations uses by pedestrians or vehicles.

Street Festival

Nonprofit sponsored festival with vendors requiring closing one block or more for multiple days.

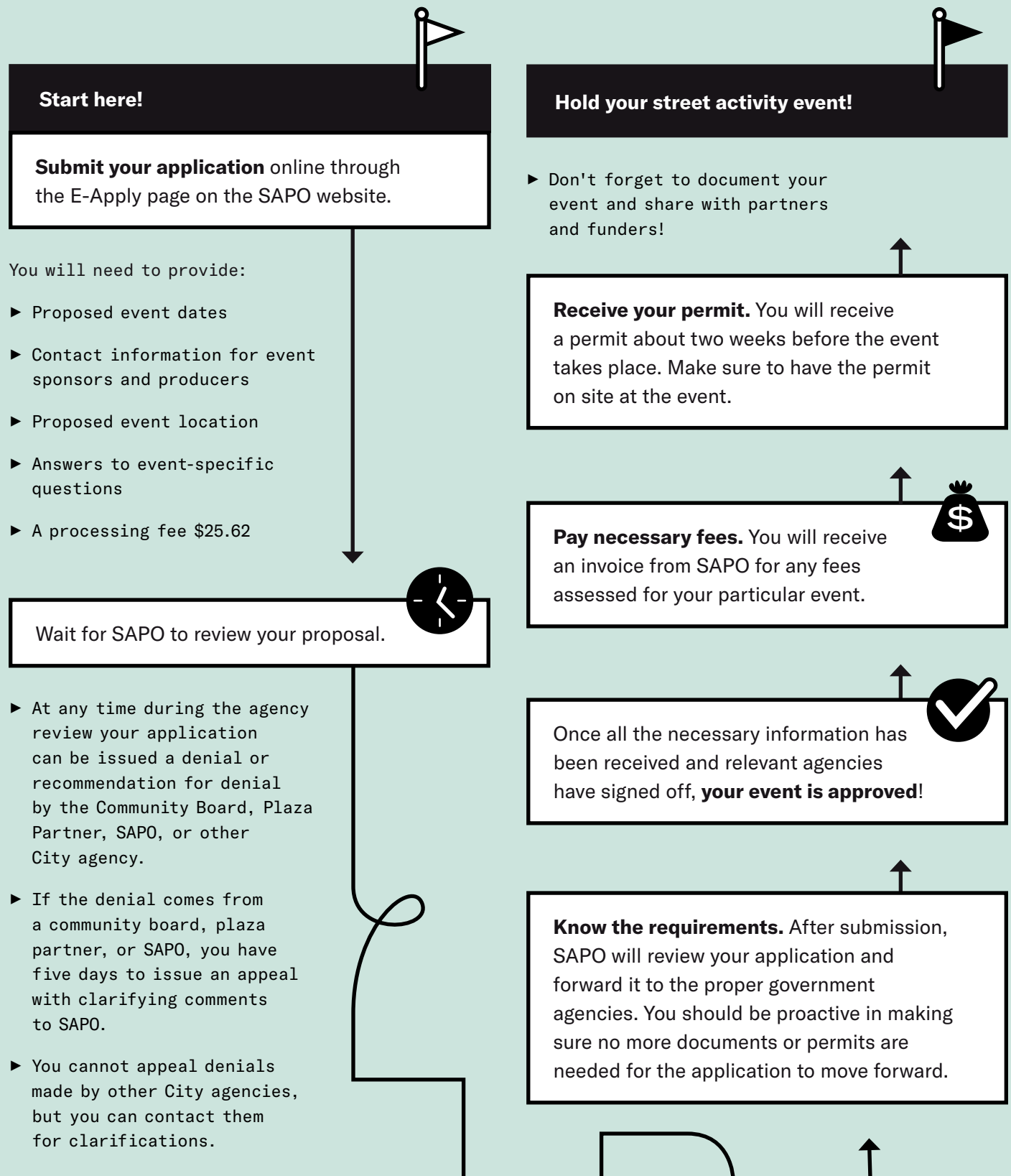
Key Contacts

- Apply online at the SAPO E-Apply website: <http://www1.nyc.gov/site/cecm/e-apply/e-apply.page>
- Contact the SAPO office at (212) 788-0025, or leave a message through their website: <https://www1.nyc.gov/site/cecm/about/contact-cecm.page>
- Read their FAQs at: <https://www1.nyc.gov/site/cecm/faq/frequently-asked-questions.page>



Above: The Marching Cobras entertained with a performance at the 125th Street Plaza.

Street Activity Permits with SAPO



**“TIP FOR
PLANNING
EVENTS:
START EARLY!”**

Participant from Brownsville/Van Dyke Houses focus group,
October 2018

Weekend Walks with DOT and SAPO

Weekend Walks are multi-block, multi-day events in commercial areas that promote the use of streets as public space. Community-based organizations apply to close commercial streets and provide programs/events that highlight local businesses and New York City's unique neighborhoods.

What to Know Before You Start

- Weekend Walks take place over the warmer months (April through December). Applications open in the fall and must be submitted by January to be considered.
- Weekend Walks must take place on commercial streets.
- DOT provides limited funding toward the costs of putting on a Weekend Walk. The amount is based on the length and size of the event.
- SAPO permits are required for Weekend Walks. Getting these SAPO permits is the responsibility of the applying group, and is not included automatically for groups that are accepted as Weekend Walks. Community boards can review an event, but don't necessarily weigh in on its content.
- No vending or exchange of money can take place in the street, but businesses can use the event to extend their footprint (outdoor seating) to the street and sidewalk as long as payments take place indoors.
- DOT can provide temporary furniture and other amenities.
- DOT will help promote the Weekend Walk events.
- The Weekend Walks applicant is responsible for insurance.

Resources

On the DOT website, you can access the application, guidelines, and further information for applicants: <http://nyc.gov/weekendwalks>

DOT's Flickr Page has photos of past Weekend Walks: <http://flickr.com/photos/nycstreets>

Key Contacts

Visit the Weekend Walks website for details: <http://nyc.gov/weekendwalks>

Have questions? Contact the Weekend Walks program: weekendwalks@dot.nyc.gov



Tips for Success

- Find a community organization with strong ties to the community to sponsor the Weekend Walk. This could be a **business improvement district (BID)**, **civic association**, or resident group. Having community support and including local businesses is a great way to use the strong networks in the neighborhood to help your project.
 - In order to have a successful Weekend Walk, it's important to identify which groups are able to organize and run programs/events.
 - Find a good location, based on the criteria described on DOT's website.
 - Figure out possible dates early on.
 - DOT is very flexible about programs/events, but does not allow any cars at Weekend Walks.
- Business improvement district (BID):**

A defined area that has a leadership organization of local businesses to fund maintenance, improvements, and promotion
- Civic association:**

A type of organization whose official goal is to improve neighborhoods through volunteer and advocacy work by its members
- Think of unique activities that will make your application stand out.
 - Consider how your event can benefit local businesses and gain even greater community support.
 - The Weekend Walks website is a good place to look for examples of past events: <https://www1.nyc.gov/html/dot/weekendwalks/html/home/home.shtml>

CASE STUDY

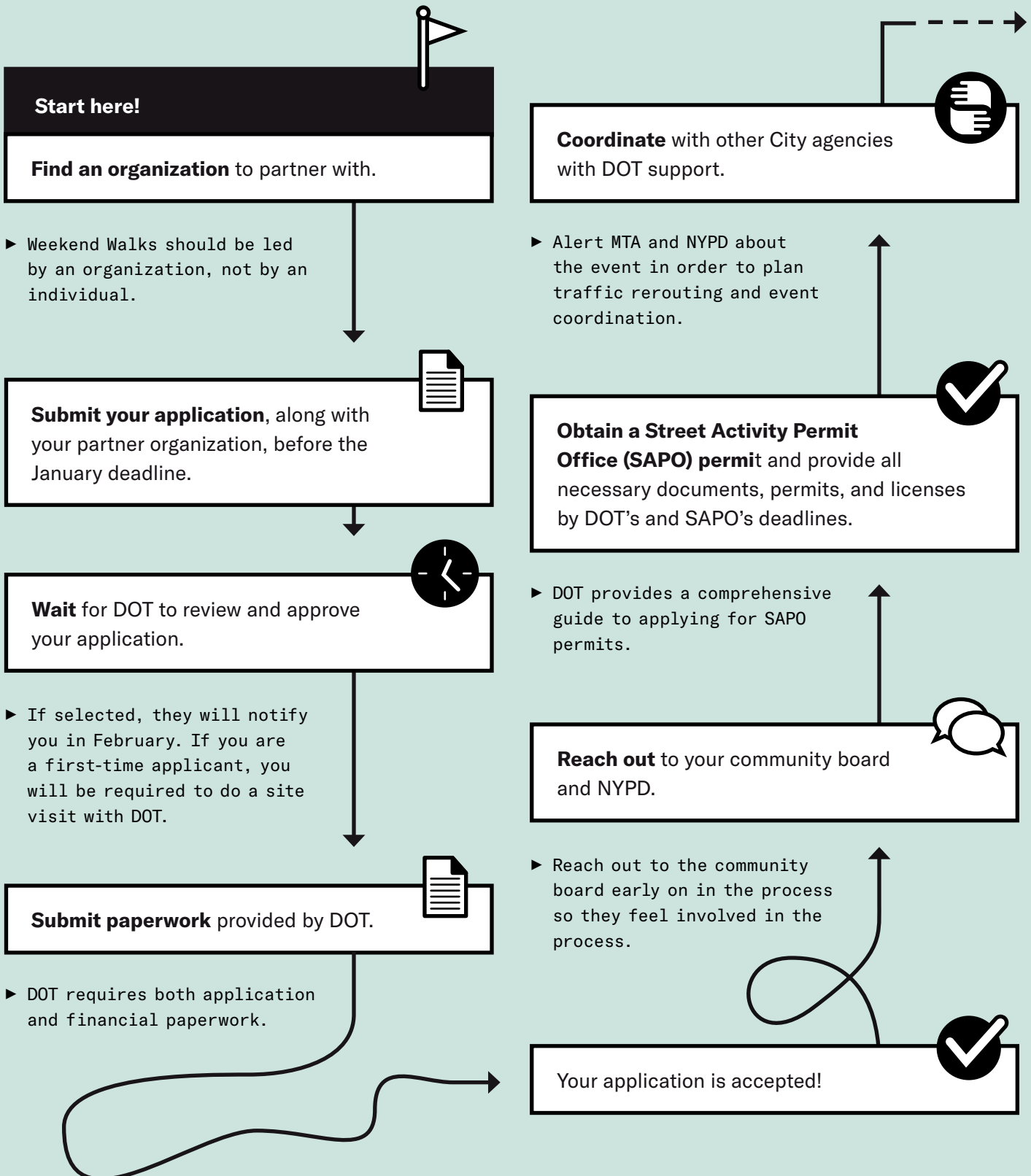


Above: Reading at Uni Project's pop up library in Osborn Plaza as a part of Be On Belmont.

Be on Belmont

The Brownsville Community Justice Center's Be on Belmont Weekend Walk engages community-based organizations, institutions and businesses to revitalize Belmont Avenue from Rockaway Avenue to Watkins Street in Brownsville, Brooklyn. Be On Belmont is part of a larger Belmont Revitalization Project which seeks to bring together problem-solving, youth engagement, violence reduction, and community service using a place-based strategy.

Weekend Walks with DOT and SAPO



Coordinate all partnerships, and program/ event logistics.

- These events take place at regular intervals throughout the warmer months.

Hold your Weekend Walk!



“Spaces and programs that bring people together may help improve the dialog across inequality and provide important economic opportunities for the community.”

Stern, Mark J and Susan C. Seifert. “The Social Wellbeing of New York City’s Neighborhoods: The Contribution of Culture and the Arts,” 2017.

Afterwards, don’t forget to:

- Measure the success of your event. Use this feedback to improve the event each time it takes place. [Use the evaluation tools on page 121.](#)
- The result can also be used for future fundraising. [See page 102 for fundraising guidance.](#)
- After each event, make sure the street is as clean as it was before the event. If not you may get charged a cleaning fee by Department of Sanitation (DSNY).
- Submit invoices to DOT for reimbursement.
- Repeat it next year! The application process is simplified for returning applicants.



Arterventions with DOT

DOT Art partners with community-based, nonprofit organizations and professional artists to present temporary public artwork on DOT property throughout the five boroughs. Artists transform streets with colorful murals, dynamic projections and eye-catching sculptures. Sidewalks, fences, triangles, medians, bridges, step streets, public plazas and pedestrian spaces serve as canvases for temporary art.

What to Know Before You Start

- Through Arterventions, partners can apply to install new or existing artwork on self-selected DOT sites.
- The artwork is usually displayed for 3 to 6 months and is fully funded by the applicants.
- In order for these exhibitions to be displayed, the artist and organization(s) must submit a joint application. If approved by DOT Art, the organization(s) are accountable for engineering review, maintenance of the site during the exhibition, and clean-up after the exhibition is removed.
- Artervention applications are accepted on a rolling basis. However, the applications must be submitted at least 90 days in advance of the anticipated installation date.
- You can find the application form in the DOT Temporary Art website under “Organization/Artist Initiatives”: <https://www1.nyc.gov/html/dot/html/pedestrians/dotart-overview.shtml>
- After the application is completed it should be mailed to:

DOT Art + Event Programming Director
NYC Department of Transportation,
Urban Design + Art + Wayfinding
55 Water Street, 9th Floor
New York, NY 10041

Tips for Success

Before sending in your form to DOT Art make sure your Artervention request meets the following requirements:

- The art is able to be presented in a temporary manner.
- The art is appropriate for the public.
- The art can withstand outdoor weather or can be reproduced on material appropriate for outdoor display.
- The organization partnering with the artist can maintain the art and space.
- The organization partnering with the artist has secured funding to meet the budget requirements.
- The area displaying the art is on a DOT-owned plaza, fence, median, triangle, sidewalk, and/or step street.
- The site is large enough for both the artwork and pedestrians. The art should not create tripping or safety hazards for the public.
- The art is visible and accessible to a diverse population.
- The site selected to display the artwork will benefit from the addition of public art.

Additional requirements and recommendations for different sites can be found in the 'Site Selection Tips' PDF in the DOT Temporary Art website under "Organization/Artist Initiatives":

<https://www1.nyc.gov/html/dot/html/pedestrians/dotart-overview.shtml>

Resources

- Find the DOT Art: Temporary Art Overview website, deadlines, current projects, and links to relevant PDFs and application here:

<https://www1.nyc.gov/html/dot/html/pedestrians/dotart-overview.shtml>

- View pictures of DOT Art exhibitions:

<https://www.flickr.com/photos/nycstreets/collections/72157625141972277/>

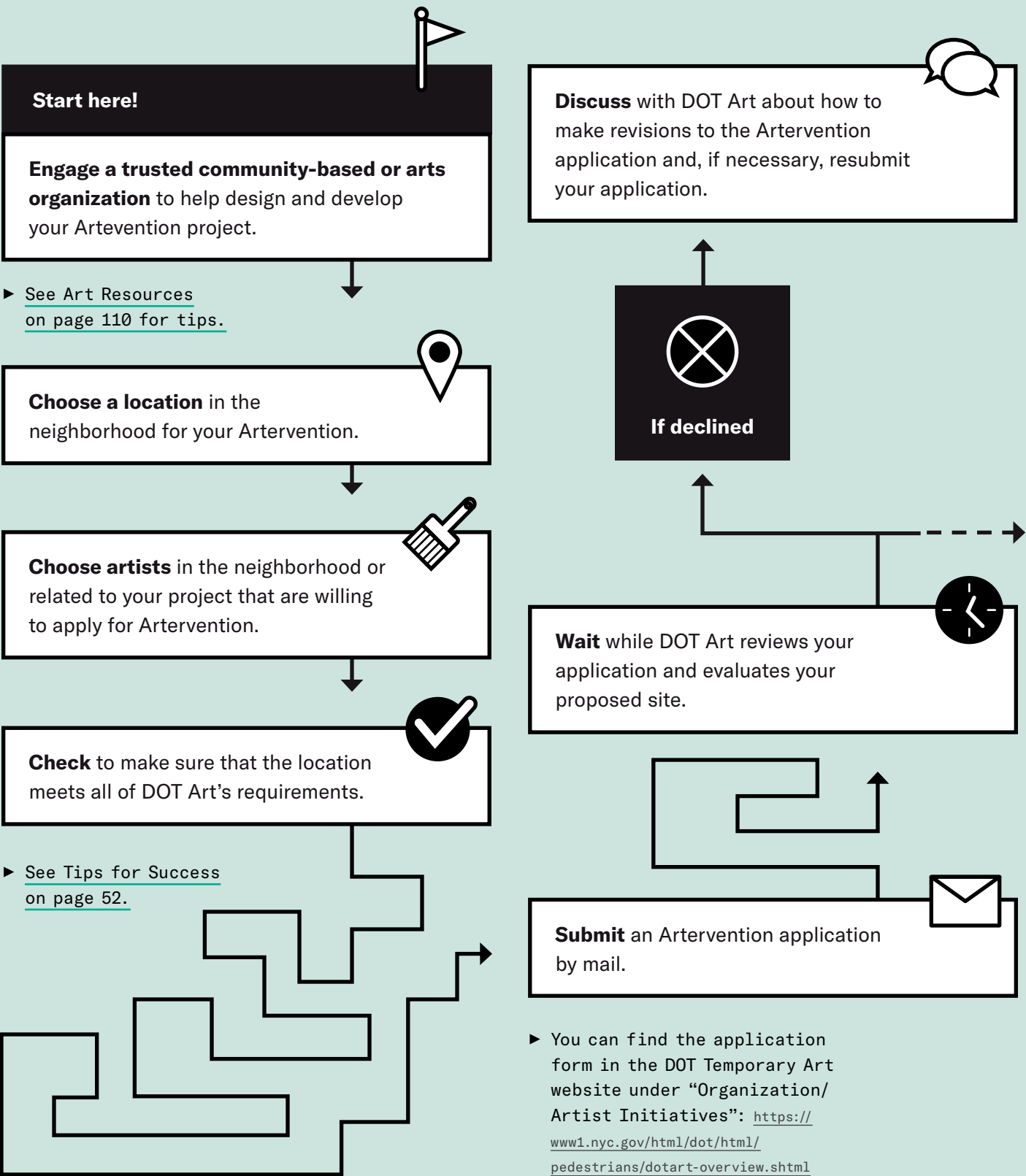
Key Contacts

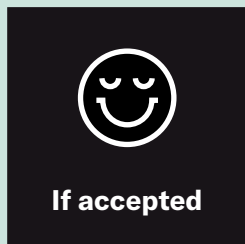
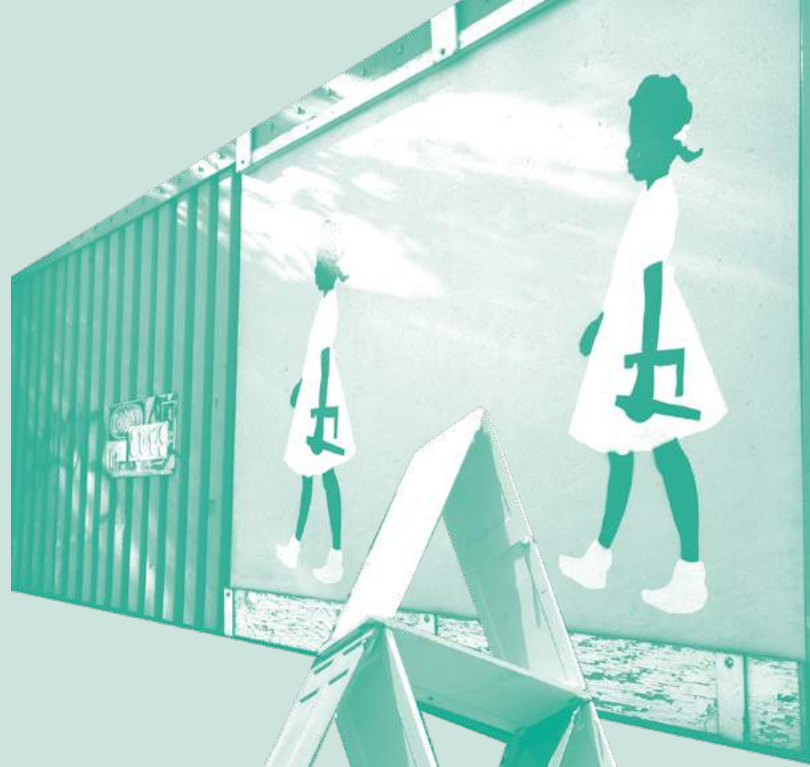
- Email questions to DOT Art:
arts@dot.nyc.gov
- To make a service request or check on the status of a service request, call 311.



Left: Colorful asphalt mural outside P.S. 69 in the Bronx by artist Carla Torres.

Arterventions with DOT





You can begin your Artervention installation process!



Your Artervention is installed!



StreetSeats with DOT

StreetSeats is a citywide program where local businesses or organizations apply to transform underused streets into active social spaces during the warm weather months. StreetSeats are temporary curb-side structures made for eating, reading, working, meeting a friend or taking a rest.

What to Know Before You Start

- All applications for StreetSeats must have support from the property owner and approval from the local community board before installation.
- Please refer to the StreetSeats website for when application season is open:
<http://nyc.gov/streetseats>
- StreetSeats are generally open to the public from March through December.
- While StreetSeats are in operation, you, as the applying organization, are responsible for cleaning and maintenance. DOT prefers to have a single point of contact, but you can partner with a business or another organization to be in charge of maintenance.
- You will need to get an insurance certificate for the StreetSeat. DOT will give you the details once you apply.
- Applicants are responsible for fabrication, installation, removal, storage and daily maintenance.

Tips for Success

- The applicant's ability to maintain the seats is more important than the proposed location. Discuss plans for a StreetSeat with DOT and your community board as early as possible. This helps you avoid unexpected issues later on in the process. Consider multiple locations in your community, in case your first choice of site cannot be used.
- Local businesses make good locations, applicants and maintenance partners. They can help pay for maintenance while benefiting from additional outdoor seating.
- Storage can be challenging during the colder months for returning applicants. DOT provides \$5,000 to returning applicants, which can be used for storage.

