**City of Long Beach**
*Working Together to Serve*

**Memorandum**

Date: January 14, 2020

To: Thomas B. Modica, Acting City Manager

From: Linda F. Tatum, Director of Development Services

For: Mayor and Members of the City Council

Subject: **Neighborhood Leadership Program Application**

The Department of Development Services is pleased to announce that applications are available for the Neighborhood Leadership Program Class of 2020.

The Neighborhood Leadership Program is designed to enhance the skills of grassroots neighborhood leaders. The five-month program focuses on effective communication and teambuilding. The class will complete four class projects along Pacific Avenue.

Attached are applications and brochures, as well as interest cards for those residents who are unable to apply at this time. Additional copies are available in English, Spanish, and Khmer. Please feel free to share the attached information with your constituents. The deadline to apply is Monday, January 30, 2020, at 4:30 p.m.

If you have questions regarding this matter, please contact Margaret Madden at (562) 570-6830 or Margaret.Madden@longbeach.gov.

LFT:PU:MJ

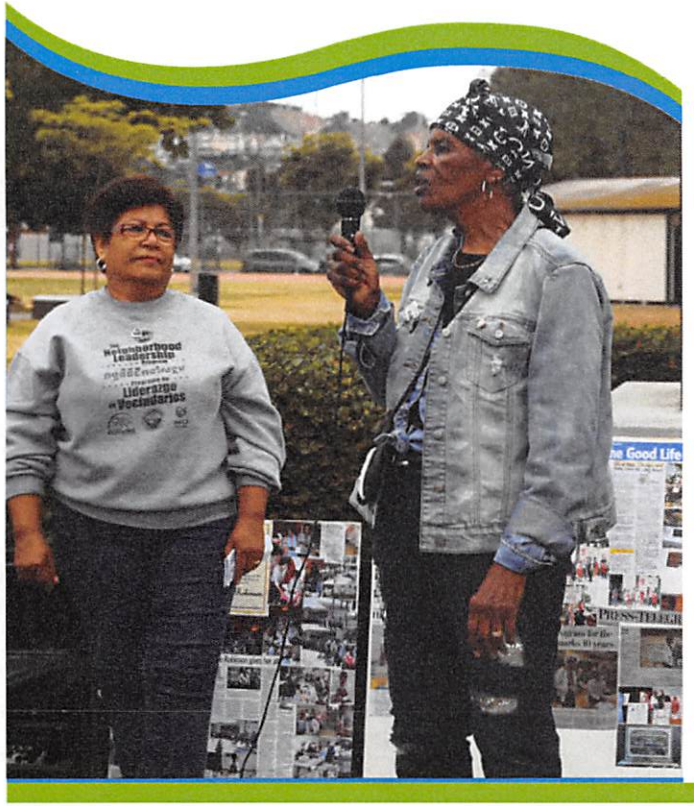
ATTACHMENTS: NEIGHBORHOOD LEADERSHIP PROGRAM BROCHURE
NEIGHBORHOOD LEADERSHIP PROGRAM APPLICATION
NEIGHBORHOOD LEADERSHIP PROGRAM INTEREST CARD

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
REBECCA GARDNER, ACTING ASSISTANT CITY MANAGER
KEVIN JACKSON, DEPUTY CITY MANAGER
TERESA CHANDLER, INTERIM DEPUTY CITY MANAGER
AJAY KOLLURI, ACTING ADMINISTRATIVE DEPUTY TO THE CITY MANAGER
PATRICK URE, HOUSING AND NEIGHBORHOOD SERVICES BUREAU MANAGER

## Who Can Apply?

To apply, you must:

- Live in Long Beach
- Be at least 18 years of age
- Complete and submit an application by the deadline
- Submit a letter of recommendation from a Long Beach organization or group



## How Do I Apply?

Pick up an application at:

**Housing and Neighborhood Services**
**Neighborhood Resource Center**

411 W. Broadway, 3rd Floor
Long Beach, CA 90802

You may also request an application by phone at (562) 570-1010.

Submit an application along with one letter of recommendation from a leader of a Long Beach organization or other group, such as a:

- Neighborhood association
- Business, community or professional organization,
- City of Long Beach department
- Organized religious group
- Neighborhood leadership program alumni

LONGBEACH DEVELOPMENT SERVICES

MARATHON

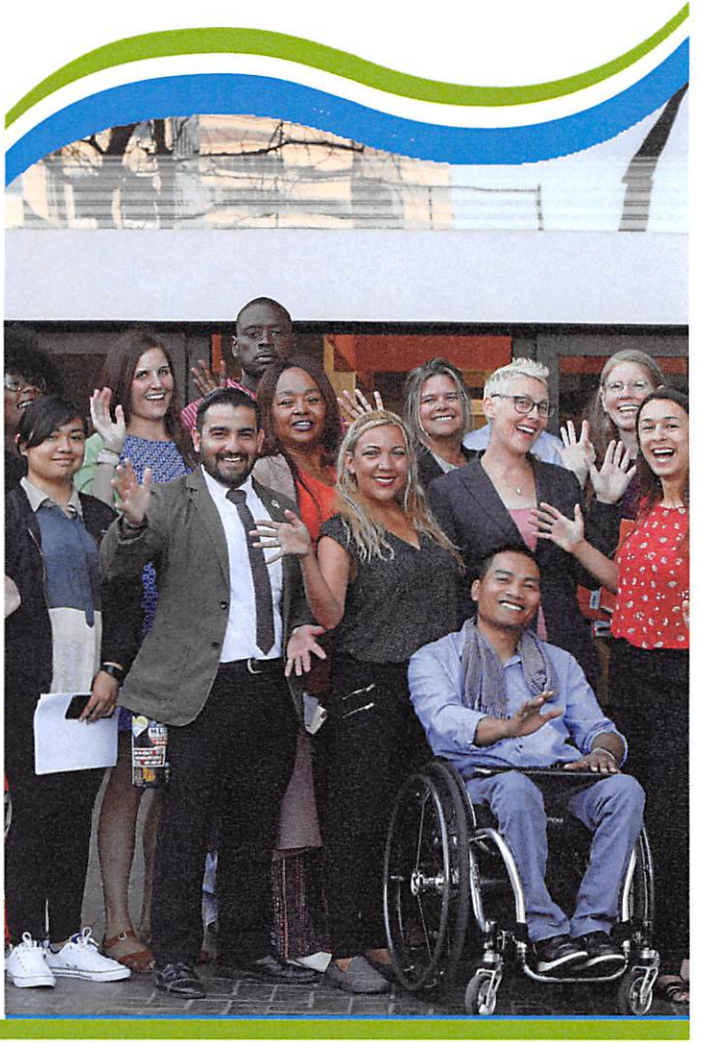
Port of LONG BEACH The Green Port

ORANGE COUNTY'S CREDIT UNION℠ with you all the way™

This information is available in alternative format by request at 562.570-3807. For an electronic version of this document, visit our website at longbeach.gov/ldbs.

December 2019

# The Neighborhood Leadership Program



## What is the Neighborhood Leadership Program?

The Neighborhood Leadership Program (NLP) is offered by the Long Beach Development Services Housing and Neighborhood Services Bureau. This five-month, multilingual program assists grassroots residents and provides them with the skills, knowledge and resources they need to make a difference in the quality of life of our community.

This program is free to participants and is partially funded through the Federal Community Development Block Grant (CDBG) Program.

**Tommie Simmons**, Class of 2012

"NLP has been very important in teaching me communication skills and how to network with others to get a task done."

## This Program Will Help You:

- Improve your communication skills.
- Recognize the benefits of diversity.
- Create innovative solutions for improving your neighborhood.
- Identify resources and partnerships.
- Apply for grants.
- Plan and complete a community project.
- Gain confidence as a public speaker.

**Crystal Day**, Class of 2018

"The NLP has equipped me with a strong set of skills, from grant writing to building community partnerships. The program also provided me with a supportive network of individuals to celebrate with, to lean on, and to support. The personal leadership skills that I learned in the Neighborhood Leadership Program has inspired me to encourage other people to be active community leaders."

## What is the Time Commitment?

The time commitment for the Neighborhood Leadership Program is intensive. Training sessions are held twice a month for five months and include a weekend retreat and another full Saturday session. Participants are expected to attend **ALL** sessions. See the application for specific dates and times.

Participants will also be expected to meet outside of regular class time for projects that will be conducted in a specific Long Beach neighborhood.

**Emily Kiwa Tanaka**, Class of 2011

"NLP has helped me make meaningful friendships with like-minded people who enjoy volunteering for passion projects. It helped me gain confidence to keep moving forward because I'm prepared with tools to make a 'pipe-dream' into reality."

ATTACHMENT B

CITY OF
LONG BEACH

**Development Services**
**Housing and Neighborhood Services Bureau**
411 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.1010

December 2019

Dear Neighborhood Leader:

It gives me great pleasure to invite you to apply for the **27th Annual Neighborhood Leadership Program (NLP)**. This unique, free program is offered by the Long Beach Development Services, Housing and Neighborhood Services Bureau. The program design and curriculum provide an opportunity for participants to strengthen their linkages with the City, schools, businesses, parents, families, neighborhoods, and community.

Since participants are selected from Long Beach neighborhoods, the Neighborhood Leadership Program brings together a diverse group of dedicated neighborhood residents to participate in a five-month experience that facilitates the enhancement of communication skills, conflict resolution, leadership and human relations skills. Additionally, NLP participants enhance their knowledge about our community and the network of available services.

Attached you will find information for the 2020 NLP and an application. We will be offering a Class of 2020 Candidate Information Session where you can meet and hear from past graduates and learn more about the program:

**Neighborhood Leadership Program**
**Class of 2020 Candidate Information Session**
**Date: Wednesday, January 8, 2020**
**Time: 6:00 p.m. – 7:00 p.m.**
**Location: Long Beach Energy Resources Department**
**2400 E. Spring St., Long Beach, CA 90806**

Please note that the application is due on **Monday, January 27, 2020,** at **4:30 p.m.** Applications may only be dropped off or mailed to the designated location listed in the application. If you have any questions or need assistance with the application, please feel free to call **Francisco Rodriguez** at **(562) 570-1010** or e-mail **Francisco.Rodriguez@longbeach.gov**.

We look forward to working with you in 2020.

Sincerely,

Margaret Madden
Neighborhood Improvement Officer

For more information about the NLP, visit our program brochure online at: longbeach.gov/lbds/hn/leadership or search online: "Long Beach Neighborhood Leadership Program." For more information, please call (562) 570-1010.

Para mas informacion o para obtener una copia en español, por favor llame a (562) 570-1010. បើសិនជាលោកអ្នកត្រូវការ ពាក្យសុំនេះជាភាសាខ្មែរ សូមទូរស័ព្ទទៅ (៥៦២) ៥៧០-១០១០ Para sa higit pang impormasyon o para kumuha ng kopya sa Tagalog, pakitawagan ang (562) 570-1010.

CITY OF
LONG BEACH

**Development Services**
**Housing and Neighborhood Services Bureau**
411 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.1010

# Neighborhood Leadership Program
# 2020 Application

**Submission Deadline: Monday, January 27, 2020 at 4:30 p.m.**
**411 W. Ocean Blvd., 3rd Floor, Long Beach, CA 90802**

**Please type or print**

Name _____

Home Address _____

City _____ Zip Code _____

Mobile Phone Number _____

Home Phone Number _____

E-mail Address _____

Business Address (if applicable) _____

City _____ Zip Code _____

Business phone number _____

Written and verbal translation is available. Please mark your preferred language:

____ English ____ Spanish ____ Khmer ____ Other _____

## Applications may be dropped off at the following location:

City of Long Beach
Neighborhood Resource Center
411 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802
Phone Number: (562) 570-1010
Fax Number: (562) 570-5248

Hours of operation:
Monday – Friday 8:00 a.m. – 4:30 p.m.

**Applications can also be emailed to: nsb@longbeach.gov**

**Applicants will be contacted to schedule an interview.**
**For more information or to request this information in an alternate format, call the Neighborhood Resource Center at (562) 570-1010.**

City of Long Beach

411 W. Ocean Blvd., 3rd Floor

Long Beach, CA 90802

Visit us at longbeach.gov/lbds

LongBeachBuilds

This information is available in alternative format by request at 562.570.3807.

For an electronic version of this document, visit our website at longbeach.gov/lbds.

Name of Applicant _____

**Personal History/Experience**

1. How many years have you lived in Long Beach? _____

2. Please summarize your neighborhood/community volunteer experience.

_____
_____
_____
_____
_____
_____
_____
_____

3. What is your leadership style when working on a team?

_____
_____
_____
_____
_____
_____
_____
_____

4. What unique qualities will you bring to the Neighborhood Leadership Program (NLP)?

_____
_____
_____
_____
_____
_____
_____
_____

5. In your opinion, what are the two most pressing problems/opportunities facing Long Beach neighborhoods today?

_____

_____

_____

_____

_____

_____

_____

_____

6. What are your ideas for resolving these problems you listed for question #5?

1. _____

_____

_____

_____

_____

_____

_____

_____

2. _____

_____

_____

_____

_____

_____

_____

_____

# Neighborhood Leadership Program
# Commitment for Participation

- Candidate Information Session — Wednesday, January 8, 2020
  Long Beach Energy Resources Department — 6:00 p.m. – 7:00 p.m.
  2400 E. Spring St.
- Class of 2020 Application Deadline — Monday, January 27, 2020, 4:30 p.m.
- Class of 2020 Candidate Interviews — Monday, January 27, 2020, through Friday, February 7, 2020
  Neighborhood Resource Center
  411 W. Ocean Blvd., 3rd Floor

**The time commitment for the Neighborhood Leadership Program is intensive**. Participants are expected to attend ALL training sessions. If you miss Session 1 (Orientation), or Session 4 (Weekend Retreat), you will automatically be dismissed. Two excused absences are allowed for other nonmandatory sessions. Participants who are unable to attend a session must contact program staff in advance at (562) 570-1010. After the second absence, you will be dismissed from the program.

**If you cannot commit to this schedule, please do not apply at this time**.

| Session Number and Topic: | Date: | Time: |
|---|---|---|
| 1. Orientation (Mandatory) | Thursday, March 5, 2020 | 5:30 p.m. - 9:00 p.m. |
| 2. Culture, Conflict & Group Dynamics | Thursday, March 19, 2020 | 6:00 p.m. - 9:00 p.m. |
| 3. Community Project Grant | Thursday, April 2, 2020 | 6:00 p.m. - 9:00 p.m. |
| 4. Weekend Retreat (Mandatory) | Saturday, April 25 and<br>Sunday, April 26, 2020 | 9:00 a.m. - 9:00 p.m.<br>9:00 a.m. - 3:00 p.m. |
| 5. Project Review & Grant Workshop | Thursday, May 7, 2020 | 6:00 p.m. - 9:00 p.m. |
| 6. Marketing and Public Relations | Thursday, May 21, 2020 | 6:00 p.m. - 9:00 p.m. |
| 7. Day of Discovery | Saturday, May 30, 2020 | 8:00 a.m. - 3:00 p.m. |
| 8. Neighborhood Resources | Thursday, June 11, 2020 | 6:00 p.m. - 9:00 p.m. |
| 9. Project and Event Planning | Thursday, June 25, 2020 | 6:00 p.m. - 9:00 p.m. |
| 10. Grant Recommendations | Thursday, July 9, 2020 | 6:00 p.m. - 9:00 p.m. |
| 11. Public Speaking | Thursday, August 6, 2020 | 6:00 p.m. - 9:00 p.m. |
| 12. City Hall Visit | Tuesday, August 18, 2020 | 4:30 p.m. - 7:30 p.m. |
| 13. Graduation | Saturday, August 29, 2020 | 12:00 noon |

**Participants will also be expected to meet outside of regular class time.** All Class of 2020 community projects will be implemented in a specific neighborhood in Long Beach.

**Mandatory Teambuilding Sessions:** Team members will discuss group strengths and establish group norms. One mandatory team-building session is required per team. **All project team members have to be present at their team's session**. One project team will be scheduled per session during the weeks of April 13, 2020, through April 24, 2020.

**Community Assessment Meetings:**
Program participants will be placed in teams that will survey a specific corridor in Long Beach. The team will present its findings at the Thursday, May 7, 2020, meeting. Please allow a total of **at least 10 hours** to meet outside of program sessions to work on the team's community assessment.

**Community Project Meetings:**
Program participants will additionally be placed in teams to complete a community project in a specific corridor in Long Beach. The team must have its project completed before graduation. Please allow a total of **at least 20 hours** outside of program sessions to work on the team's community project.

**It is important that you understand and honor these commitments.**
**Applications without the signature below will not be accepted.**

I understand and agree to these commitments.

**Applicant's Signature** _____ **Date** _____

An optional **Candidate Information Session** will be offered from 6:00 p.m. to 7:00 p.m. on Wednesday, January 8, 2020, at the Long Beach Energy Resources Department located at 2400 E. Spring St., Long Beach, CA 90806. During the information session, you can learn more about the program, hear from past graduates about their experience, and have your questions answered by City staff.

ATTACHMENT B

## Demographic Information

Please take a moment to complete the following information. **This information will be used for research purposes only. It will be kept strictly confidential and will not be used to determine your selection as a participant.**

Name: _____ Sex or Gender: _____

1. Race/Ethnicity **(check one)**

____ American Indian/ Alaskan Native
____ American Indian/ Alaskan Native & White
____ American Indian/Alaskan Native & Black/African American

____ Asian
____ Asian & White
____ Black/African American

____ Black/African American & White
____ Hispanic/Latino(a)
____ Native Hawaiian/Other Pacific Islander

____ White/Caucasian
____ Other Multi-racial

2. Age **(check one)**

____18-19 years ____ 20-29 years ____ 30-39 years ____ 40-49 years

____ 50-59 years ____ 60-69 years ____ 70-79 years ____ Over 80 years

3. What language(s) do you speak and understand? (check all that apply)

____ English ____ Spanish ____ Khmer ____ Other _____

4. What is the last year of school you completed?

____ Grades 1-3 ____ Grades 4-5 ____ Grades 6-8 ____ Grades 9-11

____ High School Graduation/GED Equivalent ____ Some College

____ Associate Degree

____ Bachelor's Degree

____ Master's Degree

____ Other _____

This page intentionally left blank.

CITY OF
LONG BEACH

**Development Services**
**Housing and Neighborhood Services Bureau**
411 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.1010

# Neighborhood Leadership Program
# Nomination Form

**Submission Deadline: Monday, January 27, 2020 at 4:30 p.m.**

To apply for the Neighborhood Leadership Program (NLP), applicants must apply along with a completed Nomination Form or a letter of recommendation from someone who knows the applicant's leadership qualities. This letter must come from a Long Beach leader of an organization such as a neighborhood association, a City of Long Beach Department, an organized religious group, a NLP graduate, or a business, community or professional organization.

Name of Applicant _____

Name of Nominator _____

Organization/Association of Nominator _____

Title of Nominator _____

Address of Nominator _____

Phone Number of Nominator _____

E-mail Address of Nominator _____

Briefly state why you believe the above applicant should be considered for the NLP:

_____
_____
_____
_____
_____
_____
_____

Signature _____ Date _____

**Submission Instructions:** Nominators may return this nomination form or a letter of recommendation to the applicant, submit via fax to the Neighborhood Resource Center at (562) 570-5248 or e-mail to: nsb@longbeach.gov

**Nominations Forms may be dropped off at the following location**:

City of Long Beach
Neighborhood Resource Center
411 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802
Phone Number: (562) 570-1010
Fax Number: (562) 570-5248

Hours of operation:
Monday - Friday 8:00 a.m. – 4:30 p.m.

**Nomination Forms can also be emailed to**: nsb@longbeach.gov

City of Long Beach

411 W. Ocean Blvd., 3rd Floor

Long Beach, CA 90802

Visit us at longbeach.gov/lbds

LongBeachBuilds

This information is available in alternative format by request at 562.570.3807.

For an electronic version of this document, visit our website at longbeach.gov/lbds.

CITY OF
LONG BEACH

**Development Services**
**Housing and Neighborhood Services Bureau**
411 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802
562.570.1010

# Neighborhood Leadership Program
# Commitment for Participation

- Candidate Information Session — Wednesday, January 8, 2020
  Long Beach Energy Resources Department — 6:00 p.m. – 7:00 p.m.
  2400 E. Spring St.
- Class of 2020 Application Deadline — Monday, January 27, 2020, 4:30 p.m.
- Class of 2020 Candidate Interviews — Monday, January 27, 2020, through Friday, February 7, 2020
  Neighborhood Resource Center
  411 W. Ocean Blvd., 3rd Floor

**The time commitment for the Neighborhood Leadership Program is intensive**. Participants are expected to attend ALL training sessions. If you miss Session 1 (Orientation), or Session 4 (Weekend Retreat) you will automatically be dismissed. Two excused absences are allowed for other nonmandatory sessions. Participants who are unable to attend a session must contact program staff in advance at (562) 570-1010. After the 2nd absence, you will be dismissed from the program. **If you cannot commit to this schedule, please do not apply at this time**.

| Session Number and Topic: | Date: | Time: |
|---|---|---|
| 1. Orientation (Mandatory) | Thursday, March 5, 2020 | 5:30 p.m. - 9:00 p.m. |
| 2. Culture, Conflict & Group Dynamics | Thursday, March 19, 2020 | 6:00 p.m. - 9:00 p.m. |
| 3. Community Project Grant | Thursday, April 2, 2020 | 6:00 p.m. - 9:00 p.m. |
| 4. Weekend Retreat (Mandatory) | Saturday, April 25 and<br>Sunday, April 26, 2020 | 9:00 a.m. - 9:00 p.m.<br>9:00 a.m. - 3:00 p.m. |
| 5. