

## Program for Improving Neighborhoods Evaluation Process

A staff member from each of the following departments will make up a PIN Grant Review Committee:

- Parks and Recreation
- Neighborhood and Development Services
- Public Works
- City Manager's Office

Staff will be provided the full applications and attachments to review prior to the review meeting. to the [Ranking Criteria](#). Staff will also recommend a funding level for each application based on the outcome of the ranking. These results will be sent to all PIN grant applicants as well as all other Neighborhood Council representatives for their review.

If there is the interest by an applicant to appeal the decision of the staff committee, a Neighborhood Council meeting can be scheduled to discuss that appeal if the majority of neighborhood representatives involved in the review process support that appeal request. The staff recommendation can be adjusted upon majority support by those neighborhoods involved in the appeal discussion. The staff review committee will be notified of any change to their initial recommendation.

When a final appropriation of grant funding has been approved by both staff and neighborhood association representatives, a memo to the City Council will be drafted by the Neighborhood Council explaining the process and final funding appropriation before the end of June of each funding year.