Resources

- For more information on reimbursements for costs associated with materials, fabrication, and installation of StreetSeats, visit the StreetSeats website: <http://nyc.gov/streetseats>
- You can find more information about StreetSeats, including design guidelines, photos of existing seats, and application tips on DOT's StreetSeats website: <http://www.nyc.gov/html/dot/html/pedestrians/streetseats.shtml#process>

Key Contacts

- Learn more about StreetSeats at <http://nyc.gov/streetseats>

CASE STUDY

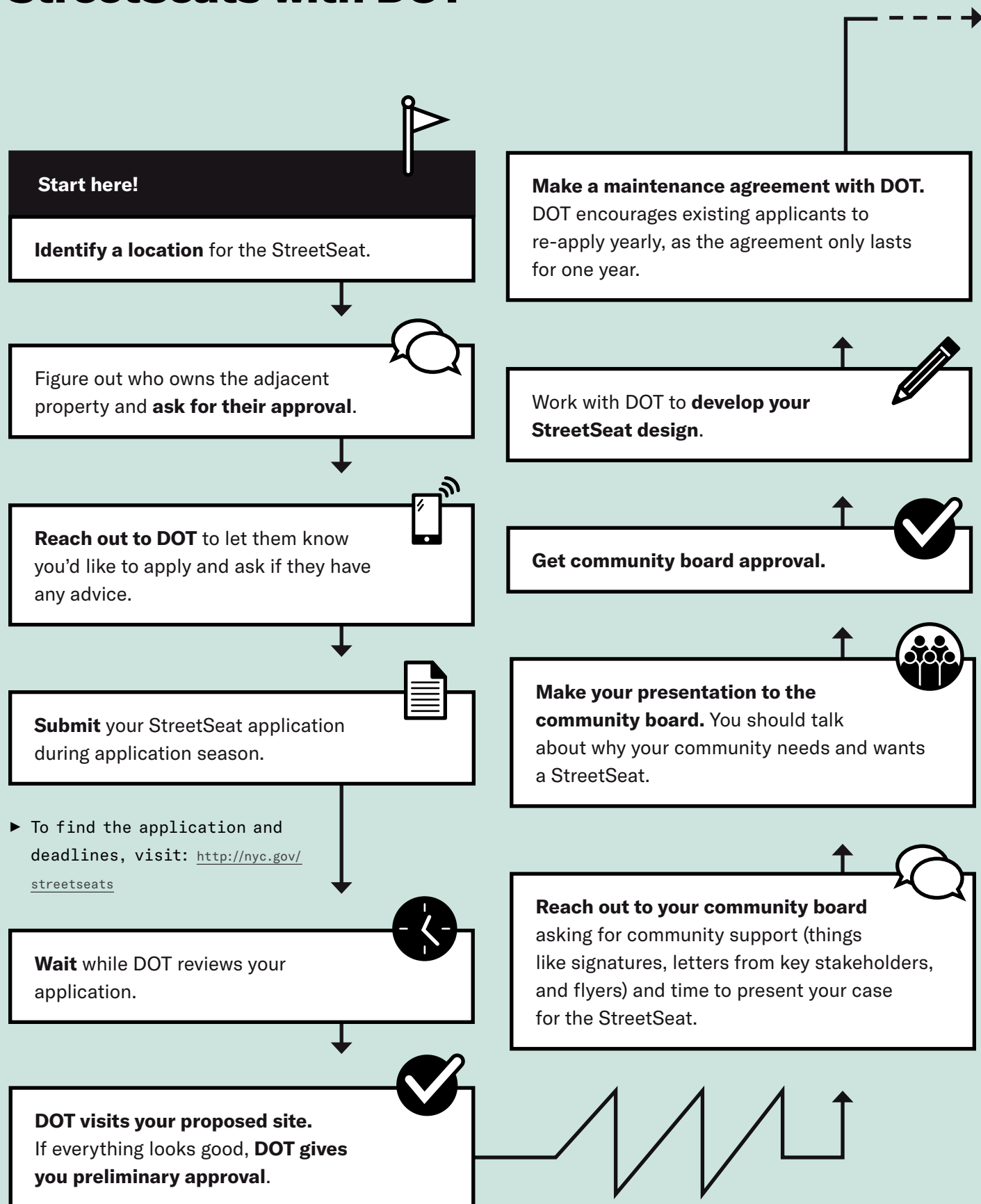


Above: Colorful graphics, plantings, and seating helped to activate the street during the day and at night outside 3 Black Cats Cafe.

3 Black Cats StreetSeat

In 2018, the 3 Black Cats Cafe worked with the Brownsville Partnership and DOT to install a temporary StreetSeat in front of their cafe to create a place for residents to gather and socialize. 3 Black Cats added temporary lighting to the StreetSeat during “Jazz with the Cats,” evening programming that was repeated during summer weekends.

StreetSeats with DOT



Make your StreetSeat.

- Whether it is something you purchase, or whether it is custom-made, you are responsible for providing the Seat itself. DOT develops additional materials as needed.

Get your installation date from DOT.
You will be able to get a date once you give DOT your insurance certificate.

Afterwards, don't forget to:

- Maintain the seat.
- Do it again next year!

Your StreetSeat is installed!

- It will be there for the remainder of the season.



CityRack with DOT

DOT manages and maintains 28,000+ CityRacks citywide and more are added every year. CityRacks provide free and public bicycle parking on New York City sidewalks. CityRacks are designed for short-term bike parking to keep New York City moving and to help discourage bike parking on mailboxes, parking meters, trees, and other sidewalk structures.

DOT prioritizes neighborhoods and key corridors to achieve high quality, coordinated street furniture layouts to better track and maintain all of the assets on our streets. DOT invites the public to suggest new locations on the DOT Right-of-Way (that is, on public sidewalks, not private property) as we continue to expand our network. Please visit the bike parking website: <http://www.nyc.gov/bikeparking>.

Tips for Success

Before providing your suggestion to the DOT, make sure you understand the following criteria:

The proposed rack is...

- On property owned by the City
- On wide concrete sidewalks that are a minimum of twelve feet
- Not blocking the movement of pedestrians
- Ten feet away from crosswalks
- Roughly one-and-a-half to two feet away from the curb
- At least five feet away from street signs, mailboxes, benches, and/or telephones

- Fifteen feet away from fire hydrants
- Fifteen feet from bus stops and newsstands
- Not located on sidewalks made of cobblestone, brick, stone, slate, or custom or patterned concrete

Resources

- Find the CityRack suggestion form here: <http://www.nyc.gov/cityracks>
- To report a problem, visit: <http://www.nyc.gov/cityracks>

Bike Corrals

Bike Corrals are rows of CityRacks installed on the curbside lane of the street instead of the sidewalk. This design is a great solution for places where demand for bicycle parking outstrips the available sidewalk space. Anyone can request a bike corral but every bike corral needs a maintenance partner to keep the bike corral clear of snow and debris. Potential maintenance partners may be businesses, community groups and individual volunteers.

Find more information, including the Bike Corral application, here:

<http://www.nyc.gov/bikecorrals>

For the most up to date process, please see the CityRack website:

<http://www.nyc.gov/cityracks>

We have chosen not to include process guides to ensure updated and accurate information is accessed by the website.



“When streets are great places, they encourage people to linger. On retail streets, that can translate into increased spending and economic activity.”

MacKenzie, A. “Reimagining our streets as places.”
Project for Public Spaces.



CityBench with DOT

What to Know Before You Start

DOT manages and maintains 2,100+ CityBenches citywide, and the program is growing every year. CityBenches provide public seating to make NYC's streets more comfortable for all New Yorkers, especially pedestrians and transit riders. The benches are for the general public and are not restricted to tenants of any particular building or patrons of any particular business.

DOT prioritizes neighborhoods and key corridors to achieve high quality, coordinated street furniture layouts to better track and maintain all of the assets on our streets. DOT invites the public to suggest new locations on the DOT Right-of-Way (that is, on public sidewalks, not private property) as we continue to expand our network. Please visit the CityBench website at <http://www.nyc.gov/citybench>.

Note that CityBenches cannot be installed in the following places:

- Granite or bluestone in Historic Districts
- Within fifteen feet from the end of a transit exit, newsstand, or fire hydrant
- Within ten feet from a crosswalk
- Within eight feet of a bicycle rack
- Within seven feet of a driveway
- Within five feet of the main entrance of a landmarked building, bicycle rack, sidewalk cafe, tree, or standpipe
- Within four feet of a mailbox, street light, parking meter, or utility pole
- Within three feet of a pedestrian ramp, canopy, utility hole, grate, vent, sign pole, or tree pit

Tips for Success

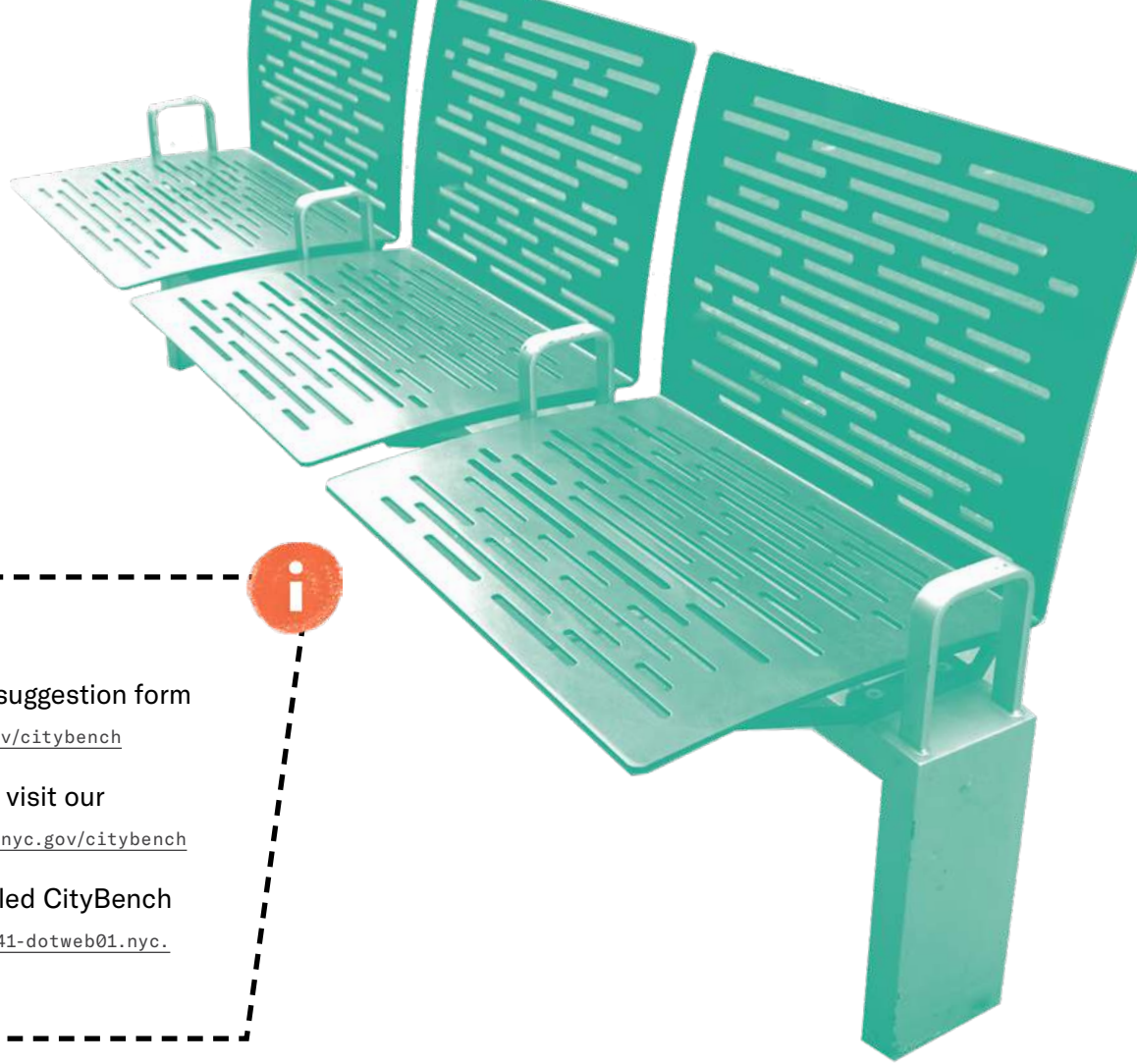
Before providing your suggestion to the DOT, make sure you understand the following criteria:

- It is intended for use by the general public.
- It does not displace street vendors.
- It follows these safety and engineering regulations:
 - An eight-foot path between the bench and building is clear and maintained.
 - A twelve-foot width between the curb and back of the bench exists for benches that have backs to the curb.
 - A fourteen-foot width exists between the sidewalk and the curb for benches with no backs installed along a curb.
 - There is a ten-foot, six-inch sidewalk width when installing a bench against a building.
 - The bench is not located opposite a building entrance or basement door.
 - Note that the sidewalk width for any bench outside a sidewalk cafe is measured from where the cafe begins to the curb.

For the most up to date process, please see the CityBench website:

<http://www.nyc.gov/citybench>.

We have chosen not to include process guides to ensure updated and accurate information is accessed by the website.



Resources

- Find the CityBench suggestion form here: <http://www.nyc.gov/citybench>
- To report a problem, visit our website at <http://www.nyc.gov/citybench>
- View a map of installed CityBench locations at http://a841-dotweb01.nyc.gov/citybench_map/



Left: A CityBench offers a pedestrian temporary rest.

One-Day, Interim and Permanent Plazas with DOT

DOT Plazas are public spaces that have been transformed from underutilized streets. DOT works with selected organizations to create neighborhood plazas throughout the city. The NYC Plaza Program is a key part of the City's effort to make sure that all New Yorkers live within a ten-minute walk of a quality open space.

What to Know Before You Start

- Select a site and find a community-based organization to work with.
 - Once you've done this, email DOT to check if the site is a good location. You should do this before applying!
- There are three types of plazas that DOT can approve: one day plazas, interim plazas, and permanent plazas.
 - **One-day plazas** can be used as an event to gather community support for an interim or permanent plaza.
 - **Interim plazas** are temporary plazas that use moveable tables, chairs, umbrellas and other temporary materials that may last between one to five years.
 - **Permanent plazas** take between five and seven years to establish with DOT.
- Entering the plaza program doesn't guarantee that a plaza will be built.
- Plaza maintenance is a long-term commitment for both the Plaza Program and the community partners building the plaza. The partner organization must:
 - Carry insurance with DOT.
 - Coordinate programs/events in the plaza.
 - Communicate and have ongoing relationships with other City agencies, such as Department of Sanitation and the local NYPD precinct, with DOT support.
- There are two types of legal agreements that plaza partners can enter with DOT:
 - **Maintenance Agreement:** The basic agreement that all plaza partners enter into that covers day-to-day operations and sanitation.
 - **Concession Agreement:** A more complicated agreement which allows plaza partners to raise money through sponsors and events. This requires more insurance.
- DOT strongly recommends working with local organizations, businesses and residents to improve the project's staying power especially for smaller groups that may not have as much funding.
- DOT will pay for the design and construction of selected plazas. After construction, you are responsible for paying for plaza maintenance.

Tips for Success

- Get in touch with DOT as early as possible. That way there are no surprises when you submit your formal application.
- Stage small-scale events on the proposed plaza site to build community support and to make your application stronger.
- Permanent plazas take a long time to plan and build. Consider temporary ways to activate nearby spaces while waiting for it to be done, such as programs/events, CityBench or mural art.
- Ask DOT to recommend the best path for your project. There are multiple ways to set up an event in a plaza, including getting a permit through SAPO.
- Location matters. Plaza selection is partially based on where plazas are needed most in the city.
- Host events or meetings where you can brainstorm your ideas. DOT likes applicants who build community support for the plaza.
- Build partnerships for programs and events with established organizations and groups. This is very important!

Resources

- Check out the NYC Plaza Program application guide and selection criteria on the City's website: <http://www.nyc.gov/html/dot/html/pedestrians/nyc-plaza-program.shtml#apply>

Key Contacts

- Learn more about the Plaza Program on the City's website: <http://nyc.gov/plazas>
- Have questions? Email DOT at plazas@dot.nyc.gov

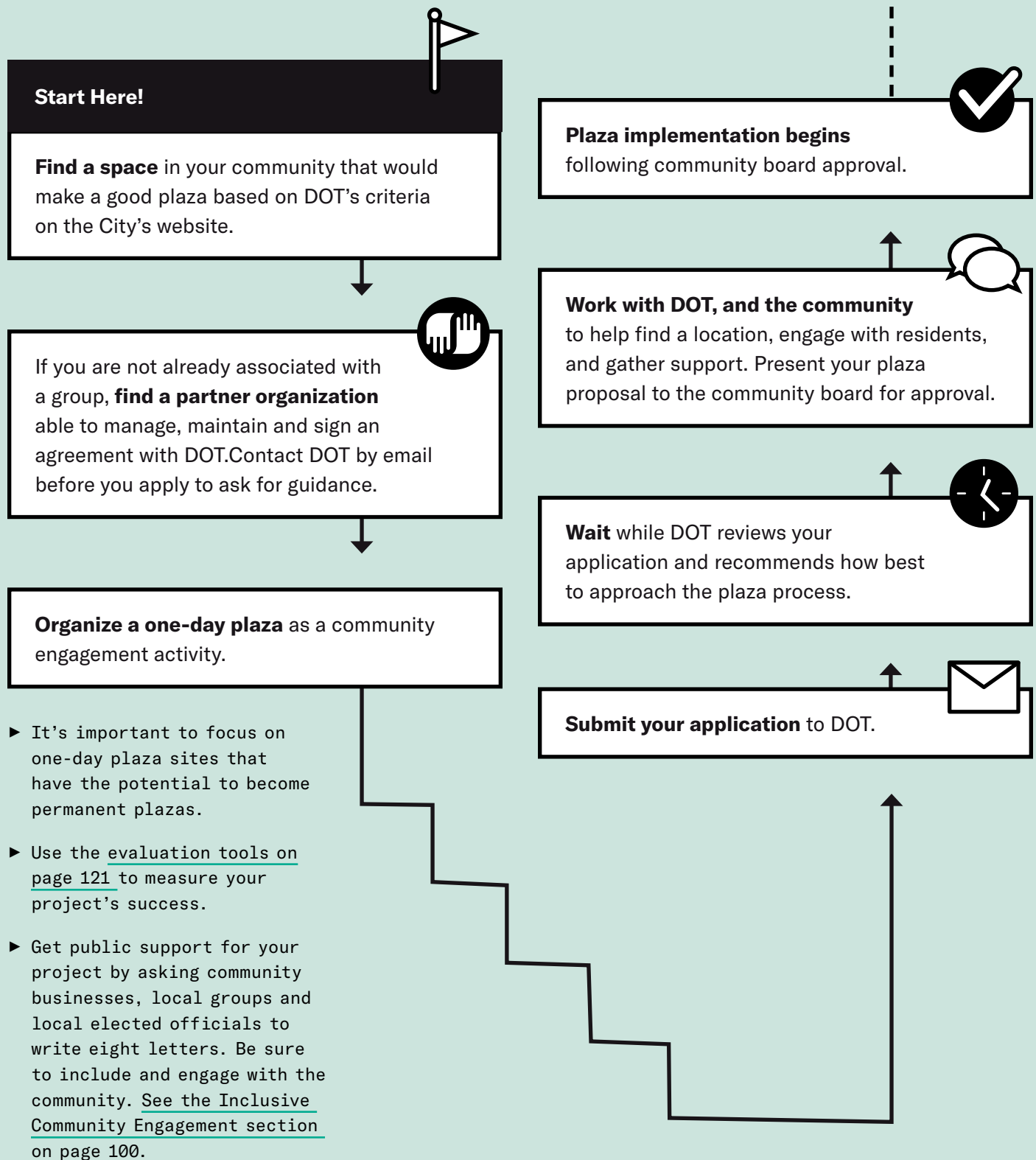
CASE STUDY

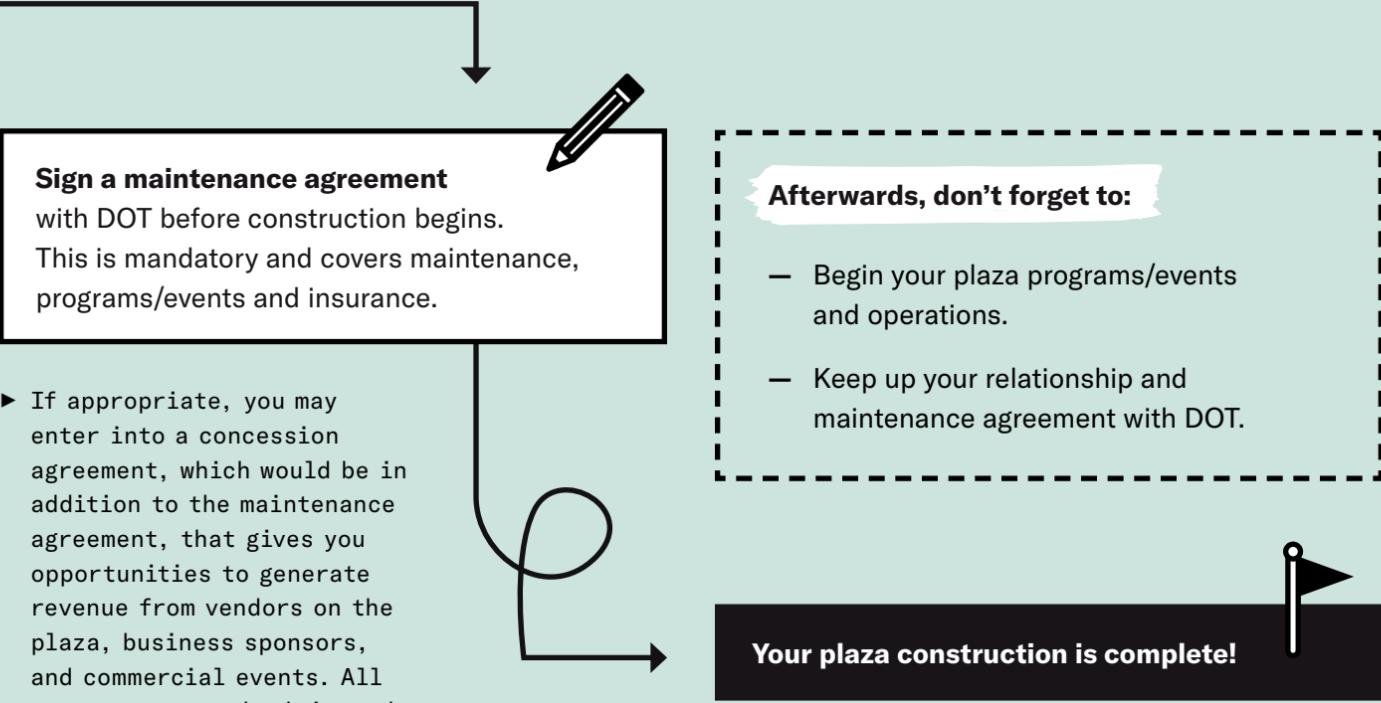


Osborn Plaza

The Brownsville Community Justice Center partnered with DOT to transform the former cul-de-sac at Osborn Street and Belmont Avenue into a vibrant community space. Through a partnership with cultural organization Made in Brownsville, local youth painted a ground mural, providing the current interim plaza with a unique appearance and identity. Other partners included Neighborhood Plaza Program (NPP) and the Mayor's Office of the Chief Technology Officer (MOCTO).

One-Day, Interim and Permanent Plazas with DOT





Sign a maintenance agreement

with DOT before construction begins. This is mandatory and covers maintenance, programs/events and insurance.

- If appropriate, you may enter into a concession agreement, which would be in addition to the maintenance agreement, that gives you opportunities to generate revenue from vendors on the plaza, business sponsors, and commercial events. All revenue must go back into the maintenance, management, and operation of the plazas.

Afterwards, don't forget to:

- Begin your plaza programs/events and operations.
- Keep up your relationship and maintenance agreement with DOT.

Your plaza construction is complete!



ACTIVATING PARKS AND GARDENS WITH NYC PARKS



The New York City Department of Parks & Recreation (NYC Parks) is responsible for the city’s parks and provides recreational opportunities for residents and visitors.

How Do I Activate Parks and Gardens?

You can activate parks through events, temporary art or beautification projects.

Start small. NYC Parks recommends that you start small, and then move on to larger, more complex projects. Starting small helps you build a relationship of familiarity with NYC Parks. A small event might be an arts and crafts activity and a large event might a community festival.

Reach out to NYC Parks or Partnerships for Parks early. You can work with NYC Parks directly or through Partnerships for Parks. Partnerships for Parks is here to help you have a lasting impact on your park and neighborhood- from creating a park group to planning activities to benefit your community. Outreach Coordinators at Partnerships for Parks can help you find the best way to start and build your project.

For gardens, you should start by working with NYC Parks GreenThumb. GreenThumb supports over 550 registered gardens, some of which are NYCHA gardens, and over 20,000 volunteer gardeners on 100 acres of open space across all five boroughs.

Key Information



Below are some key contacts for NYC Parks, Partnerships for Parks and GreenThumb. Contact them early so they can guide you along the process!

NYC Parks

If you want to learn more about how to install public art at your park, contact **Art and Antiquities** at artandantiquities@parks.nyc.gov or (212) 360-8163

If you want to learn more about how to organize events at your park, contact your **local borough office**. You can find contact information for each borough office on the bottom of the page here: <https://nyceventpermits.nyc.gov/Parks/>

If you want to learn more about organizing large scale events in your park you can email the **NYC Parks Citywide Special Events Office** at Citywide.SpecialEvents@parks.nyc.gov or by phone at 212.360.1319.

If you want to learn about how to build support or find more resources for your idea or project, contact **Partnerships for Parks**: <https://cityparksfoundation.org/contact-partnerships-parks/> or 212-360-1310

If you want to find gardening resources, contact **GreenThumb**: <https://greenthumb.nycgovparks.org/contact.html>

Special Events with NYC Parks

From the smallest birthday party to the largest concert, special events take place every day in New York City parks. Anyone can use these inexpensive, public spaces for all sorts of events and programs.

What to Know Before You Start

- You don't need a permit for events with less than 20 people.
- Applying for an event permit requires a nonrefundable \$25 fee.
- Applications are reviewed on a first-come, first-served basis, so apply for a permit for your event as soon as you know you want to host an event with 20 or more people. The Borough Events Office is available to work with you to find suitable sites, dates, and secure the necessary permits. You can find more information about the borough events offices here, under "Borough Permit Offices":
<http://nyc.gov/parks/specialevents>
- Permits cannot be issued for any federal holidays.
- If you plan to have amplified sound for microphones or music, you must get a sound permit from the local NYPD precinct. You must first have your NYC Parks special event permit before you can get a sound permit.
- If you plan to have a DJ or other electronic equipment, you may need to pay a fee for access to electricity on-site, or budget to rent a generator.
- Certain events may require you to get insurance.
- If you plan to serve snacks, consider serving pre-packaged/sealed food and water (nonalcoholic drinks only). For all other food service, you must get a permit from NYC Department of Health. Note that barbecuing is only permitted in designated BBQ areas. Some basic art projects may be possible with permission of the park manager (for example, painting garbage cans). You may request permission through the event permit application.
- A basketball tournament (or any kind of official competition) is considered a Special Event. But if a community group just wants to reserve a basketball court for a pick-up game, then the only required permit is an Athletic Facilities permit. In either situation, the applicable court fees (in addition to the Special Event application fee) will apply if the activity is geared towards adults ages 18 or older. The court fees do not apply if the activity is for youth ages 17 or younger.
- Additional rules and regulations can be found at the NYC Parks website:
<http://nyc.gov/parks/specialevents>

Tips for Success

- NYC Parks recommends you keep your project small and simple, especially if you are a first-time planner! The simpler the project, the less likely it is that you will need insurance. For events with higher-risk features—including sound or activity equipment (DJ setup, play equipment, etc.) and/or a large number of attendees—you may have to purchase event insurance. Insurance protects everyone, including you and your group! Please consider potential insurance costs when budgeting for your event.
- Community members/groups may consider partnering with a larger organization to offset insurance requirements and benefit from their familiarity with permits and other City processes.
- Be patient and flexible. Many people want to host their events in NYC Parks. It may take time for your permit to be approved. Have a backup date and location in case your initial choices aren't available.
- When inquiring on the status of an application via email or telephone, have your event ID number, provided by email once you have submitted your application, ready.
- Submitting an application does not mean that it will be approved, so wait until you receive confirmation of approval before moving ahead with your plans.
- NYC Parks does not provide chairs and tables for events. If you need these for your event, budget for chair and table rental and arrange with a vendor of your choice.
- If you need help with accommodating people with disabilities, contact NYC Parks' ADA Accessibility Coordinator:
<https://www.nycgovparks.org/accessibility>

Resources

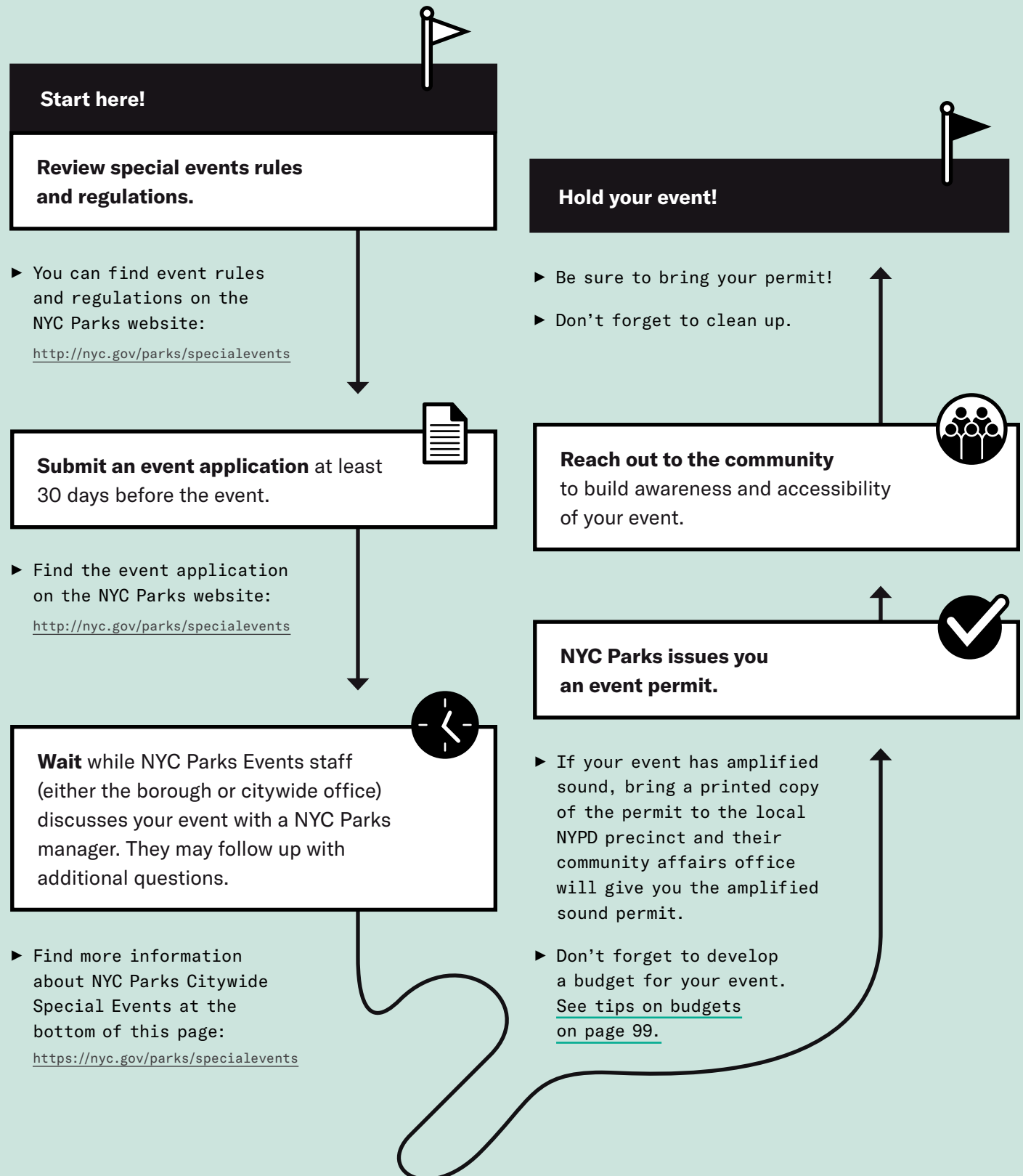
- If you want to find more resources and build more support for your park, go to:
<http://partnershipsforsparks.org>
- If you need to use a generator or install a stage, visit the Supporting Permitting Agencies webpage to see if your event needs an additional permit:
<https://www1.nyc.gov/site/cecm/permitting/supporting-permitting-agencies.page>
- Find additional rules and regulations the NYC Parks website:
<https://www.nycgovparks.org/rules>

Key Contacts

- Have questions? Contact your borough permit office, which can be found on the Special Events page on the NYC Parks website:
<http://nyc.gov/parks/specialevents>



Special Events with NYC Parks





Live on Livonia!, Brownsville

Live On Livonia! Is a festival that celebrates green and community spaces, sports, heritage, health, family, food and fun—operated simultaneously across three public locations throughout the day. Past programming has included basketball tournaments and clinics, cooking demonstrations and food giveaways. An annual event organized by Friends of Brownsville Parks and a number of community partners, Live on Livonia! attracts over 300 community attendees each year in support of ongoing programs for young people.

Temporary Art with NYC Parks

NYC Parks has consistently fostered the creation and installation of temporary public art in parks throughout the five boroughs. Projects range from international exhibitions in prominent larger parks and traffic islands to community works in neighborhood parks and playgrounds.

What to Know Before You Start

- Anyone can apply to do a Temporary Art project—independent artists, art organizations, galleries, business improvement districts (BIDS).
- Please consider potential insurance costs when budgeting for your event. Community members/groups may consider partnering with a larger organization to offset insurance requirements and benefit from their familiarity with permits and other city processes.
- Apart from a few grants for specific locations, NYC Parks does not fund temporary artwork. The artist or sponsoring organization is responsible for getting funding.
- Artworks are displayed for three to eleven months and are fully funded by the applicants.
- Proposals are accepted on a rolling basis. However, they must be submitted six months in advance of the anticipated installation date.

Tips for Success

- All projects are subject to NYC Parks' review and approval.
- You should share your proposal with NYC Parks before pursuing funding.
- NYC Parks recommends that you keep your project small and simple, especially if you are a first-time planner!
- Before sending in your applications to NYC Parks make sure your request meets the following requirements:
 - The art is able to be presented in a temporary manner.
 - The art is appropriate for the public.
 - The art can withstand outdoor weather or can be reproduced on material appropriate for outdoor display.
 - The organization partnering with the artist can maintain the art and space.
 - The organization partnering with the artist has secured funding to meet the budget requirements.
 - The site is large enough for both the artwork and pedestrians. The art should not create tripping or safety hazards for the public.

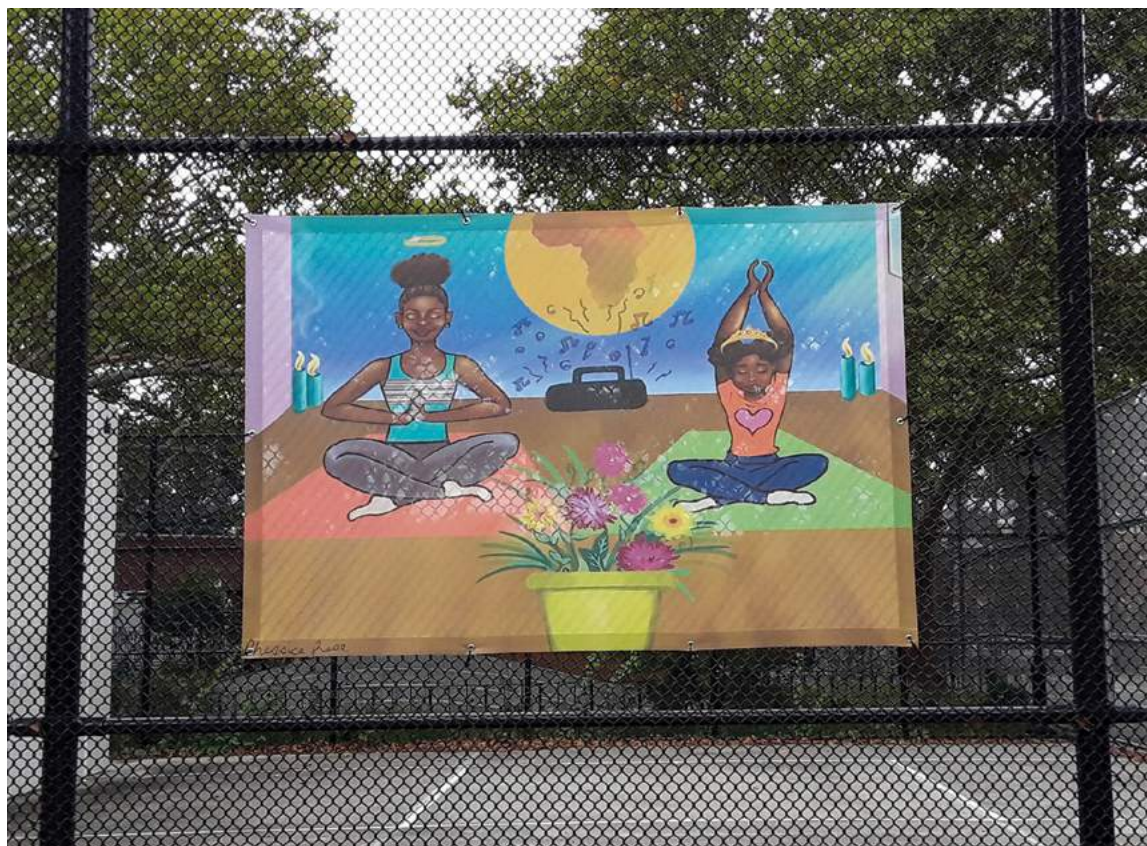


Resources

- **Find a map of current and past artwork in NYC Parks**, recommended sites, and further guidelines for artists on the NYC Parks website: <http://nyc.gov/parks/art>

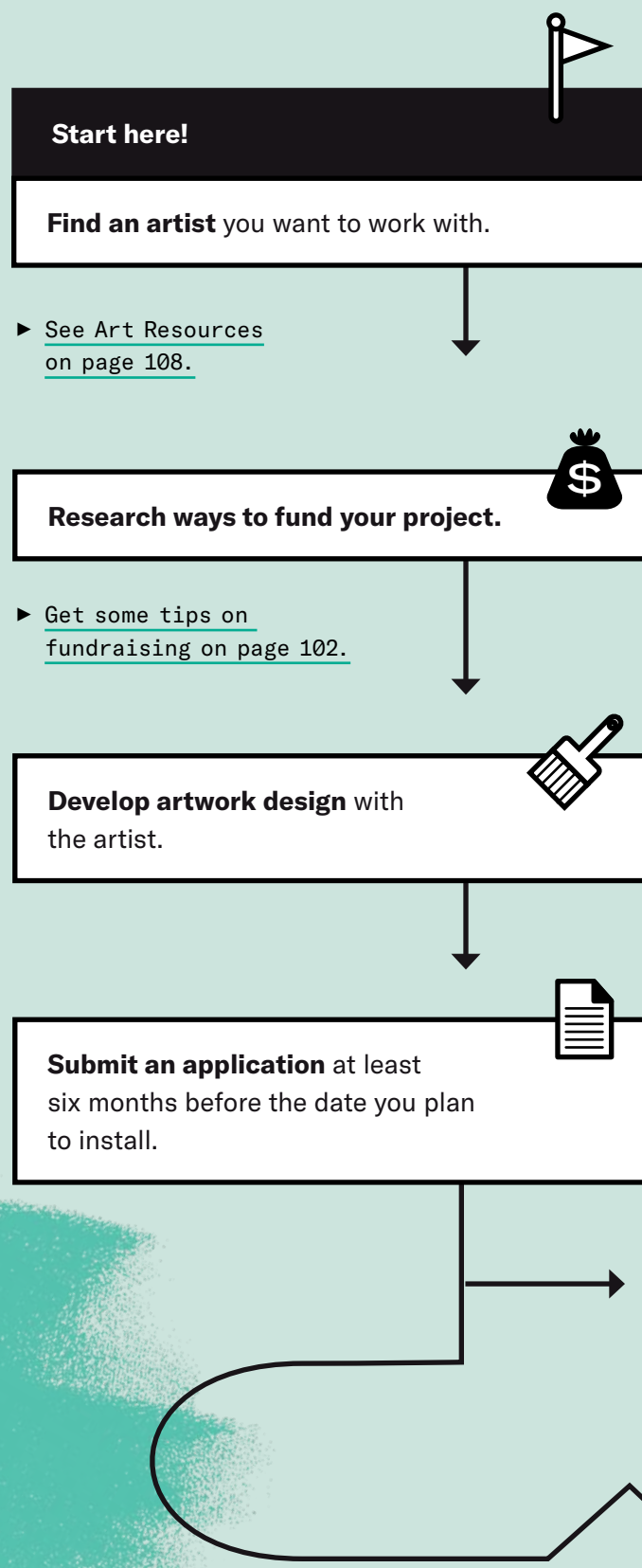
Key Contacts

- Have questions? Contact artandantiquities@parks.nyc.gov



Left: BMS Art in the Park at Betsy Head Park in Brownsville.

Temporary Art with NYC Parks



Applications must include the following:

- A written description of the proposed artwork, including: title, medium, dimensions (height x width x depth), weight, installation method, and anchoring procedure
- For an existing work: photographs or slides of artwork, including reference to human scale
- For a new work: working drawings or photographs of a sculptural model that is to-scale
- An artist's statement and artist resume
- Installation budget, including a description of the sponsoring organization or other method of financing
- Contact information, including name, address and phone number
- Proposed duration and exhibition period of the exhibition
- Proposed location for the installation
- Up to ten images of the artist's previous work (all images must be clearly labeled with the name of the artist, title of the work, media and dimensions)



Fabricate and install the artwork!

Get approval from the NYC Parks departmental panel.

- ▶ NYC Parks conducts a site visit.
- ▶ Present proposed artwork to the parks committee of your community board.
- ▶ NYC Parks issues a license agreement to install the artwork after the artist provides insurance and a security deposit.

Wait while the NYC Parks departmental panel reviews your proposal and provides feedback.

Afterwards, don't forget to:

- Monitor and maintain the artwork while it's on display.
- Include continuous opportunities for the community to engage with the artwork.
- Oversee removal of artwork once the display period ends.

Park Improvements with NYC Parks

Help care for parks across the city by lending a hand to beautify a neighborhood green space. *It's My Park* is Partnerships for Parks' signature service program that offers opportunities for New Yorkers to give back by cleaning, painting, weeding, planting, and more. People can choose and participate in realizing these improvements!

What to Know Before You Start

- You should already be working with your local Outreach Coordinator before applying to lead your first *It's My Park* project. They will guide you on what projects are feasible and most successful before you apply.
- Projects must take place on NYC Parks properties and must be free of charge to participants.
- *It's My Park* Leader Applications are due the first of each month for a project in the following month. For example, if you would like to host a project in May, you must submit your application by April 1st.
- *It's My Park* projects, if coordinated in conjunction with and approved by Partnerships for Parks, typically do not require a special event permit or an insurance obligation. An approved *It's My Park* Leader Application serves as project approval.
- If you are planning a more complicated, multi-faceted event in addition to your *It's My Park* activities, you must give full disclosure of your plans to your Outreach Coordinator and may be required to hold a special event permit or insurance.

Tips for Success

- Keep your project plans simple and discuss them with your Outreach Coordinator before submitting an application. Discussing your plans first will increase the likelihood of approval.
- Hard tools and promotional materials like posters are available for your project and are requested through the application. However, keep in mind that these items are limited in scope and supply so we may not be able to provide you with large quantities.
- You may want to consider fundraising for project needs that cannot be supplied by Partnerships for Parks, such as table and chair rentals, snacks for participants, or specialty (and approved) project tools and supplies such as plants.

Resources

- Learn more about *It's My Park* at <http://itsmypark.org> and directly access the *It's My Park* Leader Application at <http://cityparksfoundation.org/its-my-park-project-leader-application/>

Key Contacts

- To be connected to your local Outreach Coordinator, call our mainline at 212-360-1310. You can also email questions to itsmypark@cityparksfoundation.org

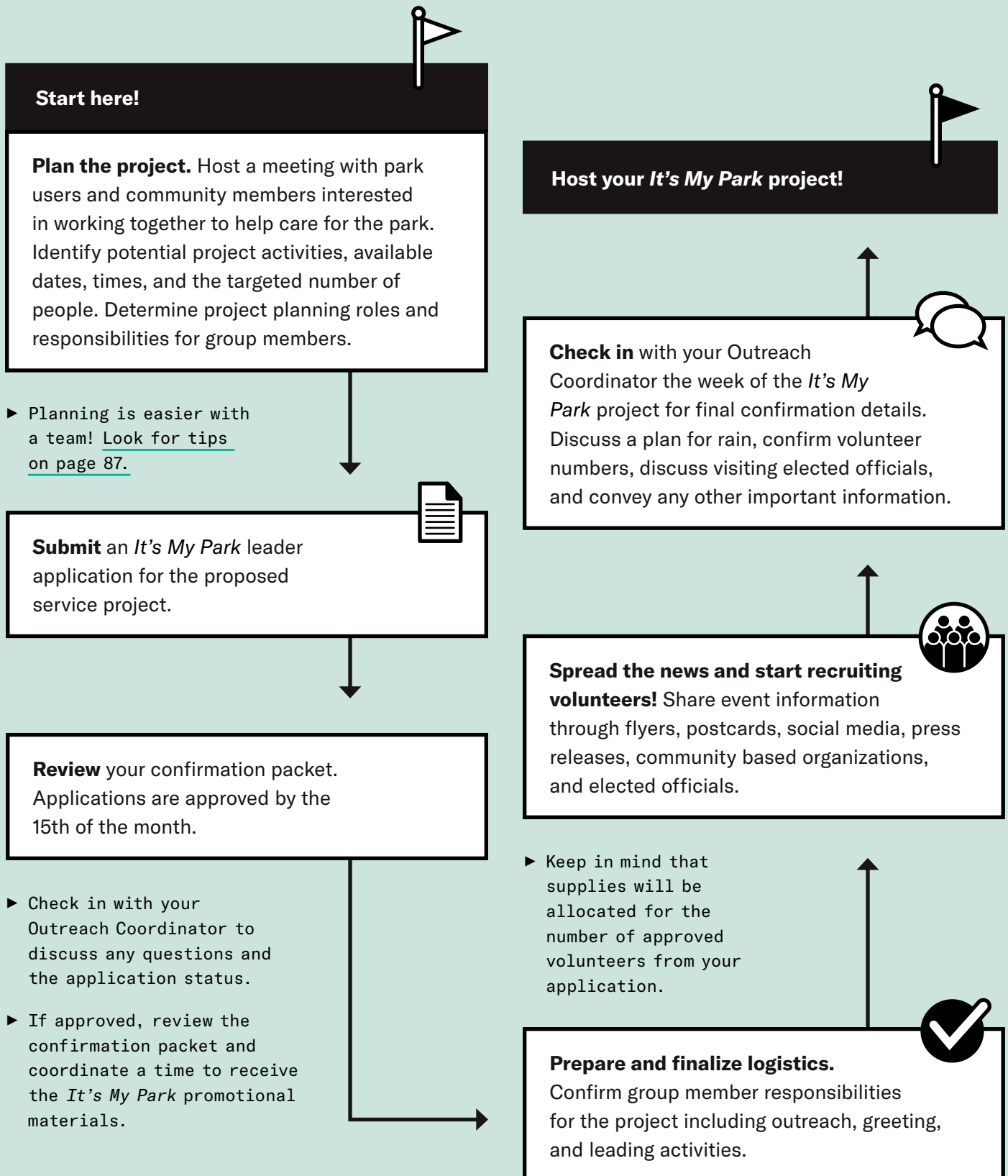
CASE STUDY



Friends of Commodore Barry Park

The Friends of Commodore Barry Park, in Brooklyn, acts as a community voice for the park. In addition to advocating for the green space and coordinating public programs, they are also active in hosting *It's My Park* projects that bring the neighborhood together to beautify the park. Over the summer months in 2019, the Friends of Commodore Barry Park led several projects to repaint ground game murals throughout the black top areas of the park, bringing new life and color to the play areas.

Park Improvement with NYC Parks





Afterwards, don't forget to:

- **Record outcomes:** Note what your group accomplished (length of fence painted, number of bags of garbage collected, number of bulbs planted, etc.)
- **Follow up:** Connect with your Outreach Coordinator to share how the project went, project accomplishments, photographs, and other details.
- **Plan next project:** At your next group meeting, discuss how the project went and what the group was able to accomplish. Strategize areas for improvement with your next *It's My Park* project.



**“IT WOULD HELP
TO HAVE A NICER
ENVIRONMENT.
WHEN IT’S PRETTY
AND BEAUTIFUL
I FEEL PEACEFUL.”**

Morrisania resident at focus group
for Neighborhood Activation Study

PLANNING RESOURCES



PLANNING RESOURCES

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 - 115 Thinking about Design
 - 121 What Do I Do after the Project?
-

HOW DO I USE THE PLANNING RESOURCES?

We created the Planning Resources section of the Playbook to point you in the right direction when you are on your public **space activation** journey. You can start at the beginning or go straight to the chapters that you think will be most helpful! In this section, you will find information ranging from building your team, to fundraising, to evaluating the success of your project.

Each chapter outlines key topics and questions, and points you to additional resources so you can find the information that matters most to you quickly.

Space activation:

Planning for diverse human activity in a place. When planning new places, the focus of place activation is on ensuring the needs of all potential users are met. This will provide for the natural, organic and sustainable use of places by people as part of their daily life. In turn having a place full of people will attract more people.



Above: Design workshop in Morrisania/Claremont with a mapping tool in which participants can add pinned suggestions for space activation in their desired neighborhood location.

GETTING STARTED

Building Your Team

The Importance of Building Your Team

Building a team means gathering a group of people to work together towards your neighborhood activation goal. Each member of the team can provide key skills and input on the community and project. Partners with ability to support are generally most interested in projects that affect many people's lives. Building a strong and diverse team is one way to demonstrate the potential reach of your project. Team building is also a key part of getting to know your community.

Questions to Think about When Building Your Team

- ❓ Who do you already know that could be a part of your team?
- ❓ Who is missing? What skills and perspectives do you need that you don't have?
- ❓ Can you involve people at different levels of influence and experience? How can you involve people who may want to help but may not be able to dedicate significant time to your team?

Who Should Be Included?

Regardless of the issue you are working on, you want those who are most affected by the issue/space you are considering to be directly involved on the team. For example, if you're addressing youth violence, try to include young people on the team and in your planning.

A diversity of ages, genders, and ethnic and cultural backgrounds strengthens your team, bringing together different aspects of the community to better inform your projects and goals.

Where to Find Your Team Members

Meet people where they are. This may mean doing outreach, attending community events and meetings, and setting up interviews to understand who's who in the community.

**“WHAT MAKES
A TEAM STRONG
IS THAT THEY
ARE FLEXIBLE...
WE HAVE TO STAY
OPENMINDED”**

Participant from St. Nicholas Houses focus group,
October 2018

Some examples of where to find different people in the community:

- Youth programs
- Seniors centers
- NYCHA resident associations
- Local businesses
- Community boards
- Community organizations (e.g., health, arts, cultural and other organizations)
- Schools/local PTAs
- Elected officials
- City agencies

Be Inclusive

Be mindful of the needs of your team members and of those who are not yet members of the group. Some ideas for practicing inclusivity are holding meetings during a variety of times such as weekends, evenings or day-time so that a diversity of people can attend, having a range of meeting types for different audiences, and having translators or interpreters at meetings. Being inclusive means identifying mutual priorities, sharing responsibility and developing plans collaboratively.

Key Skills to Find in Team Members

- Notetaking
- Facilitating meetings
- Organizing events/activities
- **Community engagement** and outreach

Other Skills to Find in Team Members

- Fundraising
- Promotion/social media
- Creative thinking
- Financial or Political expertise

Maintaining and Growing a Team

Team building never ends—it's essential to get as many community members on board as possible at every stage of the process. You can find more information on maintaining your team in the [Sustainability section on page 122](#) as well as more resources below.

Other Resources

- “Creating and Gathering a Group to Guide Your Initiative”: <https://ctb.ku.edu/en/table-of-contents/structure/organizational-structure/group-to-run-initiative/main>
- “Involving People Most Affected by the Problem”: <https://ctb.ku.edu/en/table-of-contents/participation/encouraging-involvement/involve-those-affected/main>

Community engagement:

Sharing the work of your project with the people whose lives you are hoping to improve. Community engagement involves Informing (letting the community know the basic information); Consulting (asking community members for advice); Involving (working directly with community members to provide input); Collaborating (partnering with community members in each part of the project); and Empowering (final decision-making that is created by community members).

Identifying a Site

Where Will Your Project Happen?

Paying attention to how a place looks, feels, and functions is an important step in understanding where to do your work. Thinking about how to improve a space can help guide your next steps.

Some Questions to Think about When Identifying a Site

- ? Does it feel safe?
- ? What sorts of activities are encouraged in this space? Which ones aren't?
- ? Are there organizations nearby that are concerned with the neighborhood's well-being?
- ? Is it well-maintained?
- ? Is it easy to find your way around?
- ? What have you heard people say about this space?

Ask These Questions with Your Team to Start to Understand How to Activate the Space

- ? What are some ways this site has become safer?
- ? How might this site become safer or more welcoming?
- ? What are examples of similar sites where improvements have been successful?
- ? Which sites do we feel most excited to work on?

Other Resources

- Placemaking Guide from Chicago:
<http://www.placemakingchicago.com/guide/ready.asp>
- Project for Public Space's Do-It-Yourself Checklist for identifying and visiting site:
http://www.placemakingchicago.com/cmsfiles/placemaking_doityourselfchecklist.pdf



"Lack of access to good places—destinations for culture, creativity and community—has led to widespread social isolation and depression, particularly amongst older populations."

Reinberg, S. "Less isolation, more socializing may help you live longer." *Health Magazine*, March 2013



Left: Potato sack races during Harvest Festival at Wagner Houses Farm.

Below: Space activation event at Boulevard Houses basketball court entitled *More Social Less Media*.



Claremont Illuminated, a partnership between Bronx Documentary Center and the Mayor's Office of Criminal Justice, helps to activate community spaces with media and projections.



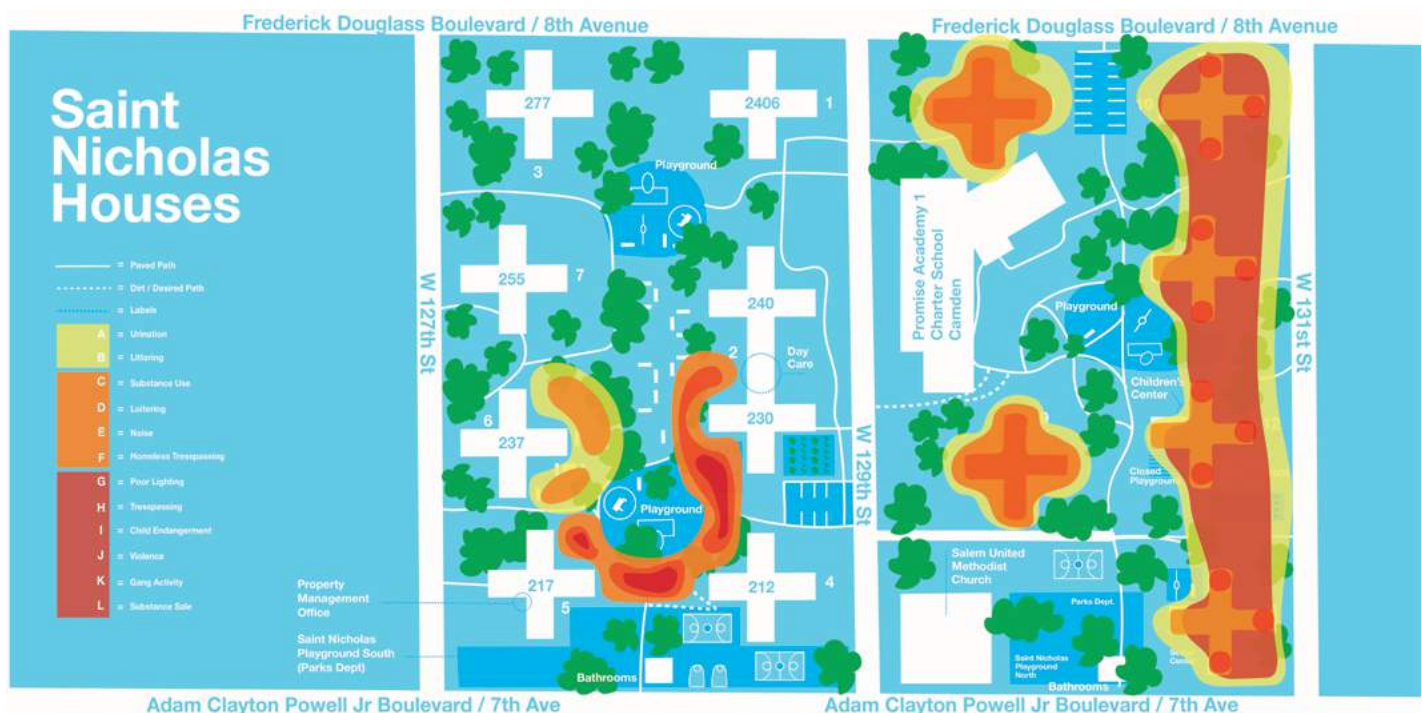
Understanding Your Site and Collecting Data

Studying the daily life of your site will help you develop a plan that makes sense in your neighborhood and connects to the cultural heritage of your community. By observing what happens at the site at different times of day and on different days of the week, and by talking to the people you see in the site, you can make sure that the work you're doing reflects the real needs and concerns of your neighbors.

Questions to Guide Your Study

- ? How do people use the site during the day and at night?
- ? What historical and/or cultural significance does this place have?
- ? What events, people, and ideas do visitors associate with this place?
- ? What criminal activities happen in and around the site (if any)?
- ? Does the site encourage people to walk, stay, talk and listen, play, sit or interact? Where do people stop? Where do they hurry? Are there places that are always isolated? Why?

Below: Hot Spot and/or Heat Map using colors to show levels of undesirable activity and areas that are perceived as unsafe by residents at St. Nicholas Houses.



Tools for Studying Your Site

Surveys

What Is It?

Short questionnaires directed at specific audiences (residents, local businesses, young people, elders, etc.)

What Does It Do?

Gives you first-hand data on how people perceive and use the site. Can be used as a starting point and follow-up to measure your success.

Survey Samples and Resources

- **Intercept survey:** Gehl Institute survey for gathering feedback from users of a public space and investigating social mixing: <https://gehl.institute.org/tool/intercept-survey/>
- **Social Space Survey:** Gehl Institute survey for analyze how public space design and programs/events impacts social interaction and inclusivity: <https://gehl.institute.org/tool/social-space-survey/>
- **Quality Criteria Survey:** Gehl Institute tool for evaluating the quality of experience in public space based on the comfort, protection, and enjoyment: <https://gehl.institute.org/tool/quality-criteria/>
- **Age + Gender Tally:** Gehl Institute tool to help record profiles of people who move through or use a public space: <https://gehl.institute.org/tool/age-gender-tally/>



Tools for Studying Your Site (continued)

Activity Mapping

What Is It?

Activity Mapping is creating maps that document activity in the project area based on location and shows how users use a space through observation.

What Does It Do?

Provides a headcount of the number of people moving, remaining still, and using the site in other ways at a given time

Activity Mapping Samples and Resources

- **Stationary Activity Mapping:** Gehl Institute mapping tool for determining how people use a public space:
<https://gehl.institute.org/tool/stationary-activity-mapping/>
- **People Moving Count:** Gehl Institute tool for determining how popular a space is by measuring how people move through it: <https://gehl.institute.org/tool/people-moving-count/>
- **Place Inventory:** Gehl Institute mapping tool for documenting the physical features in a public space that support public life, such as seating, plant life, lighting, etc. This tool also helps to assess the experience of a space with thoughtful questions:
<https://gehl.institute.org/tool/place-inventory/>



Tools for Studying Your Site (continued)

Public Data Mapping

What Is It?

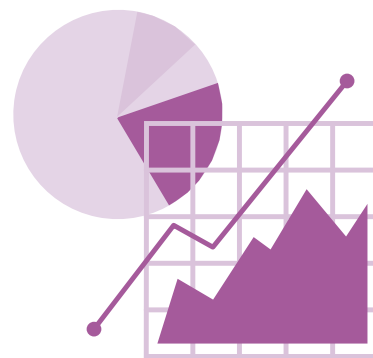
Websites that can provide you with statistical data (percentages).

What Does It Do?

Provides background information to support your identified problem. The information can be connected to your neighborhood or your city.

Public Data Samples and Resources

- **Neighborhood Profiles:** <http://www.data2go.nyc>
- **Crime:** <https://compstat.nypdonline.org/>
- **Neighborhood Assets:**
<http://www.prattcenter.net/neighborhood-data-portal-app>
- **Traffic Fatalities:** <http://www.visionzeroview.nyc/>
- **NYC Open Data Portal:** <https://opendata.cityofnewyork.us/>



Other Resources

- Find out what key points to look for when creating public spaces that feel safe, inclusive, and welcoming, see Gehl Institute, “Crime Prevention Through Environmental Design: A Public Life Approach”: <https://gehl.institute.org/news/crime-prevention-environmental-design-public-life-approach/>
- To find the complete set of public space evaluation tools from Gehl Institute, see “Using the Public Life Tools”: <https://gehl.institute.org/using-public-life-tools-complete-guide/>
- Survey tools developed for the Mayor’s Action Plan for Neighborhood Safety, created by Make Public. See survey tools in the Appendix on page 165.

**“I WOULD COME TO
THE TABLE WITH
THE RESEARCH.
NUMBERS
DON'T LIE.”**

Participant from Brownsville/Van Dyke Houses focus group,
October 2018

PROJECT PLANNING

Goal Setting and Action Planning

What are Goal Setting and Action Planning?

Goal setting means deciding on what your team wants to accomplish. It keeps your team focused on your priorities and motivated to accomplish the work.

Action planning means listing the steps it would take to accomplish your goals. It helps you make sure the work gets done.

Ask These Questions When Goal Setting

- What do we want to accomplish?
- Who needs to be involved?
- What do we need to do in the short term, medium term, and long term?

Ask these questions when Action Planning

- What is the first step to begin our project? What are the next steps? When do these steps need to be accomplished?
- Who is responsible for each step?

Identify Others to Work With in the Action Planning Process

- It is helpful to get input from local community leaders, residents, and people outside of your team on your action plan.
- Community Engagement on page 100 provides some key steps to involving more members of the community in this process.

Other Resources

Developing an Action Plan: <https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/develop-action-plans/main>

Action plan:

A detailed set of instructions to follow in order to solve a problem or achieve something.

Budgeting

What Is Budgeting and Why Is It Important?

Budgeting means listing out all of the activities, people and programs that cost money (expenses) and also listing out all the funding you have to pay for the costs (revenue). It is important to budget to make sure you have enough funds for your planned activities.

Ask These Questions When Budgeting

- What are the most important activities that need funding?
- How much funding do you currently have?

How to Create a Basic Program Budget

- List all revenue (the funding you currently have).
- List all expenses (activities and their cost).
- Expenses and revenue should balance—there should be no more expenses than revenue.

Other Resources

- Budgeting Basics:

http://www.nonprofitworks.com/wp-content/uploads/2018/04/Budget_Basics.pdf

- Non-profit Works Budget Resources:

<http://www.nonprofitworks.com/resources/>



Left: Community design workshop in Brownsville, Brooklyn.

Inclusive Community Engagement

What is Inclusive Community Engagement?

Inclusive community engagement means building relationships with people around your project in a way that creates a welcoming atmosphere. It requires considering barriers to participation (language, age, gender, different physical abilities, location, time, transportation, childcare, food, funds, etc.), providing accessible methods for involvement (visual, audio, interactive), collaboration with existing groups, and providing ongoing opportunities for staying involved.

Community members can give you valuable feedback, help you improve your strategy and expand your outreach. By involving as many community members as possible, you make sure the people you are trying to serve feel heard and that the success of the project is something they will share in and feel proud of.

Guiding Questions for Inclusive Community Engagement

- What are your main goals for community engagement?
- Who do you want to engage? How will you reach those populations?
- What barriers may people with different abilities and diverse backgrounds face when engaging with the project? How will you work to minimize those barriers?
- What resources do you currently have to engage the community?
- What are some creative or non-traditional ways to engage your community? Do you offer multiple ways for contributing input and feedback?
- What existing organizations, groups or partners can you build relationships with to improve engagement?

Other Resources

- Best Practices for Meaningful Community Engagement Tip Sheet: https://groundworkusa.org/wp-content/uploads/2018/03/GWUSA_Best-Practices-for-Meaningful-Community-Engagement-Tip-Sheet.pdf
- Building Inclusive Communities: <https://ctb.ku.edu/en/table-of-contents/culture/cultural-competence/inclusive-communities/main>



Above: Volunteer day to build a Serenity Garden at Patterson Houses in Mott Haven, Bronx.

INSTITUTIONAL SUPPORT, FUNDS AND RESOURCES

The purpose of this chapter is to provide you with ideas on how to approach fundraising for your project. It will clarify which grants require non-profit status (recognized by the IRS with 501C3 status), and which do not. The chapter is organized by small, medium and longer-term funding strategies and grants. It also contains additional resources for funding your project.

Fundraising and Grant Writing

The Importance of Fundraising

Most projects require community groups to find funding. Start your planning early so you can meet funding deadlines and move ahead more quickly to get the project done. Fundraising can range from asking friends, family and local businesses to sponsor an event, to holding small fundraising events, to applying for grants.

Fundraising indirectly builds awareness and political support for your project, because you need to talk to potential supporters to find funding. For example a key component of fundraising is to be able to tell the story of your project to a larger audience, which can build more awareness and support in addition to financial support. Long-term fundraising can also give your project a long life.

Questions to Think About Before You Dive Into Fundraising

- What is your/your team's current funding situation? How much are you hoping to fundraise? For what purpose?
 - Purpose: Does your team need “backbone funding” that supports the administration of the group? Does your team need funding to carry out specific activities? How might you categorize those activities (for example, cleanups, community building, artmaking, gardening, etc.)?

- What are your current relationships to funding groups or grant providers?
 - If these relationships exist, how can you reconnect with them?
- What are some funding opportunities you would benefit from?
- How many people on your team will help with fundraising?
 - What skills would help increase fundraising capacity in the team (for example, grant writing or crowd funding workshops)?

Small-Scale Funding (\$500-\$3000)

Fundraising for groups with or without non-profit status. If an opportunity looks exciting, be sure to plan around the deadlines for application submission!

Funding Opportunity	Type of Activation	Website	Notes
ioby.org	Any	http://ioby.org	<p>ioby created a fundraising leader toolkit for tips on how to fundraise: https://www.ioby.org/leader-toolkit/Overview</p> <p>ioby periodically partners with other funders like the New York State Health Foundation to provide localized support to groups in specific neighborhoods (East Harlem, Brownsville, Mott Haven, Morrisania, Hunts Point): https://www.ioby.org/healthy</p>
Ideas Marketplace	NYCHA green/sustainability projects	https://www.fundforpublichousing.org/ideas-marketplace/	
Citizen's Committee Grants	Neighborhood, composting and other projects	http://www.citizensnyc.org/grants	Citizen's Committee grants are designed to support resident-led groups with no paid staff (no 501C3 required)
Awesome Project	Any	http://awesomefoundation.org/en/chapters/nyc	

(Continued from previous page)

Safe in the City Grants	Social programs/ events to promote peace	https://www1.nyc.gov/site/peacenyc/resources/community-resources.page	Safe in the City grants are designed to support local groups invested in promoting peace and community safety.
Partnership for Parks	Stewardship and programs/events at NYC Parks (parks, playgrounds, gardens)	https://cityparksfoundation.org/grants-resources/	Capacity Fund Grants are designed to support NYC Parks groups that have a demonstrated commitment to neighborhood parks and playgrounds. It can be the group's first time proposing a park activity, but funders will look for a longer-term vision from the group, beyond a single project. Groups do not need 501C3 status, and the City Parks Foundation can provide fiscal sponsorship.
Gardens for the City Grant (New York Restoration Project)	Provides materials (compost, topsoil, trees, plants) and personnel support for community gardens and public spaces	https://www.nyrp.org/gardensforthecity/	Any community garden or public space is eligible. Ideal candidates are located in central Brooklyn, northern Manhattan or South Bronx
GreenThumb	Provides materials (soil, lumber) and technical assistance to community garden groups	https://greenthumb.nycgovparks.org/resources.html	Gardeners who have registered with GreenThumb can attend a wide variety of trainings, sometimes directly related to fundraising.
Grow to Learn	NYC school gardens	http://www.growtolearn.org/	Grow to Learn is committed to supporting school gardens regardless of their status. A group may apply to start a school garden where none exists, or to expand an existing garden. Connecting to the school community and administration is required.

Medium Scale Grants (\$3000-\$10,000)

Fundraising for groups with nonprofit status or those working with a nonprofit.

Funding Opportunity	Type of Activation	Website	Notes
KaBOOM! Grant	NYCHA playgrounds	https://kaboom.org/nyc	To be eligible, community members agree to fundraise \$8,500 toward the playground, with Kaboom's support.
Arts/cultural programs/events	Arts/cultural programs/events	<p>Bronx Council on the Arts: https://www.bronxarts.org/grants/</p> <p>Brooklyn Arts Council: http://www.brooklynartscouncil.org/documents/2448</p> <p>Lower Manhattan Cultural Council: https://lmcc.net/grants</p> <p>Queens Council on the Arts: https://www.queenscouncilarts.org/</p> <p>Staten Island Arts: http://www.statenislandarts.org/all-grants.html</p>	Each borough has an arts council that funds cultural/arts groups and artists

Larger Scale Funding (\$10,000+)

Much of this funding is only available to 501(c)(3) organizations.

Funding Opportunity	Type of Activation	Website	Notes
City Council and Borough President Member Items	Expense funds projects: cultural immigrant initiatives, neighborhood development, sanitation, capacity building, arts Capital funds projects: long-term construction projects	https://council.nyc.gov/budget/fy2019-discretionary-funding-application/	City Council receives approximately \$50 million a year of funding, divided amongst the 51 Council Members. Borough President (BP) funding amounts vary by borough by year. They are divided into two categories: Expense and Capital. The key to working with elected officials on longer-terms grants is to develop and cultivate a relationship with them in order to understand how your team's priorities can align with the elected official's priorities. These applications are typically due in January and February and require a substantial application process.
Participatory Budgeting	Improvements to schools, parks, libraries, public housing, and other public or community spaces	https://council.nyc.gov/pb/	Some NYC City Council Districts are in participatory budgeting, which allows residents to vote on how to spend part of a public budget, called "discretionary funds."
Small Business Services Neighborhoods Program	Commercial district	https://www1.nyc.gov/site/sbs/neighborhoods/neighborhoods.page	SBS offers a range of grant programs to help community-based organizations strengthen and revitalize commercial districts.

More resources

- “Resources for Community Groups” from Citizen’s Committee for New York City: http://www.citizensnyc.org/sites/default/files/resource_list.pdf
- The NYC City Discretionary Budget Process: <http://council.nyc.gov/budget/wp-content/uploads/sites/54/2017/01/PoliciesProceduresJan2017.pdf>
- Ioby.org has many resources for creating resident led fundraising pitches, not just for crowdfunding campaigns: <https://www.iooby.org/resources/>
- Chapter 2 (Pages 37-92) of “From Vision to Reality” discusses all aspects of fundraising including developing pitches and different pros/cons of various fundraising strategies: <https://www.crenyc.org/wp-content/uploads/2016/11/FromVisiontoReality.pdf>
- National Consortium for Creative Placemaking—Funding Resources: <https://www.cpcommunities.org/resources>



Above: Shape Up NYC class at Thomas Jefferson Park.

PROJECT ADVOCACY

You can advocate for longer term physical projects or capital projects that are built by the City or NYCHA. Also known as **capital projects**, they typically use **capital funds**, which pay for physical infrastructure—“bricks and mortar” projects, like the construction, renovation, or repair of City-owned property.

Capital projects can include improvements to schools, parks, libraries, public streets, public housing, and other public or community spaces.

Basic Steps

- Learn about how the City budget works:
<https://council.nyc.gov/budget/>
- For NYCHA-related Capital Projects, it's best to work with your resident association or NYCHA Resident Engagement as a first step: <https://www1.nyc.gov/site/nycha/residents/getting-involved-as-a-resident.page>
- For NYC Parks, your Partnerships for Parks Outreach Coordinator can help! Find your Outreach Coordinator here: <https://cityparksfoundation.org/support-park-groups/>
- Work with your local community board or City Council member to discuss the physical improvement and how best to advocate for it.
 - Find your community board:
<https://www1.nyc.gov/html/cau/html/cb/cb.shtml>
 - Find your City Council member: <https://council.nyc.gov/districts/>
- See if your City Council district is involved with **participatory budgeting (PB)**, which is a way for residents to vote on how to spend a portion of the City's budget.
 - Learn more about participatory budgeting:
<https://council.nyc.gov/pb/>

Capital projects:

Improvements to schools, parks, libraries, public streets, public housing, and other public or community spaces.

Capital funds:

Funds that are used to pay for physical infrastructure—“bricks and mortar” projects, like the construction, renovation or repair of City-owned property.

Participatory budgeting (PB):

A process of democratic deliberation and decision-making, in which ordinary people decide how to allocate part of a municipal or public budget.

Tips for Success

- A capital project may take many years before you see construction, but with the right partnerships, involvement and input, you can make your voice heard.
- Work with a broad and diverse team—making sure to involve anyone from your neighbors to community-based organizations to your local elected officials—and you will be more effective in your advocacy. See Building Your Team on page 87.
- Organizations submit requests to elected officials for capital projects between December and February. Funds are allocated in late June/early July. If you have a project idea, it is important to plan to advocate for your project to your elected officials very early in the year in order to secure the funding in the following fiscal year.

Resources

The People Make Parks guide describes a step by step process to advocate for longer term park projects: <http://peoplemakeparks.org/steps/advocate-for-funding/>

Another good resource for parks is the *How Can I Improve My Park? Advocacy Guide*: <http://www.ny4p.org/improve-your-park/advocate-for-your-park>

There are several online capital project trackers that can provide information on the timeline and progress of future and existing projects in your neighborhood:

- NYC Parks Capital Project Tracker: <https://www.nycgovparks.org/planning-and-building/capital-project-tracker/upcoming>
- DOT Capital Process: <http://www.nyc.gov/html/dot/html/infrastructure/capital-projects.shtml>
- NYCHA Capital Project Tracker: <https://www1.nyc.gov/site/nycha/about/departments/capital-projects.page>
- NYCHA Energy and Sustainability Projects Tracker: <https://www1.nyc.gov/site/nycha/about/departments/energy-and-sustainability.page>
- You can also find all City capital projects with a budget of \$25 million or more here: <https://www1.nyc.gov/site/operations/performance/capital-projects-dashboard.page>

ART RESOURCES

This section includes practical information and resources on how to find artists, tips for planning public art projects, and including community members in the artistic process.

Basic Requirements for Public Art Projects

Depending on where your public art project takes place, you may need to get insurance and permits, and follow specific safety guidelines. Make sure you are familiar with the different requirements before starting.

Some things to consider:

- Do you want to plan a mural, sculpture, or other kind of installation?
- Where will the art be created—on-site, or at a different location and then installed later?
- Will the artwork go on a wall, the ground, or another surface?
- Who owns the space?
- Will you need any safety equipment to install the art? Are young people involved?



Left: Young artists at work on a mural.

Art Permitting Resources:

The NYC Department of Cultural Affairs has created a section in its website with resources for public art permitting:

<https://www1.nyc.gov/site/dcla/resources/resources.page>

You can find the NYCHA Applications for Mural Art on pages 152–155.

How to Find Artists in NYC

If you don't already know an artist or trusted cultural organization in your community, a good place to start is your borough's arts council. They can connect you with artists in each borough. Find your borough arts council through NYC Department of Cultural Affairs:

<https://www1.nyc.gov/site/dcla/cultural-funding/artists.page>

Here are some helpful resources for connecting with mural artists:

- Groundswell: <https://www.groundswell.nyc/>
- Mural Arts Project: <https://www.muralartsproject.cityofnewyork.us/>
- Art Bridge: <http://art-bridge.org/>
- Public Color: <http://publiccolor.org>
- Creative Art Works: <https://www.creativeartworks.org/>
- Casita Maria for Arts and Education (Bronx): <https://www.casitamaria.org/>
- El Puente (Brooklyn): <https://elpuente.us/>

The Find An Artist Toolkit describes different processes for finding and working with artists: <http://springboardexchange.org/find-an-artist-toolkit/>

Getting Community Members Involved

Community members and artists can work together to co-create the artwork.

- Stipends for community youth or other populations can be helpful to encourage participation.
- Partnering with a community arts organization can increase collaboration between community members and artists.

Other Organizations and Art Resources

- Mural Arts Toolkit, Philadelphia:
<http://springboardexchange.org/porch-light-toolkit/>

GARDENING RESOURCES

GreenThumb gardens create hubs of neighborhood connectivity and pride, and they provide a myriad of environmental, social, and health benefits to neighborhoods across the city. GreenThumb provides free public programming and 100+ free public workshops on gardening topics each year. For more information, visit: <https://greenthumb.nycgovparks.org/>

Basic Steps

- Use the garden search website to find a GreenThumb garden in your neighborhood: <https://greenthumb.nycgovparks.org/gardensearch.php>
- If you can't find a GreenThumb garden in your neighborhood, there may be a GrowNYC or New York Restoration Project (NYRP) Garden:
 - **GrowNYC Gardens:** <https://www.grownyc.org/gardens/our-community-gardens>
 - **NYRP Gardens:** <https://www.nyrp.org/green-spaces/>
- Visit the garden in person to see what's growing and talk to the gardeners there about getting involved.
- Contact GreenThumb, GrowNYC, or NYRP Gardens for support, garden supplies or other resources:
 - **GreenThumb:** https://greenthumb.nycgovparks.org/staff_list.html
 - **GrowNYC:** <https://www.grownyc.org/about/contact>
 - **NYRP:** <https://www.nyrp.org/green-spaces/join-a-nyrp-community-garden>



"In inner city neighborhoods, the greener the residence, the lower the crime."

Kuo, F. E., and Sullivan, W.C.
"Environment and crime in the inner city: does vegetation reduce crime?" *Environment and Behavior*, 2001.

Tip: Anyone can attend a free workshop to learn about gardens, events, plants and other activities with GreenThumb. To find a workshop, go here:

<https://greenthumb.nycgovparks.org/gardenevents.html>

Resources

You can find resources for community gardens in any stage of development at the following websites:

- **The New York Restoration Project** <https://www.nyrp.org/> offers support and funding to groups who want to transform public space into thriving gardens through their Gardens for the City program: <https://www.nyrp.org/gardensforthecity/>



Left: Kids tend a community garden during ABC's summer camp in East Harlem.

- **The City Parks Foundation** (<https://cityparksfoundation.org/>) offers Grants and Resources for groups and organizations interested in helping to manage and programs/events of parks, playgrounds, and gardens: <https://cityparksfoundation.org/grants-resources/>
- **Grow to Learn** (<https://www.grownyc.org/grow-to-learn>), a partnership between GrowNYC and Green Thumb, offers mini-grants of up to \$2,000 to schools to build or expand school gardens twice each year.

Registered schools can receive:

- materials
- professional development
- a connection to a citywide network of gardeners and greening organizations
- on-site technical support

The Horticultural Society's Apple Seed program

(<https://www.thehort.org/programs/education/>) offers:

- construction of herb/edible gardens and planters
- technical assistance for existing gardens
- training of teachers and community members interested in gardening
- workshops for students in planting and harvesting gardens

Young artists at a harvest festival organized by Green City Force.



THINKING ABOUT DESIGN

Good design can transform underused spaces into active and vibrant places. Close your eyes and think about your favorite place to be. What is enjoyable, comfortable and memorable about that place? The essence of good design is to transform open space into places that welcome community, inspire conversation, provide convenience, create connection and have consistency.



"People who live in a place they think is beautiful are more likely to interact with their neighbors than those who live in a place they don't think is beautiful."

"Soul of the Community" Dataset.
Findings compiled by Gallup
Poll. Sponsored by the Knight
Foundation.

Here are a few key things to consider when designing your site:

Location

How does the site connect to its surroundings?

Are there any landmarks or destinations around the site that people would want to get to? Are there preferred pedestrian paths that you can anticipate? How can adjacent community spaces, cafes or shops be used to help activate your selected site?

Through their Parks Without Borders program, NYC Parks is reimagining the role of parks in communities by redesigning where they meet the streets and sidewalks:

<https://www.nycgovparks.org/planning-and-building/planning/parks-without-borders>

Designers Guide to Design Out Crime:

https://www.designcouncil.org.uk/sites/default/files/asset/document/designersGuide_digital_0_0.pdf

Seasons

Think about how the site can be used year-round. Are you providing enough trees and shade in areas that will be in the sun in summer? Are you providing shelter for rain?



Above: Conceptual design sketch, by Studio Gang, of a reimaged midblock crossing between two NYCHA developments activated with furniture, food kiosks and creative lighting.

Details

Pay attention to details. Think about where to locate benches and planters, but also how the site relates to active uses nearby or how surrounding buildings can cast a shadow on portions of the site and modify your design accordingly.

The Department of City Planning Urban Design Unit has developed a series of Urban Design Principles as a resource for people who are working to improve the livability of New York City's neighborhoods and those who share a commitment to expand, protect and promote the public realm: <https://www1.nyc.gov/site/planning/plans/urban-design-principle/urban-design-principle.page>

Comfort

Have you thought about how you make the space more comfortable for all the people who use it: youth, children, and senior citizens?

Gehl Institute has created a great guidebook on how to simply redesign spaces to attract community activation while addressing safety: <https://gehl.institute.org/news/crime-prevention-environmental-design-public-life-approach/>

Encouragement

What structures, signs, lighting, or services might encourage your neighbors to stop and stay?

The Mayor's Office of Criminal Justice hosted the Neighborhood Activation design study that provides several low to high cost ideas for transforming your site to attract more people: <https://criminaljustice.cityofnewyork.us/reports/neighborhood-activation-study/>

Culture

What might you change to better reflect the culture of the community? Capture the spirit of place through design—also called **creative placemaking**.

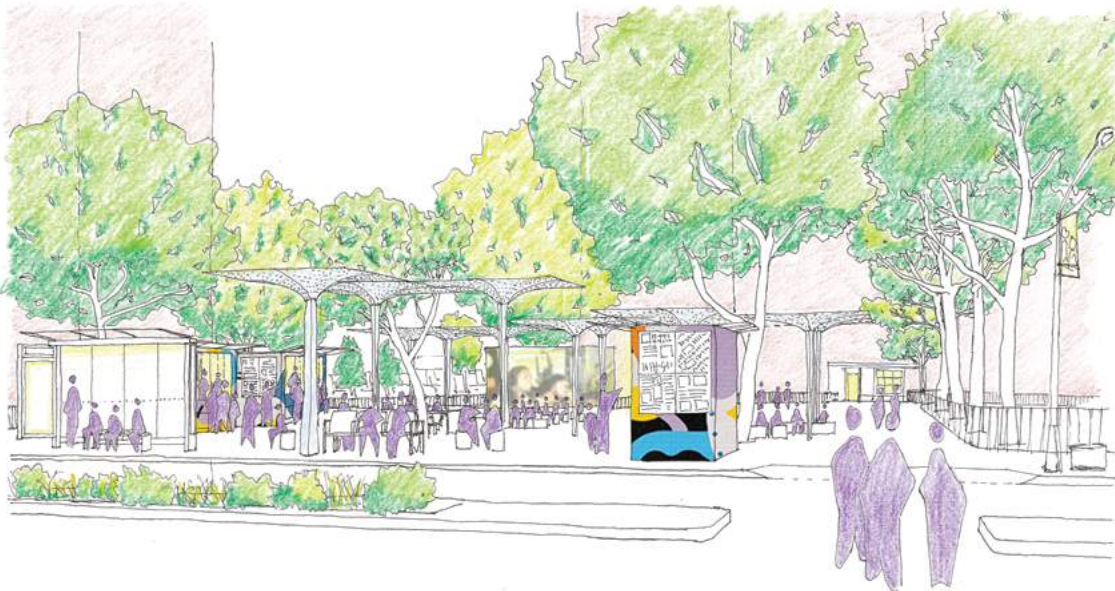
Creative placemaking:

In creative placemaking, public and private groups work together around arts and cultural activities to celebrate and reflect local culture, usually in public spaces.

The Urban Institute's website provides many case studies of projects that showcase community based design projects that address beautification and public safety.

Urban Institute: Creative Placemaking and Community Safety: <https://www.urban.org/creative-placemaking-and-community-safety>

Urban Institute: Exploring the Ways Arts and Culture Intersect with Public Safety: <https://www.urban.org/research/publication/examining-ways-arts-and-culture-intersect-public-safety-identifying-current-practice-and-opportunities-further-inquiry>



Above: Conceptual design sketch, by Studio Gang, of a reimagined entrance to a NYCHA development activated with furniture, food kiosks and creative lighting.

Programming

What kind of cultural programs can you bring to the space to encourage diverse neighbors to spend time there? Consider including activities that would attract people to linger even in the colder months.

The City of Washington D.C. hosted several community based cultural programs/events across the streets of the city infusing creativity in the temporary transformation of each site.

Crossing the Street: Building DC's Inclusive Future Through Creative Placemaking: <http://www.liscdc.org/home-story/crossing-the-street-building-dcs-inclusive-future-through-creative-placemaking/>

Community Bonding

How can you ensure that the transformed space build stronger community bonds over time? Consider learning from experts in the field on ways to integrate community **resilience** into your project.

The National Consortium for Creative Placemaking has free online webinars to support your extended learning on design and placemaking: <https://www.cpcommunities.org/webinars>

Resilience:

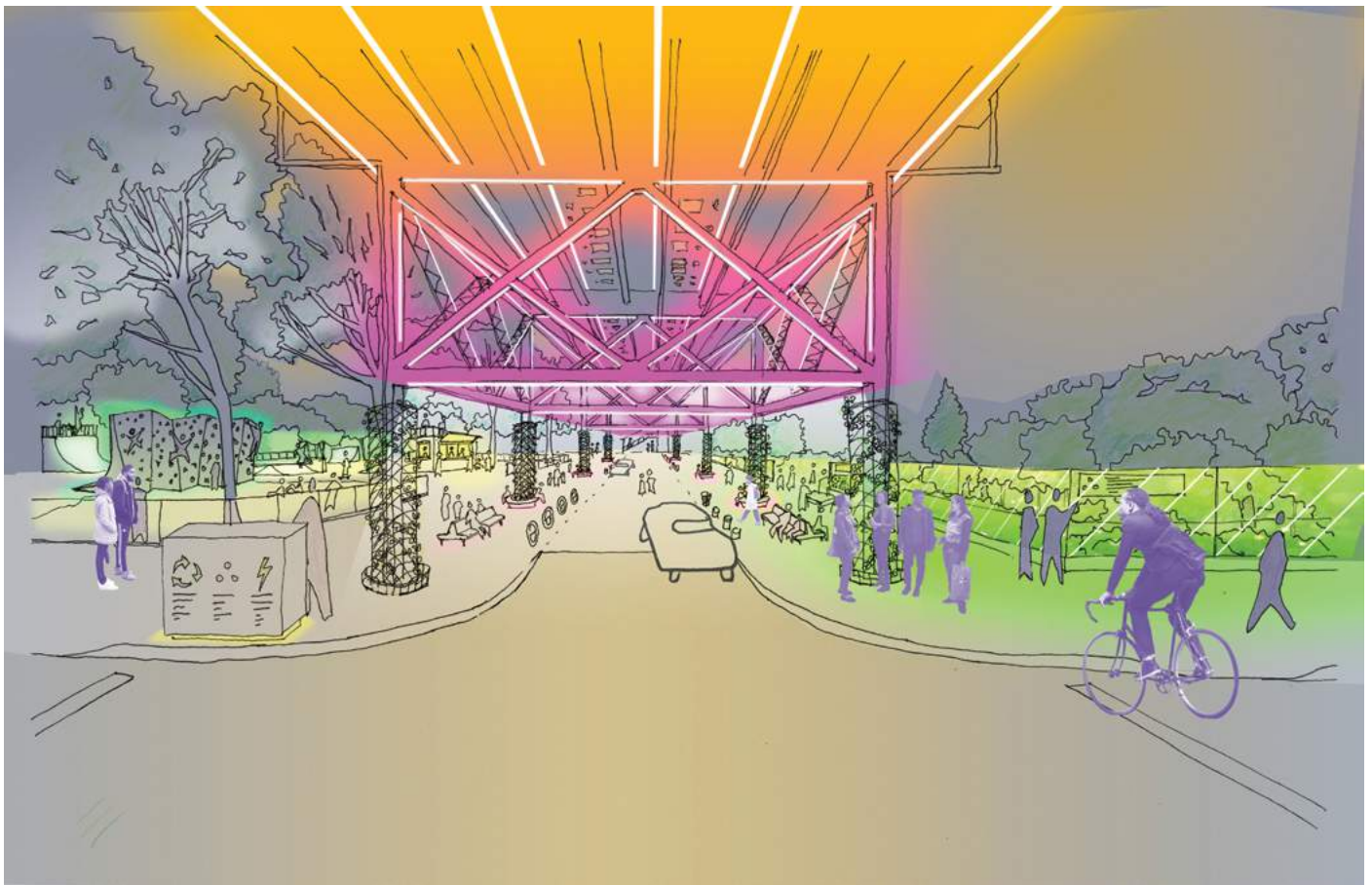
The capacity to recover quickly from difficulties; toughness



Above: Conceptual design sketch, by Studio Gang, of a reimagined Step Street in the Bronx activated with furniture and a pop-up storefront.

Other Case Studies and Resources

- Tactical Urbanism Guide:
<http://tacticalurbanismguide.com/about/>
- The Arsenal of Inclusion and Exclusion: A Book About Accessibility in the Built Environment in the US:
<http://www.interboropartners.com/projects/the-arsenal-of-exclusion-inclusion>
- Project for Public Spaces:
<https://www.pps.org/projects>
- Design Trust:
<http://designtrust.org/projects/>



Conceptual design sketch, by Studio Gang, of a transformation of the underused area under the elevated train line into a community recreation space with amenities for residents of all ages.



Above: Space activation event at the Dr. Green Playground in Brownsville using innovative lighting to encourage active use of the playground at night. Lighting design workshop by ARUP.

Left: Lighting design community engagement workshop held in Dr. Green Playground with children from Brownsville Houses. Lighting design by ARUP

WHAT DO I DO AFTER THE PROJECT?

Post-Project Evaluation

When your project is complete, it's important to evaluate your project. By comparing your results with your original goals for the project, you can see if you accomplished what you set out to do. It's equally important to look at why you were and weren't successful—what worked, and what didn't. The most important thing is that you and your team learn from the process for future projects.

Some of the activities that are most helpful in the evaluation process are:

- **Indicators**—trends or facts that, when tracked, can indicate a change in the level of use or safety of a space
- **Surveys**—to tell you how users perceive a space
- **Activity Mapping**—to learn how people use a space through observation
- **Documentation**—photos and videos that demonstrate how people interact differently before, during, and after your project

Try to use the same evaluation tools both before and after a project. That way you will have a clear “apples-to-apples” comparison of conditions before and after.

Once you have before and after information, you can create a story or narrative to explain the impact of your work.

More Tips on How to Do Post-Project Evaluation and Relevant Indicators to Track

- Gehl Institute “Using Public Life Tools: the Complete Guide”:
<https://gehl.institute.org/using-public-life-tools-complete-guide/>
- Harvard Graduate School of Design Just City Lab “Just City Index”:
<https://www.designforthejustcity.org/engage/>
- Neighborhood Activation: Crime Prevention Through Community Design and Problem-Solving:
<https://criminaljustice.cityofnewyork.us/reports/neighborhood-activation-study/>

Project Sustainability

The most powerful projects are the ones that continue to involve community members and provide benefits for a long time. Whether you are in the beginning, middle or end of the project, you can always improve and make adjustments. You want your project to achieve its goals on time, but as you are working on any project, other areas for continued improvement and involvement almost always appear. It's a great goal to incorporate staying power (“**sustainability**”) into your plan so that your project can have lasting benefits.

Some Questions to Help You Think about Project Staying Power

- What can we do at the beginning of the project to make sure it can continue after the first initial action steps?
- Do you have all the team members you need? What kind of recruitment do you need to do to add to your team?
- What kind of funds do you need to continue the project next year? The year after?
- Have you incorporated a maintenance plan into your project?

Team Sustainability

- Maintaining energy is important for reducing burn-out, especially for groups that include volunteers.
- Include social activities where team members get to know each other and enjoy each other's company in your planning.
- Take seasonal breaks and check in with the group's energy. For example, the warmer months may be full of activity but the cooler months may be slower with more planning and review.

Financial Sustainability

- Having consistent funding and fundraising efforts makes it possible to keep morale high and help ensure you meet your goals.
- The exact amount of funding is less important than making sure funding is consistent and available.

Sustainability:

A common definition of sustainability is the ability to be maintained at a certain rate or level. In the playbook, Sustainability more specifically means for a project to have staying power so that the team, finances, and physical improvements of the space can go on and do the next project, and the one after that.

- Consider working with a larger organization or government agency for longer term funding or resources.

Physical Sustainability

- Make sure your plan includes ongoing maintenance of the space. Test various methods and document and report maintenance issues such as lighting, litter, graffiti or faded paint.
- Some projects need more maintenance than others. Maintaining a mural is easier than maintaining a playground or plaza.
- Long-term physical maintenance usually involves a partnership between local volunteers, “friends of” groups, NYCHA, and other government agencies.
- Maintenance can include regular clean-up days, government support, and evaluation.

More resources

Team Sustainability

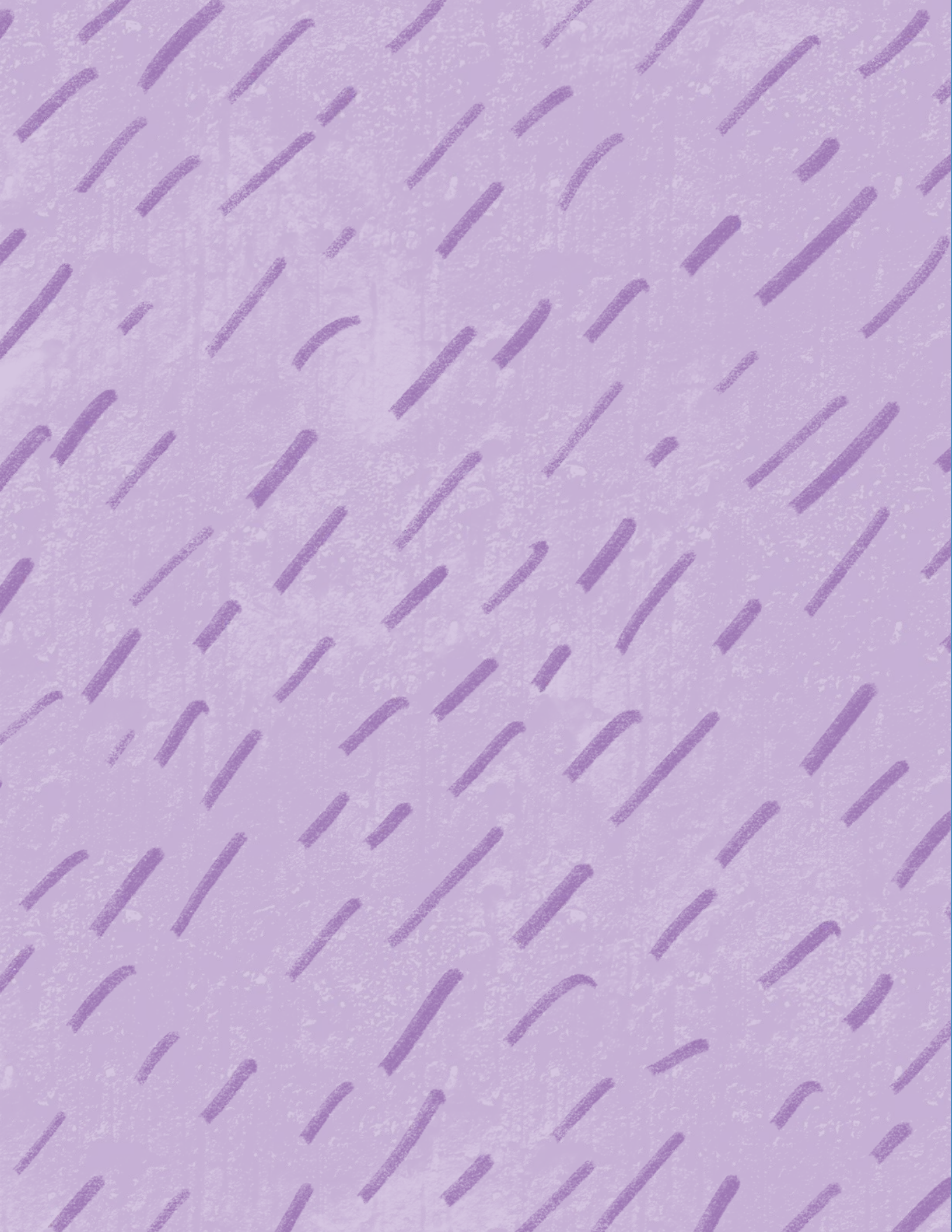
- “Building and Maintaining Coalitions” shares some specific ways to maintain a team including leadership styles, having effective meetings, and incorporating conflict resolution: https://www.k4health.org/sites/default/files/advocacy_series_module4.pdf

Financial Sustainability

- “How to ensure sustainability” is more geared towards NGOS and nonprofits but provides some good tips on how to think about financial sustainability of a project: <https://www2.fundsforngos.org/featured/how-to-ensure-sustainability/>

Physical Sustainability

- “What role can maintenance and operations play in creating safer parks?” describes specific considerations when maintaining and operating safe public spaces: <https://www.pps.org/article/torontosafety4>
- “Public Space Stewardship Guide” by San Francisco Planning which describes different types of public space management typologies with pros/cons of each: <https://sfplanning.org/project/public-space-stewardship-guide>
- “Planning by Doing” a study by Gehl Studio San Francisco which discusses evaluation and an iterative process as a way to guide project sustainability: https://issuu.com/gehl institute/docs/tools_for_change_draft_january_28_2





NEIGHBORHOOD ACTIVATION PRIMER





NEIGHBORHOOD ACTIVATION PRIMER

- 128 Why Does Neighborhood Activation Matter
for Public Safety?
 - 132 Neighborhood Activation Study
 - 133 Guiding Principles for Neighborhood Activation
-

WHY DOES NEIGHBORHOOD ACTIVATION MATTER FOR PUBLIC SAFETY?

There are exciting examples across the country demonstrating how residents and community organizations can work together to transform public spaces into safe and active places. The drive behind these community efforts ranges widely, and includes building community, celebrating culture, **greening neighborhoods**, supporting health, and increasing **economic vitality**.

The connection between active public spaces and community safety has not been discussed as frequently. In fact, in some cases, neighborhoods experiencing higher levels of violence and crime have been discouraged from gathering in groups in public due to concerns about safety. This has left many communities, particularly lower-income communities, excluded from both investments and programs/events that support active public spaces. The concept of “**spatial equity**” or “**spatial justice**” seeks to improve access to resources that have historically been unequally distributed between neighborhoods.

Research studies show a strong connection between the improvement and activation of public space and positive change related to neighborhood safety. Improvement and activation of public space has been associated with better **youth engagement**, **violence prevention**, growth of jobs and small businesses, and improved health and wellness.

Neighborhood greening:

The building and maintaining of gardens, street trees, planters, and other green spaces in a neighborhood

Economic vitality:

Economic strength in a community especially with local businesses

Spatial equity/ spatial justice:

Seeking to improve access to resources, investments, and programs and events that support the development of active public spaces in neighborhoods that historically received unequal distribution of resources

Youth engagement:

When young people are involved in actions to create positive social change. This means involving youth in planning and in making decisions that affect themselves and others.

Violence prevention:

Actions intended to address, limit, and/or stop violence

Evidence shows that **vibrant public spaces** help decrease violence and fear of crime.

Vibrant space:

A place full of activity and is well-used by the community

Public safety requires trust between communities

and government. The lack of maintenance and poor appearance of public spaces sends a message to communities that they are not valued by the government. Green, beautiful social environments build trust between residents and government because it demonstrates mutual investment in the quality of public spaces in the neighborhood. Trust is an essential component of long-term public safety and effective enforcement.¹

Socializing with neighbors helps build safer public spaces.

Getting together once a year or more with your neighbors can reduce crimes like burglary and theft. To reduce major crimes, many experts recommend creating spaces for community events and informal gatherings, thereby increasing interaction among residents. Well-designed, well-utilized public spaces can provide opportunities for socialization with neighbors and strangers and improve positive interactions among diverse groups.²

Stewardship of public spaces helps residents build social ties

and trust. Studies show that rates of violence are lower in neighborhoods with strong “collective efficacy,” or trust between neighbors to work together to maintain safety, order, and cleanliness. Community activities support people working together by helping neighbors get to know each other—improving trust and therefore improving safety.³

Greening and beauty are linked to reduced crime. Vacant land is associated with higher risk of assault. Improving the appearance and use of vacant land has been linked to reduced gun violence, crime, and fear in urban neighborhoods. There are fewer reports of personal and property crime for buildings with greener surroundings.⁴

1. “Assembly: Research Brief No. 1.” Center for Active Design and John S. and James L. Knight Foundation, November 2016.

2. Bellair, Paul E. “Social Interaction and Community Crime: Examining the Importance of Neighbor Networks.” 1995.

3. Sampson, R. “Neighborhood Collective Efficacy Does Help Reduce Violence.” National Institute for Justice. 1998.

4. Kondo, Michelle and Andreyeva, Elena and South, Eugenia C. and MacDonald, John and Branas, Charles C., “Neighborhood Interventions to Reduce Violence” (April 2018). *Annual Review of Public Health*, Vol. 39, 2018.



NYCx Challenge design competition hosted in partnership between the Mayor's Office of the Chief Technology Officer, Mayor's Office of Criminal Justice and the Department of Transportation. Brownsville youth working with the Brownsville Community Justice Center pose with Tech entrepreneurs at People's Culture during an event testing their co-created tech tools to activate public space at night.

Police and Public Safety

The story of relations between police and historically marginalized neighborhoods is multi-layered and complex. It not only includes feelings of distrust between police and residents, and uneven policing of neighborhoods of color, but also positive relations between residents and police. With the implementation of **NYPD Neighborhood Coordination Officers (NCOs)**, “a comprehensive crime-fighting strategy built on improved communication and collaboration between local police officers and community residents,”¹ NCOs serve as community public safety ambassadors, which in turn improves trust between the NYPD and residents, by fostering a sense that everyone has a role in keeping the neighborhood safe.

During one of the Neighborhood Activation Study focus groups, a participant stated: “The more the police find out about the people out here doing good, the more people out here find out about the good the police are doing.”

NYPD Neighborhood Coordination Officers (NCOs):

A comprehensive crime-fighting strategy built on improved communication and collaboration between local police officers and community residents

1. NYPD website <https://www1.nyc.gov/site/nypd/bureaus/patrol/neighborhood-coordination-officers.page>



Above: The Red Hook Houses and Tompkins Houses NSTAT teams pose with their Neighborhood Coordination officers after a training session.

NEIGHBORHOOD ACTIVATION STUDY

In response to a growing body of research showing how public space directly contributes to public safety, the NYC Mayor’s Office of Criminal Justice (MOCJ), NYC Department of Design and Construction, and New York Police Department commissioned the 2017 “Neighborhood Activation Study.” In the study, the design and planning firm Studio Gang explored how design can be a tool to help reduce crime and build positive relationships between neighbors and the City.

Through the study, Studio Gang engaged a range of groups, including residents, community organizations, City agencies, scholars, and experts. Their goal was to better understand the opportunities and challenges to “Neighborhood Activation” in two neighborhoods: Brownsville (Brooklyn) and Morrisania (Bronx). The research, conversations with residents, and site investigations helped MOCJ develop a list of recommendations and guiding principles. The result is this Playbook—a guide for the planning events and designing public space, which can contribute to the social connections, community building, and trust in government that enables meaningful and long-lasting public safety.

GUIDING PRINCIPLES FOR NEIGHBORHOOD ACTIVATION

Our definition of “Neighborhood Activation” is a coordinated effort from public entities in partnership with communities to improve neighborhood safety and well-being through changes in the **built environment**, programs/events, and policy.

Built environment:

The human-made surroundings that provide the setting for human activity ranging in scale from buildings and parks or green space to neighborhoods and cities

1 Address the complex roots of crime.

Safety is not just a law enforcement issue. Design strategies must address the social, economic, environmental, and educational issues at the root of crime. Safe spaces are hubs for opportunity that bring partners together to address many issues at once.

“If we don’t put [the youth] in mind, then they’d be angry and feel like no one feels like they’re looking out for them. But these are our future. Take that hostility and anger, and turn that into something positive.”

Participant from St. Nicholas Houses focus group,
October 2018

2 Engage local experts.

Community residents and stakeholders are experts on their neighborhoods and should have a important voice in the design and development of public space to ensure long-term success and community ownership.

Stakeholder:

A person who is involved in something like a neighborhood or group and has an interest in it

3 Social connections matter.

Places to gather, socialize, and access cultural resources; reduce crime and inequality; promote stewardship and collaboration; and build collective efficacy.

“We came together to decide what is dearest to our hearts: A space for the youth to be free and to talk.”

Participant from St. Nicholas Houses focus group, October 2018

4 Prioritize youth.

Consider how young people are engaged in design and welcomed into public space. Often they can be restricted in public space due to negative perceptions of groups of youth.

“We need to think about giving the kids a safe zone.”

Participant from Brownsville/ Van Dyke Houses focus group, October 2018

5 Start with what's there.


Every neighborhood has assets that strengthen and support residents. Build off existing plans and future investments to maximize resources already on the table.

“Brownsville is eclectic. The youth are smart and savvy.”

Participant from Brownsville/Van Dyke Houses focus group, October 2018

6 Light the night.

Dark empty streets, locked parks, and vacant lots make neighborhoods feel unsafe at night. Also, while most crime occurs at night, many public spaces and programs close down after 6pm. Do more to brighten up neighborhoods with creative lighting and provide safe evening activities.



"I get off late from work on Saturday and Sunday. The lighting does need to be worked on."

Participant from Brownsville/Van Dyke
Houses focus group, October 2018

7 Reduce territoriality.

The safe movement of young people, in particular, is often limited to specific developments and spaces. Control and maintenance of public spaces is divided by agency. Police are in the precinct; green space is in the park. Break down traditional and often invisible boundaries to create more neutral spaces for young people in spaces that youth and seniors can use, and facilitate new opportunities for unique intermingling of programs and agencies.

"Safety is not only outdoor space. Getting in and out of indoor spaces is public safety."

Participant from Brownsville/Van Dyke
Houses focus group, October 2018

8 Expand activity on public property.

Public buildings and property can host more activities and services to engage new participants. Use these existing assets to improve neighborhood safety and create neutral ground in the plazas and sidewalks immediately surrounding them.

"Safe zones need to be created—for teens. There should be a place where they can go to."

Participant from Brownsville/Van Dyke
Houses focus group, October 2018

**“I AM EXCITED
TO HEAR THAT
GOVERNMENT IS
LISTENING.”**

Participant from St. Nicholas Houses focus groups,
October 2018

9 Provide equity in maintenance.

Clean, well-maintained spaces make a difference in perceptions of safety and trust in government. Many low-income neighborhoods lack community organizations with the capacity required to sponsor and maintain public spaces or the staffing to keep spaces open for extended hours. Equitable investment is needed for staffing and capacity-building to ensure the success of neighborhood activation strategies.

“The bulletin board could be transformed somehow, but we don’t want too much stuff teared down.”

Participant from St. Nicholas Houses
focus group, October 2018

10 Reduce barriers to local commerce.

In the Neighborhood Activation Study focus groups and meetings, community stakeholders frequently raised the need for more local business opportunity, especially street vending. Well-managed street vending can be an important path for local entrepreneurs while bringing spaces to life.

“Identify a space for youth to build small businesses.”

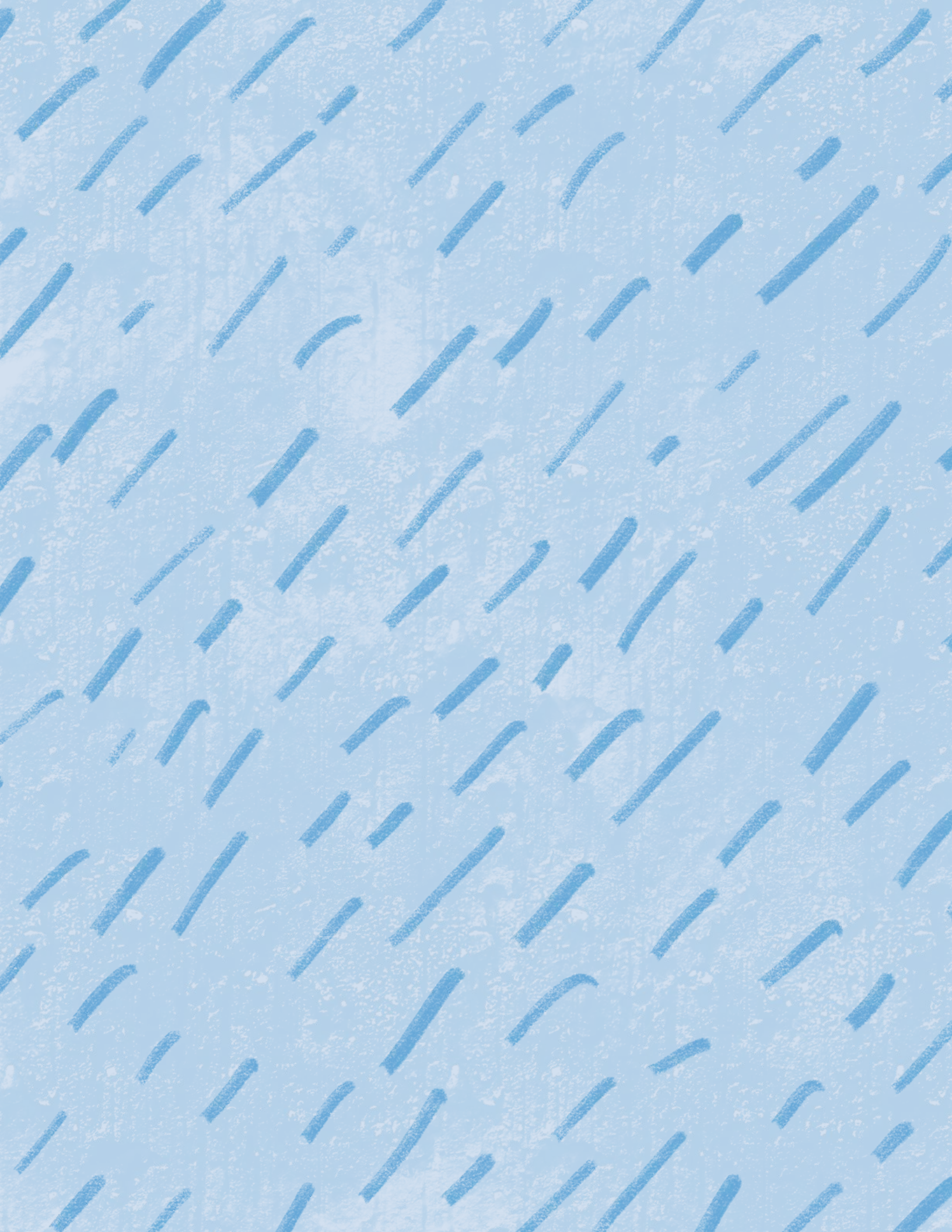
Participant from St. Nicholas Houses
focus group, October 2018

11 Invest in dignity.

Data shows that plazas, parks, and streetscape greenery build trust between police and residents, foster positive relationships, and improve **social cohesion**. Every community deserves spaces that are clean, beautiful, and welcoming.

Social cohesion:

A sense of belonging, trust and willingness to work together in a group



APPENDIX



APPENDIX

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GLOSSARY

Action plan	A detailed set of instructions to follow in order to solve a problem or achieve something ¹
Activity mapping	Maps that document activity in the project area based on location and shows how users use a space through observation
Built environment	The human-made surroundings that provide the setting for human activity ranging in scale from buildings and parks or green space to neighborhoods and cities ²
Business improvement district (BID)	A defined area that has a leadership organization of local businesses to fund maintenance, improvements, and promotion
Capital funds	Funds that are used to pay for physical infrastructure—“bricks and mortar” projects, like the construction, renovation or repair of City-owned property
Capital projects	Improvements to schools, parks, libraries, public streets, public housing, and other public or community spaces
Civic association	A type of organization whose official goal is to improve neighborhoods through volunteer work by its members
Community board	Local representative assemblies, and the first rung of city government; they play an advisory role in neighborhood planning, support efficient and effective organization of City agencies, and help with resident participation in city government.

Community connection	Social bonds and networks within a community setting
Community engagement	Sharing the work of your project with the people whose lives you are hoping to improve. Community engagement involves Informing (letting the community know the basic information); Consulting (asking community members for advice); Involving (working directly with community members to provide input); Collaborating (partnering with community members in each part of the project); and Empowering (final decision-making that is created by community members).
.Community garden	A community garden is a single piece of public or private land, gardened by a group of people
Community safety/public safety	Community safety is about helping communities to be and feel safe and secure.
Coordinated effort	A group of people or representatives with different roles and responsibilities acting together as a team or in the interests of a common cause, usually with a shared timeline
Creative placemaking	In creative placemaking, public and private groups work together around arts and cultural activities to celebrate and reflect local culture, usually in public spaces.
DOT	The New York City Department of Transportation
DSNY	New York City Department of Sanitation

Economic vitality	Economic strength in a community especially with local businesses
Fiscal sponsorship	The practice of non-profit organizations offering their legal and tax-exempt status to groups—typically projects—engaged in activities related to the sponsoring organization’s mission
Inclusive community engagement	Building relationships with people about your project, in a manner that creates a welcoming atmosphere, considers barriers to participation (language, age, gender, different physical abilities, location, time, transportation, childcare, food, funds, etc.), provides alternative methods for engagement (visual, audio, interactive), partners with existing groups, and provides ways to be involved in an ongoing manner
Neighborhood activation	A coordinated effort from public entities working with communities to improve neighborhood safety and well-being through changes in the built environment, programs/events, and policy
Neighborhood Activation Playbook	A how-to guide for you, as residents and organizations in New York City, to lead design and programs/events in your neighborhoods that support community safety and well-being by enhancing public space
Neighborhood greening	The building and maintaining of gardens, street trees, planters, and other green spaces in a neighborhood
NYCHA	New York City Housing Authority
NYPD Neighborhood Coordination Officers (NCOs)	A comprehensive crime-fighting strategy built on improved communication and collaboration between local police officers and community residents

Participatory budgeting (PB)	A process of democratic deliberation and decision-making, in which ordinary people decide how to allocate part of a municipal or public budget
Place based strategy	An approach to neighborhood revitalization where stakeholders engage in a collaborative process to address issues as they are experienced within a geographic space, be it a neighborhood, a region or an ecosystem
Policy	A set or goals or actions adopted or proposed by a government, party, business, or individual
Public spaces	Outside spaces that are publicly accessible
Resilience	The capacity to recover quickly from difficulties; toughness
SAPO	Street Activity Permit Office (permits that can be applied for and issued are block parties, clean ups, health fairs, farmers markets, mobile units, plaza events, press conferences, production events, rallies, demonstrations, religious events, single block festivals, street events, and street festivals) ³
Space activation	Planning for diverse human activity in a place. When planning new places, the focus of place activation is on ensuring the needs of all potential users are met. This will provide for the natural, organic and sustainable use of places by people as part of their daily life. In turn having a place full of people will attract more people. ⁴
Social cohesion	A sense of belonging, trust and willingness to work together in a group

Spatial equity/ spatial justice	Seeking to improve access to resources, investments, and programs and events that support the development of active public spaces in neighborhoods that historically received unequal distribution of resources
Stakeholder	A person who is involved in something like a neighborhood or group and has an interest in it
Sustainability	A common definition of sustainability is the ability to be maintained at a certain rate or level. In the playbook, Sustainability more specifically means for a project to have staying power so that the team, finances, and physical improvements of the space can go on and do the next project, and the one after that.
Vibrant space	A place full of activity that is well-used by the community
Violence prevention	Actions intended to address, limit, and/or stop violence ⁵
Youth engagement	When young people are involved in actions to create positive social change. This means involving youth in planning and in making decisions that affect themselves and others. ⁶
Zone Coordinator	New York City Housing Authority's (NYCHA) Office of Resident Economic Empowerment & Sustainability (REES) coordinates services with local partners to support residents to increase their income and assets. REES operates through a Zone Model in which Zone Coordinators dedicated to a specific geography work with resident leaders and key stakeholders, local service providers and local NYCHA offices to connect NYCHA residents to high quality services.

1. <https://dictionary.cambridge.org/us/dictionary/english/action-plan>
2. <https://www.definitions.net/definition/built%20environment>
3. <https://www1.nyc.gov/site/cecm/about/sapo.page>
4. <http://www.parklandwa.org.au/news/30/vibrant-activation--an-introduction-to-space-activation-and-placemaking>
5. https://www.who.int/violence_injury_prevention/violence/en/
6. <http://actforyouth.net/youth-development/engagement/>

SAMPLE EVENT PLAN

SAMPLE Event Run of Show/Coordination Plan:

Event Name: _____

Event Location and Venue: _____

Event Date: _____

Expected Attendance: _____

Start Date: _____ End Date: _____

Event Coordinator(s): _____

Action	Date Started	Date Completed	Responsible Person(s)
Pre Event Tasks			
Develop event plan and logistics with team, Resident Association, Community Board, agency partners, etc.			
Submit relevant funding applications			
Submit permit applications & additional approvals (ex. DOHMH, community board)			
Engage potential vendors and partners			
Confirm venue			
Confirm vendors and activities			
Confirm event's evaluation/feedback strategy			
Outreach for event			
Event Tasks			
Arrive early at site for set up			
Prepare vendors/partners for the event			
Greet attendees/participants			
Speakers provide welcome/opening remarks			
Get feedback from community attendees throughout the event			
Speakers provide closing remarks			
Post Event Tasks			
Thank vendors/partners			
Break down and clean up event space			
Review feedback and any evaluation measures for the event as a team			
Celebrate successes and identify areas for improvement with team			

NYCHA APPLICATIONS

NYCHA 088.043 (Rev. 11/9/16) v2

SECTION C-APPROVALS			
SIGNATURE	DATE	RECOMMENDATION	COMMENTS
COMMUNITY /SENIOR CENTER DIRECTOR		<input type="checkbox"/> YES <input type="checkbox"/> NO	
BORO DIRECTOR/DEPUTY DIRECTOR, COMMUNITY OPERATIONS <i>(Interior Space Only)</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
BORO DIRECTOR, MANAGEMENT <i>(Exterior Space Only)</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
CONDITION OF FACILITY AFTER LICENSE <i>(To be completed by Supervisor of Caretaker)</i> <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY <i>(explain)</i>			
_____ _____ _____			
SUPERVISOR OF CARETAKER _____		DATE _____	
SECTION D-REFUND OF SECURITY DEPOSIT BY COMMUNITY/SENIOR CENTER DIRECTOR/BOROUGH OFFICE			
AMOUNT REFUNDED \$ _____ DATE _____ APPLICANT'S SIGNATURE _____ DATE _____			
<p>INSTRUCTIONS FOR THE PDF:</p> <p>The Application for Temporary Use of Community/Senior Center Exterior/Interior Space, Form 088.043, is a license agreement permitting the applicant to use particular space on a temporary basis. The form is only to be utilized for short-term use of the space.</p> <ol style="list-style-type: none"> 1. Complete one original of the pdf form and obtain all approvals and signatures. 2. Contact NYCHA's Risk Finance Department to determine the insurance coverage required. 3. Obtain an insurance certificate from the Applicant evidencing that the insurance coverage has been obtained. 4. Distribute copies of the signed form and the insurance certificate to: <ol style="list-style-type: none"> a. Applicant b. Community Center c. Resident and Community Engagement d. Real Estate Services (for Interior space only) or Property Management Department (for Exterior space only) e. Property Manager of the Housing Development f. Police Service Area <p>NOTE: If the space is under the exclusive use and control of an entity other than NYCHA (pursuant to a lease, license agreement, memorandum of understanding or otherwise) this form may not be used. Contact the entity directly for permission to use the space.</p>			



NYCHA 088.043 (Rev. 11/9/16) v2

**NEW YORK CITY HOUSING AUTHORITY
OFFICE OF INTERGOVERNMENTAL RELATIONS**

Preliminary Proposal Requirements

Thank you for reaching out to us about potentially installing artwork on NYCHA property.

To install the murals we need to draft a contract between NYCHA and the group managing the project. Please see the bottom of this form for a list of information that must be provided to NYCHA to start the contract.

Additionally, the Tenant Association President (TA) and Property Manager needs to approve the location. Please send NYCHA's Office of Intergovernmental Relations a photo and the address of the proposed location, so the TA and manager can be notified.

The artist must create a mockup, with the intended colors, of what the artwork will look like. Please send NYCHA's Office of Intergovernmental Relations this drawing. The drawing needs to be supported by the TA and approved by the Property Manager. Once approved, an executive artwork team at NYCHA will review it for approval.

Installation can start once all of the approvals are done and the contract is signed by you and NYCHA's General Manager.

Questions for contract:

1. Describe the theme of the artwork and send a color copy of the design.
2. Will there be any press events? Please notify NYCHA's office of Intergovernmental Relations two weeks before the event.
3. Some resident engagement is required (helping with painting, designing, etc.). Please describe proposed resident involvement in the artwork project.
4. Describe the artist, organization or group creating this artwork.



NYCHA 002.029 (6/19/17v1) **PRELIMINARY PROPOSAL REQUIREMENTS**

5. Send a photograph of the proposed location and address of the artwork.
6. List funding information including funding sources for the artwork project. NYCHA does not provide funding for artwork projects.
7. Are there any sub-contractors?
8. Describe the material(s) to be used and the dimensions.
9. Do you have legal counsel?
10. You will be tasked with removal, repair, or modification of an artwork if appropriate. Do you agree?
11. Please send us general liability, workers compensation and auto insurance if you intend to use a car on NYCHA property. Additional insurance information may be needed.
12. Who would own the copyright of the image? Could NYCHA own the copyright?
13. Clearly indicate whether the artist(s) and/or residents participating in the artwork project are being paid or volunteering
14. What are the guidelines for removal, if necessary?

Once these are complete, please send to NYCHA's Office of Intergovernmental Relations. Another form will be sent to you for your completion about the artwork design.



NYCHA 002.029 (6/19/17v1) PRELIMINARY PROPOSAL REQUIREMENTS

**NEW YORK CITY HOUSING AUTHORITY
OFFICE OF INTERGOVERNMENTAL RELATIONS**

Formal Proposal Requirements

Development name:

Proposed Artwork Location:

Thank you for completing a preliminary proposal for your artwork. Please provide the below information, which must be submitted to NYCHA before the Property Manager can approve and the TA President can support the design.

1. The artist's resume and a description of the sponsoring organization, if any, including name, address, email address, and telephone number of a contact person.
2. Images/photos of up to five (5) of the artist's previous artworks.
3. A list of all anticipated project participants.
4. How many days will it take to paint? What hours and days of the week will the artwork group work on the display or installation of the artwork? Artwork groups need permission from the property manager to work during NYCHA non-business hours.
5. Are there any press or community events associated with the artwork?
6. When will the artwork installation be completed? Is that flexible?
7. What is the projected level of difficulty in executing the artwork, including any anticipated complexities or difficulties?



NYCHA 002.027 (6/19/17v1) FORMAL PROPOSAL REQUIREMENTS

NEW YORK CITY HOUSING AUTHORITY
OFFICE OF INTERGOVERNMENTAL RELATIONS

Artwork Location/ Design Approval and Support

Development name:

Date:

Property Manager

I approve that the location at _____ is an appropriate location for
a _____ square foot artwork.

Your signature below affirms that you (1) approve of the location and (2) approve of the artwork design.

Print Name

Signature

Date

Tenant Association President

I support that the location at _____ is an appropriate location for
a _____ square foot artwork.

Your signature below affirms that you (1) approve of the location and (2) approve of the artwork design.

Print Name

Signature

Date



NYCHA 002.028 (6/20/17v1) ARTWORK LOCATION/DESIGN APPROVAL AND SUPPORT FORM

GARDEN REGISTRY APPLICATION	NEW YORK CITY HOUSING AUTHORITY																																	
GARDEN LEADER, PLEASE COMPLETE AND RETURN TO YOUR PROPERTY MANAGEMENT OFFICE																																		
BOROUGH <u>Select...</u> DEVELOPMENT NAME _____ HOW MANY YEARS HAVE YOU PARTICIPATED IN THE CITYWIDE GARDEN PROGRAM? _____ GARDEN LEADER'S NAME: _____ DOB: ____/____/____ PHONE #: (____) _____ <small>(Please Print)</small> ADDRESS _____ APT. # _____ CITY, STATE, ZIP: _____ EMAIL ADDRESS: _____ Are you a member of a Resident Association? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you a member of Resident Green Committee (RGC)? YES <input type="checkbox"/> NO <input type="checkbox"/> Resident Green Committee Captain Name: _____ GROUP MEMBERS <small>(Attach an additional sheet if more space is necessary.)</small> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 35%;">NAME <small>(Leader's on top)</small></th> <th style="width: 10%;">DOB</th> <th style="width: 20%;">TELEPHONE NO.</th> <th style="width: 35%;">ADDRESS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			NAME <small>(Leader's on top)</small>	DOB	TELEPHONE NO.	ADDRESS																												
NAME <small>(Leader's on top)</small>	DOB	TELEPHONE NO.	ADDRESS																															
COMMENTS: _____ <small>ANY ADDITIONAL, PLEASE ATTACH WITH APPLICATION</small>																																		
YOU MAY ENTER A MAXIMUM OF 3 GARDENS.																																		
Check the primary category of the Garden Check Only One: <input type="checkbox"/> FLOWER / <input type="checkbox"/> VEGETABLE / <input type="checkbox"/> THEME GARDEN'S NAME: _____ LOCATION/ADDRESS: _____ <small>(Example: 227 E. 153rd St., to the right of Community Center entrance.)</small> Garden Size: <small>(ex. 4'x8')</small> _____ Description: _____ <small>(ex: tomatoes, herbs & Lettuce)</small>																																		
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I have read, understood and agree to follow the Garden & Greening Program's Participation & Rules as stated herein. GARDEN LEADER'S _____ <small>(Print and Sign) (Date)</small> PROPERTY DEVELOPMENT MANAGER _____ <small>(Print and Sign) (Date)</small> MANAGER Tel. # _____ (We encourage Garden Leaders and Property Development Manager or Supervisor to retain a photocopy for your records.)																																		
MANAGEMENT, PLEASE FORWARD A COPY OF THIS FORM(S) VIA INTEROFFICE TO: COMMUNITY ENGAGEMENT & PARTNERSHIP – RESIDENT ENGAGEMENT – GARDEN & GREENING PROGRAM 23-02 49th Avenue, 5th Floor, LIC, NY 11002																																		



**NEW YORK CITY HOUSING AUTHORITY
2017 Garden & Greening Program Garden Rules,
& Program/Competition Registration Application**

(Note: Registration Application Form is for registration of all Gardens.)

IMPORTANT Reminder: All NYCHA Gardens must be registered annually. The Original Application should be sent to the Garden & Greening Program and a copy should be retained by the Property Management office and the resident gardener.

- **Original Signed Registration: Sent to the Garden and Greening Program**
- **Copy: Property Managers/Property Maintenance Supervisors should retain a photocopy with signatures**
- **Copy: Resident Gardeners**

The Garden & Greening Program's overall goal is to improve environmental quality by supporting resident garden cultivation and sound land management through garden materials resource provision and environmental education-based programming. Garden registration for NYCHA's Annual Citywide Garden Competition is from the third Monday of April in 2017 through Last Friday of July in 2017. The Citywide Garden Competition is open to all residents and/or participants in NYCHA's programs. For gardening groups consisting of Housing Authority residents and non-residents, the group leaders MUST be led by NYCHA residents, and at least 51% of the gardening group members are *required* to be Housing Authority residents. Housing Authority Senior and Community Centers staff may register on behalf of, and plant along with, their centers' participants. Whether residents register a garden in the Competition as competitive, they are placed on the Garden & Greening Program's mailing list, enabling them to receive free garden materials, access to free compost, garden/nature education curriculums and technical assistance.

All garden registrants should retain a copy of approved application with the Property Manager or Property Maintenance Supervisor's signature on it to have proof of garden registration. Please note: The Garden & Greening Program provides free vegetable, flower and herb seeds in the spring, spring-flowering bulbs in the fall, and other materials such as compost, woody shrubs and summer flowering bulbs, as well as, year-round technical assistance.

COMPETITION GUIDELINES:

GARDEN IDENTIFICATION SIGNS MUST BE POSTED IN EACH GARDEN WITH THE GARDEN'S NAME ON IT AS STATED IN THE APPROVED GARDEN REGISTRATION FORM. Each competing garden must have a name and each name should be different. For example, "Hope Garden #1" and "Hope Garden #2" are not encouraged. If a gardener(s) expresses a desire to use a particular sentimental name for his/her garden when posting a garden sign, his/her first name, last name and the selected garden's name should be clearly written on the sign. This will help to correctly identify the assigned garden plot during the all judging phases.

Gardeners may participate individually or as a group. Group sizes are not fixed, but groups are highly encouraged, and a group should consist of at least 5 people. In the case of Children's Theme Gardens, the group must consist of at least 1 adult and a child or children.

Garden Group Leaders may enter a total of three (3) Gardens i.e. Flower, Vegetable and/or Theme garden **Participants cannot enter two or three gardens in the same category without approval of a Garden & Greening Program Coordinator.** City wide winners cannot win consecutively.

HOW WILL GARDENS BE JUDGED?

In judging residents' gardens, the emphasis will be on quality. Theme and Flower gardens will be judged on the basis of design, plant selection, color, spacing, condition of plants/soils, creativity edging and neatness. Additionally, theme gardens will also be judged on their innovative adherence to a theme. While theme gardens may use children's themes, they do not necessarily have to be child-oriented; i.e. a *biblical garden* would certainly qualify to be a theme garden, but would probably not be considered a children's theme garden. Children's Theme Gardens can be based on, but, is not limited to a classic storybook character such as *Alice in Wonderland*, *Snow White*, or current fantasy characters like *Shrek*, *Harry Potter*, etc. Another Children's Theme Garden could be a Pizza Garden, for example, in which tomatoes, oregano, garlic, basil, etc (some of the ingredients used for pizza) are planted.

Vegetable gardens will be judged on the basis of layout, crop selection, plant/soil conditions, successive crops provision, crop diversity/variety, spacing and yield, companion and inter-planting. **Soil testing is recommended for all vegetable gardens cultivated for the first time on NYCHA grounds, and every 2-4 years, subsequently, to ensure soil safety in crop production for human consumption.** The Garden & Greening Program staff coordinates with resident gardeners and Soil Labs to conduct soil analysis at no cost to residents. For further information, contact the Garden & Greening Program at (718) 707-5496/5336. Tests will be run for heavy metals and pH, soluble salts if requested. **ALL NYCHA RESIDENT, COMMUNITY, SENIOR AND SPONSORED CENTER'S VEGETABLE GARDENS MUST BE GROWN IN RAISED PLANTER BOXES. FREE LUMBER, HARDWARE SUPPLIES AND SUPPORT FOR VEGETABLE GARDENS' RAISED BED INSTALLATION CAN BE OBTAINED FROM PROGRAM STAFF.**



NYCHA 088.108 (Rev. 2/21/17) v3

JUDGING SCHEDULE 2017 (TENTATIVE):

ALL GARDENS: SIGN(S) MUST BE POSTED AT THE GARDEN LOCATION BY Thursday, JUNE 1, 2017. Preliminary Judging for all registered gardens will start on **Second Monday of July, 2017 and will conclude on the second Monday of August, 2017**. Final Judging for 1st, 2nd, and 3rd place in each category in the five boroughs will take place between **second Tuesday of August in 2017 and second Friday of August in 2017**. Additionally, judging for the overall top place winners citywide in each category will take place on **Wednesday, August 9, 2017 through Friday, August 11, 2017**. Program staff reserves the right to adjust this schedule.

GARDEN SIZE, CONTENT, IDENTIFICATION AND LOCATION

Gardens may not exceed 360 square feet without property management consent, with the exception of vegetable gardens, that should be at least 100 square feet. Vegetable Gardens must consist of a minimum of five (5) different kinds of vegetables; whereas, Flower and Theme Gardens must have at least 5 different plant species. **Each garden must be adequately maintained, and excessive use of non-living, plastic decorative ornaments is prohibited.** The judging of the gardens will not be influenced by the size of the gardens; the emphasis will be on quality and productivity. If a garden is comprised of more than one (1) garden plot, there should be at least four feet of space between them; plots need to be bordered by planter boxes, ropes or fences, and the designated garden location as well as the garden leader's address (including apartment number) should be specifically indicated on the Garden Registration Agreement Form. Garden(s) location(s) and size(s) is/are subject to approval by the Property Manager and/or Property Maintenance Supervisor. All gardens names or locations' changes must be approved by the Property Manager and cannot be made after **Friday, June 16, 2017**. The Garden & Greening Program staff must be informed of all names/locations changes by phone at (718) 707-5496 / (718) 707-5336 / (718) 707-5381. Unauthorized changes may result in disqualification from participating in the competition. **Garden Leaders should retain a photocopy of approved garden application for their records, and for proof of approval in case of disputes regarding receipts reimbursement for plants supplies.**

AWARDS

Winners will place in each flower, vegetable and theme category, one citywide winner per category, plus 1st, 2nd and 3rd prizes in each borough. Gardens displaying the most potential may be awarded Honorable Mention or Special Achievement. The "Excellence in Gardening" award is for long-time gardeners, who consistently win in the citywide category. All finalists will be notified either in writing or by telephone. The Garden & Sustainability Program emphasizes that all residents beautifying their housing developments through gardening are winners, and all participants receive acknowledgment of their participation at the end of the gardening season. In honor of the late Lloyd B. Carter There will be a new award The Lloyd B. Carter photography award will be awarded to the Gardener who submits an outstanding picture of their garden. **Please Contact (718)707-5496/5336/5381 or email us at:**

Sharon.Harrison-Salley@nycha.nyc.gov, Akela.Tucker@nycha.nyc.gov, & Denisse.Reyna-Dolin@nycha.nyc.gov.
If you are interested in competing for the Lloyd B. Carter photography award GARDEN SITE MAINTENANCE AND ON-GOING CARE.

Gardens must be kept clean and free of garbage/debris/weeds at all times, and left neatly organized at the end of the gardening season. When a gardener is no longer able to care for the garden or as plants die out, his/her garden must either be cleared out, or that garden may be passed on to other designated resident garden members or groups at the group leaders' discretion. Residents returning to garden at the same location as in the prior year may leave perennials in the garden to allow for the following year's growth, and for the different life cycle stages of pollinators. By keeping gardens growing across the generations, they may be sustained over the long term.

Perennials are plants that can survive winter's cold frosts and continue to grow year after year. In herbaceous perennial plants, above-ground plant parts like leaves, flowers and seed heads generally die back, eventually falling off over the course of the fall-winter seasons, and leave their roots to produce more above-ground growth the following year. In woody perennial plants, above-ground plant parts survive winter and continue to grow at branch tips where they left off at the end of the prior year's growth. Woody and herbaceous perennials are allowed to remain in the garden as long as the resident gardener continues to cultivate their garden in the same location the following season. Such perennial plants should be managed as per each plant's particular cultural requirements and visually kept neat/orderly and garbage free within the garden.

COMMUNITY PARTICIPATION

The Garden & Greening Program recognizes that gardens cultivated on Housing Authority grounds are a source of community pride and can serve as local natural resources, promoting positive change within a development and the community. The Garden & Greening Program encourages NYCHA resident gardeners to hold small, community-building events within or nearby their gardens if they wish, **but always with the Property Manager's written approval.** Such social events could include Harvest Festivals, Fourth of July celebrations, Health Fairs, Easter Egg Hunts, Memorial/Veteran's Tree-Planting events, Family Day Celebrations, etc. **The consumption of alcoholic or illegal substances by garden leaders and/or garden members near or within the garden area is totally prohibited; Property Managers may deny future garden application entries based on such activities. Additionally, barbecuing within or around the garden area is totally prohibited.**



NYCHA 088.108 (Rev. 2/21/17) v3

DATA COLLECTION TOOLS

FOR TRAINERS

Things to consider when designing a data collection plan:

1. Context

Defining the boundary of your site

Before you start collecting data, define what are the site boundaries of the project. This can be the already demarcated boundary of the space with existing fencing. However, if you think the project is visible from further away or has a larger footprint, you can extend this boundary to include surrounding paths and other adjacent spaces. This boundary is important as this will define the edges of the space you are surveying and observing. Make sure you consider the scale of the site and the capacity for your team to carry out the data collection plan.

Positioning within the site

The site where the intervention is taking place might be very large park or a small parklet which makes choosing where to position yourself for carrying out surveys and observations a strategic action.

For surveys:

- chooses areas within the site where:
- There is footfall (think of pathways, entrance, near public transport, commercial kiosk, etc.
- Ideally pick two locations that different people use. For example locate yourself near different housing block entrances to target different resident groups, or near a playground and public pathway. This will largely depend on the location of the site.

For observations:

- Pick a location where you have good visibility on the entirety of the space to observe activities taking place and count people moving through it.

Please note that once you have defined these locations, every shift will be positioned there.

Choosing the days

Think of how the space is used on different days by different groups and pick at least two days which differ the most. For this research, we are suggesting one weekday and one week-end day. Even within these two types of days, there might be differences; for example local school might be using some of the spaces during specific week days, or Sunday might be a lot more quiet than Saturday as residents are spending time with family. This will differ from site to site and community to community so when considering what day to choose, think about gathering the most representative set of data on how the space is typically used.

Choosing the times

Choosing time for surveying and observing is similar to choosing a day but even more specific. As you will not be able to survey and observe all day, consider what time of the day you seek to analyse for your study. For this particular research we are interested in people's perception of a space and its use. We are seeking to get data from four different periods of a day that capture peak as well as lowest use and light and dark hours. These are the morning rush, the midday/lunch, evening rush and the night. In terms of specific time, this will differ from place to place.

How many shifts

As mentioned above, for this research there are four shifts a day. One shift is one hour long. It includes 20 minutes of observation and 40 minutes survey gathering.

What does a shift include

A shift lasts one hour and includes 20 minutes observing from one location and 20 minutes surveying in two different locations (total 40 minutes).

How many data collectors

The number of data collectors will depend on the scale of the site and footfall present. The number of data collectors will depend on the scale of the site and footfall present. If the space is manageable size, one or two data collectors should be able to do a shift, we would suggest doing it in pairs for company and safety but this is not a requirement. However, if there are many people, more data collectors might be required to support the counting of people moving through the site. If the site is very large and with few people passing through, you might want to locate different data collectors at different corners to maximize how many people fill out the survey.

Whom to approach

If the space is very busy approach one in every 3 person to fill out the survey. Approach people regardless of their age, gender, race, look, etc. If the space is quiet, approach everyone who you encounter. Make sure you approach people who are moving through the space as well as using it.

2. Tool Preparation

1. Once, you have picked your best locations from where to carry out surveys and a location for observing your site, mark them on a map and annotate them location a and b for surveys and O for the observation location (this can be as simple as a cross on a google maps).
2. Once this is done, add it to the empty square in the surveyors worksheet. Data collectors will use this as a way to guide them in their shift.
3. Make sure you print instruction sheet for each data collector and enough surveys for their shift.
4. Provide a clip board for your data collectors
5. Collect and storesurveys
 - When you collect surveys, make sure the date, location and time are recorded on each survey.
 - Organize surveys into opaque labeled folders, annotated with date and location.

INSTRUCTIONS OBSERVATION TOOL

FOR SURVEYORS







Directions

Tallying people spending time is like taking a snapshot of all activities taking place in the survey area at a given moment. In the first 20 minutes of your survey shift, you will observe the entire space and note down the number of people passing through, the number of people sitting or standing, and what they're doing. You need to cover the full survey area in your shift, once for each shift. This is accounted for in the survey schedule, so don't worry, you will have enough time to do it.

- 1 To record demographics of people using the space and the activities taking place, locate yourself in location O on your map. Use the "People Staying and Moving Count" worksheet to mark the age bracket and gender of people you see, and what they are doing.
- 2 Tally everyone inside the outlined area on your map.
- 3 Tally everyone spending time in the area as well as people moving through the space.
- 4 End the 20 minutes shift by filling out the "Spatial Quality Criteria" worksheet. This is your interpretation of how comfortable and enjoyable the space is. (This should take 3 minutes)
- 5 Please take notes of any observations you make and also note if anything out of the ordinary happens or if large groups are doing the same activity. Map the location of people's postures (i.e., standing or sitting) onto the map, using the symbols provided on the right hand side key.
- 6 If you are observing more than one space or tallying the same space more than one time, please make sure to use a new worksheet.
- 7 Finally, make sure to add your name, date, and time of day to the worksheet.

KEY

POSTURES

-  Standing
-  Sitting on bench
-  Informal sitting
-  Lying down
-  Multiple/ movement
-  Moving through

ACTIVITIES

- Waiting
- Consuming food and beverage
- Commercial activity
- Conversing/socializing
- Cultural activity
- Recreation and play/exercise
- Speaking on the phone

Please note that this observation tool is an adaptation from Gehl Institute's Public Life Tools
<https://gehl.institute.org/tools/>

OBSERVATION TOOL

DATE: _____
TIME: _____SURVEYOR NAME: _____
LOCATION: _____

PEOPLE STAYING AND MOVING COUNT

Add Map Here

SURVEYOR NOTES

AGE			
0-4 infants/ toddlers	TOTAL:		
	MALE	FEMALE	OTHER/NOT
5-12 kids			
	TOTAL:	TOTAL:	TOTAL:
12-18 teenagers			
18-24 young adults			
	TOTAL:	TOTAL:	TOTAL:
25-64 adults			
	TOTAL:	TOTAL:	TOTAL:
65+ seniors			
	TOTAL:	TOTAL:	TOTAL:

POSITION	TALLY choose one per person	ACTIVITIES choose as many as apply						
		WAITING	CONSUMING FOOD/BEV.	COMMERCIAL ACTIVITY	CONVERSING/ SOCIALIZING	CULTURAL ACTIVITY	RECREATION PLAY/	SPEAKING ON PHONE
STANDING ●								
SITTING PUBLIC BENCH □								
SITTING INFORMAL ☒								
LYING DOWN —								
MULTIPLE/ MOVEMENT X								
MOVING THROUGH THE SPACE — —								

Notes on demographics

1 Is there a particular age group using the space? (Circle top two most present groups)

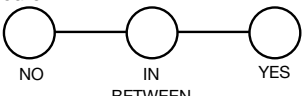
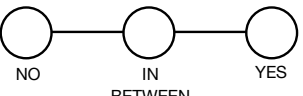
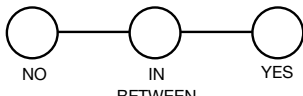
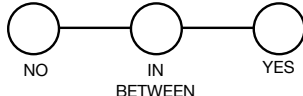
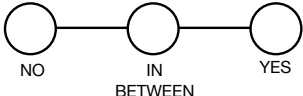
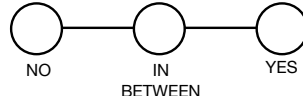
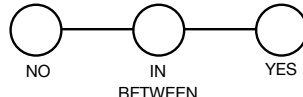
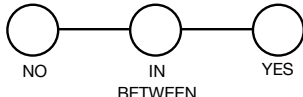
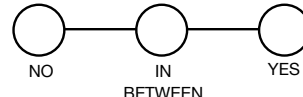
Toddlers Kids Teenagers Young adults Adults Seniors

2 Is there a gender overwhelmingly using the space? Male Female Unknown

SPATIAL QUALITY CRITERIA

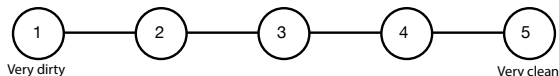
Please rate each criteria

LOCATION ADDRESS: _____

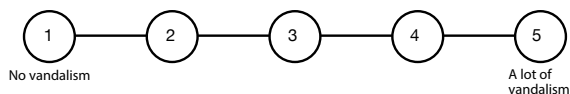
Comfort	Options for mobility. Is this space accessible? Are there physical elements that might limit or enhance personal mobility in the forms of walking, using of a wheelchair, or pushing a stroller? Is it evident how to move through the space without having to take an long or confusing route? 	Options to stand and linger. Does the place have features you can stay and lean on, like the exterior of a building, that invites one to spend time next to it, a bus stop, a tree, a canopy, or a small ledge? 	Options for sitting. Are there good primary seating options such as benches or chairs? Or is there only secondary seating such as a stair, seat wall, or the edge of a fountain? Are there adequate non-commercial seating options so that sitting does not require spending money? 
	Options for seeing. Are seating options placed so there are interesting things to look at? 	Options for talking and listening/hearing. Is it possible to have a conversation here? Is it evident that you have the option to sit together and have a conversation? 	Options for play, exercise, and activities. Are there options to be active at multiple times of the day and year? 
Enjoyment	Scale. Is the size and proportion of the public space and the building that surrounds it feel relatable rather than overwhelming to a person? If people are at the edges of the space, can we still relate to them as people or are they lost in their surroundings? 	Opportunities to enjoy the positive aspects of climate. Are local weather aspects such as wind and sun taken into account? Are there varied conditions for spending time in public spaces at different times of year? With this in mind, where are the seating options placed? Are they located entirely in the shadows or the sun? And how are they oriented/ placed in relation to wind? Are they protected? 	Experience of aesthetic qualities and positive sensory experiences. Is the public space beautiful and well maintained? 

Notes on maintenance

- Are their visible maintenance staff present? ☐ Yes ☐ No
- On a scale of 1 to 5 what is the level of cleanliness? (1 is least clean and 5 is most clean)



- On a scale of 1 to 5 what is the level of vandalism present? (Graffiti, broken furniture, signs of drug use, etc) (1 is no vandalism and 5 is highly vandalized)



Please note that this observation tool is an adaptation from Gehl Institute's Public Life Tools
<https://gehl.institute.org/tools/>

INSTRUCTIONS PROGRAM SURVEY

FOR SURVEYORS

Directions

- 1 Approach people attending or observing a program taking place in a public space. If taking a survey is disruptive to the program, please wait until it has ended to approach people.
- 2 Identify yourself as a resident conducting a survey for the Mayor's Action Plan. Then ask if the person has four minutes to answer an anonymous survey about them and their perception of the space. Tell them what the data will be used for.
- 3 Note age & gender of people who decline your survey (see table on this page).
- 4 You can choose to read the questions directly to your respondent or let her/him fill out the survey on their own, whichever you think is most appropriate.
- 5 Have the person place the form in a manila folder to ensure anonymity.
- 6 Aim to get 10 to 15 surveys through the course of one shift. If you do not have enough time to collect at least 10 surveys, return on a comparable day to complete the shift. You are encouraged to obtain more surveys if time allows.

LOCATION ADDRESS: _____

TODAY'S DATE: _____

Schedule

As per the program schedule:
please note below the day you will collect baseline observations and the days and time of the program you will attend to collect surveys and do observations.

Baseline data

Date: _____ Time: _____

Observations 20 Minutes

Program schedule

Date: _____ Time: _____

Observations 20 Minutes

Location A 20 Minutes

Location B 20 Minutes

Date: _____ Time: _____

Observations 20 Minutes

Location A 20 Minutes

Location B 20 Minutes

Date: _____ Time: _____

Observations 20 Minutes

Location A 20 Minutes

Location B 20 Minutes

SURVEYOR NAME: _____

Tally of people who decline to take the survey

15-24 Male	
15-24 Female	
15-24 Other/Unsure	
25-44 Male	
25-44 Female	
25-44 Other/Unsure	
45-64 Male	
45-64 Female	
31-64 Other/Unsure	
65+ Male	
65+ Female	
65+ Other/Unsure	

ADD MAP OF PROGRAM LOCATION HERE

Please note that this intercept survey is an adaptation from Gehl Institute's Public Life Tools.
<https://gehl.institute.org/tools/>

INSTRUCTIONS SITE SURVEY

SURVEYOR NAME: _____

FOR SURVEYORS

Directions

- 1 Start with 20 minutes observation in location O then follow the schedule below for administering surveys in both location A and B.
- 2 Identify yourself as a resident conducting a survey for the Mayor's Action Plan. Then ask if the person has four minutes to answer an anonymous survey about them and their perception of the space. Tell them what the data will be used for.
- 3 Note age & gender of people who decline your survey (see table on this page).
- 4 You can choose to read the questions directly to your respondent or let her/him fill out the survey on their own, whichever you think is most appropriate.
- 5 Have the person place the form in a manila folder to ensure anonymity.
- 6 Aim to get 10 to 15 surveys through the course of one shift. If you do not have enough time to collect at least 10 surveys, return on a comparable day to complete the shift. You are encouraged to obtain more surveys if time allows.

Tally of people who decline to take the survey

15-24 Male	
15-24 Female	
15-24 Other/Unsure	
25-44 Male	
25-44 Female	
25-44 Other/Unsure	
45-64 Male	
45-64 Female	
31-64 Other/Unsure	
65+ Male	
65+ Female	
65+ Other/Unsure	

LOCATION ADDRESS _____

DATE: _____

SHIFT 1

Morning rush : _____

Observations 20 Minutes
Location A 20 Minutes
Location B 20 Minutes

SHIFT 2

Lunch/midday : _____

Observations 20 Minutes
Location A 20 Minutes
Location B 20 Minutes

SHIFT 3

Evening rush : _____

Observations 20 Minutes
Location A 20 Minutes
Location B 20 Minutes

SHIFT 4

After dark : _____

Observations 20 Minutes
Location A 20 Minutes
Location B 20 Minutes

Add Map Here

Please note that this intercept survey is an adaptation from Gehl Institute's Public Life Tools.
<https://gehl.institute.org/tools/>

PROGRAM SURVEY

DATE: _____

PROJECT LOCATION: _____

Thank you for participating in our survey. Your responses will be kept strictly confidential.

Perception

1 How often do you come here?

Attending the program

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ First time here

Outside of program hours

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ First time here

2 Please rate how safe you feel in this space during different times of day? (1 is very unsafe and 5 is very safe)

In the morning

During the day

Early evening

At night (dark outside)

Very unsafe Very safe

3 How inviting is this space to you? (1 is very uninviting and 5 is very inviting)

Not inviting Very inviting

4 Have you participated in efforts to take care of this space? If so, how often?

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ Never

5 How well cared for is this space?

(1 is very uncared for and 5 is very cared for)

Not cared for Very cared for

6 Does this program feel like it represents you or your community?

(1 is the lowest ranking and 5 is the highest)

Not representative Very representative

Don't know

7 Is there anything you would change about this program?

Participation

8 Are you involved in your community? (Check all that apply)

- ☐ Tenant association
☐ Community Organization
☐ Religious
☐ Other
☐ Not involved

By:

- ☐ Attending meetings
☐ Leading meetings
☐ Volunteering
☐ Subscribing to email or mailing lists
☐ Other: _____

9 Do you want to be more involved in the future?

- ☐ Yes ☐ No

10 Do you think Neighborhood STAT is making a positive impact in this development? (1 is the lowest ranking and 5 is the highest)

Negative impact Neutral Positive impact

Don't know

11 What is your level of trust towards the police?

(1 is the lowest level of trust and 5 is the highest)

Low trust High trust

Don't know

Social Networks

12 How often do you use this space to socialize?

During program

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ Never

Outside of program hours

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ Never

13 Is this a space that your community comes to?

During program

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ Never

Outside of program hours

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ Never

PROGRAM SURVEY

14 How well do you know your neighbors?

(1 is the lowest level and 5 is the highest)

1 — 2 — 3 — 4 — 5

Don't know them ————— Know them very well

15 How often do you spend time with neighbors or community members?

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ Never

16 Please take a few moments to look at the people here. Do you recognize anyone you weren't already planning to meet?

- ☐ No, I don't recognize anyone here right now.
☐ Yes, I recognize a familiar face, but I don't 'know' them.
☐ Yes, I recognize someone I know but didn't plan to meet.

Wellbeing

17 How would you rate your health (both mental and physical)?

(1 is the lowest rating of health and 5 is the highest)

1 — 2 — 3 — 4 — 5

Very unhealthy ————— Very healthy

☐ Don't know

18 How often do you exercise (for example, going for a walk or jog)?

- ☐ Daily
☐ Weekly
☐ Monthly
☐ Every few months
☐ Rarely (once per year or less)
☐ Never

19 Are you currently employed?

- ☐ Yes ☐ No

20 Do you feel you have access to employment opportunities?

(1 is the lowest amount of opportunities and 5 is the highest)

1 — 2 — 3 — 4 — 5

No opportunities ————— Many opportunities

☐ Don't know

SURVEYOR NOTES

21 Do you have public services available to you? For example: Access and registration to school, housing, healthcare, claiming unemployment benefits, calling for housing maintenance, etc.?

- ☐ Yes ☐ No ☐ Don't know

Do you feel comfortable accessing them?

(1 is the lowest level of comfort and 5 is the highest)

1 — 2 — 3 — 4 — 5

Not comfortable ————— Very comfortable

☐ Don't know

22 If you wanted to make change in your neighborhood or community, would you know where to start?

- ☐ Yes ☐ No

Personal Information

23 What is your age? _____

Gender: _____

24 Do you live here?

- ☐ Yes, in this housing development.
☐ Yes, 5 or 10 minutes walking distance.
☐ No, I don't live within walking distance.

Program Specific

25 Did you participate in the program that just took place here?

- ☐ Yes ☐ No

If you answered no, do you wish you had participated?

- ☐ Yes ☐ No

26 How much do you feel this program benefits your community?

(1 is the least beneficial and 5 is the most beneficial)

1 — 2 — 3 — 4 — 5

Not beneficial ————— Very beneficial

28 (Open question) _____

Please note that this intercept survey is an adaptation from Gehl Institute's Public Life Tools.
<https://gehl.institute.org/tools/>

Thank you for participating in our survey. Your responses will be kept strictly confidential.

Perception

1 How often do you come here?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ First time here

2 Please rate how safe you feel in this space during different times of day? (1 is very unsafe and 5 is very safe)

In the morning

During the day

Early evening

At night (dark outside)

3 How inviting is this space to you? (1 is very uninviting and 5 is very inviting)

4 Have you participated in efforts to take care of this space? If so, how often?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

5 How well cared for is this space? (1 is very uncared for and 5 is very cared for)

6 Does this space feel like it represents you or your community? (1 is the lowest ranking and 5 is the highest)

7 Is there anything you would change about this space?

Participation

8 Are you involved in your community? (Check all that apply)

- ☐ Tenant association
- ☐ Community Organization
- ☐ Religious
- ☐ Other
- ☐ Not involved

By:

- ☐ Attending meetings
- ☐ Leading meetings
- ☐ Volunteering
- ☐ Subscribing to email or mailing lists
- ☐ Other: _____

9 Do you want to be more involved in the future?

- ☐ Yes
- ☐ No

10 Do you think Neighborhood STAT is making a positive impact in this development? (1 is the lowest ranking and 5 is the highest)

11 What is your level of trust towards the police? (1 is the lowest level of trust and 5 is the highest)

Social Networks

12 How often do you use this space to socialize?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

13 Is this a space that your community comes to?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

BEFORE INTERVENTION

SITE SURVEY

14 How well do you know your neighbors?

(1 is the lowest level and 5 is the highest)

1 — 2 — 3 — 4 — 5

Don't know them ————— Know them very well

15 How often do you spend time with neighbors or community members?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

16 Please take a few moments to look at the people here. Do you recognize anyone you weren't already planning to meet?

- ☐ No, I don't recognize anyone here right now.
- ☐ Yes, I recognize a familiar face, but I don't 'know' them.
- ☐ Yes, I recognize someone I know but didn't plan to meet.

Wellbeing

17 How would you rate your health (both mental and physical)?

(1 is the lowest rating of health and 5 is the highest)

1 — 2 — 3 — 4 — 5

Very unhealthy ————— Very healthy

☐ Don't know

18 How often do you exercise (for example, going for a walk or jog)?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

19 Are you currently employed?

- ☐ Yes
- ☐ No

20 Do you feel you have access to employment opportunities?

(1 is the lowest amount of opportunities and 5 is the highest)

1 — 2 — 3 — 4 — 5

No opportunities ————— Many opportunities

☐ Don't know

21 Do you have public services available to you? For example: Access and registration to school, housing, healthcare, claiming unemployment benefits, calling for housing maintenance, etc.?

- ☐ Yes
- ☐ No
- ☐ Don't know

Do you feel comfortable accessing them?

(1 is the lowest level of comfort and 5 is the highest)

1 — 2 — 3 — 4 — 5

Not comfortable ————— Very comfortable

☐ Don't know

22 If you wanted to make change in your neighborhood or community, would you know where to start?

- ☐ Yes
- ☐ No

Personal Information

23 What is your age? _____

Gender: _____

24 Do you live here?

- ☐ Yes, in this housing development.
- ☐ Yes, 5 or 10 minutes walking distance.
- ☐ No, I don't live within walking distance.

THANK YOU!!

SURVEYOR NOTES

Please note that this intercept survey is an adaptation from Gehl Institute's Public Life Tools.
<https://gehl.institute.org/tools/>

AFTER INTERVENTION SITE SURVEY

SHIFT NUMBER _____
DATE: _____

PROJECT LOCATION: _____

Thank you for participating in our survey. Your responses will be kept strictly confidential.

Perception

1 How often do you come here?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ First time here

2 Please rate how safe you feel in this space during different times of day? (1 is very unsafe and 5 is very safe)

In the morning

During the day

Early evening

At night (dark outside)

3 How inviting is this space to you? (1 is very uninviting and 5 is very inviting)

4 Have you participated in efforts to take care of this space? If so, how often?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

5 How well cared for is this space? (1 is very uncared for and 5 is very cared for)

6 Does this space feel like it represents you or your community? (1 is the lowest ranking and 5 is the highest)

7 Is there anything you would change about this space?

Participation

8 Are you involved in your community? (Check all that apply)

- ☐ Tenant association
- ☐ Community Organization
- ☐ Religious
- ☐ Other
- ☐ Not involved

By:

- ☐ Attending meetings
- ☐ Leading meetings
- ☐ Volunteering
- ☐ Subscribing to email or mailing lists
- ☐ Other: _____

9 Do you want to be more involved in the future?

- ☐ Yes
- ☐ No

10 Do you think Neighborhood STAT is making a positive impact in this development? (1 is the lowest ranking and 5 is the highest)

11 What is your level of trust towards the police? (1 is the lowest level of trust and 5 is the highest)

Social Networks

12 How often do you use this space to socialize?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

13 Is this a space that your community comes to?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Every few months
- ☐ Rarely (once per year or less)
- ☐ Never

AFTER INTERVENTION SITE SURVEY

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(1 is the lowest level and 5 is the highest)

1 — 2 — 3 — 4 — 5

Don't know them ————— Know them very well

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- ☐ Monthly
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Wellbeing

17 How would you rate your health (both mental and physical)?

(1 is the lowest rating of health and 5 is the highest)

1 — 2 — 3 — 4 — 5

Very unhealthy ————— Very healthy

☐ Don't know

18 How often do you exercise (for example, going for a walk or jog)?

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(1 is the lowest amount of opportunities and 5 is the highest)

1 — 2 — 3 — 4 — 5

No opportunities ————— Many opportunities

☐ Don't know

SURVEYOR NOTES

21 Do you have public services available to you? For example: Access and registration to school, housing, healthcare, claiming unemployment benefits, calling for housing maintenance, etc.?

- ☐ Yes
- ☐ No
- ☐ Don't know

Do you feel comfortable accessing them?

(1 is the lowest level of comfort and 5 is the highest)

1 — 2 — 3 — 4 — 5

Not comfortable ————— Very comfortable

☐ Don't know

22 If you wanted to make change in your neighborhood or community, would you know where to start?

- ☐ Yes
- ☐ No

Personal Information

23 What is your age? _____

Gender: _____

24 Do you live here?

- ☐ Yes, in this housing development.
- ☐ Yes, 5 or 10 minutes walking distance.
- ☐ No, I don't live within walking distance.

Project Specific

25 Are you aware that changes were made to this space recently?

- ☐ Yes
- ☐ No

26 Did you participate in the process of designing this change?

- ☐ Yes
- ☐ No

If you answered no, do you wish you had participated?

- ☐ Yes
- ☐ No

27 How much do you feel this project benefits your community?

(1 is the least beneficial and 5 is the most beneficial)

1 — 2 — 3 — 4 — 5

Not beneficial ————— Very beneficial

28 (Open question) _____

Please note that this intercept survey is an adaptation from Gehl Institute's Public Life Tools.
<https://gehl.institute.org/tools/>

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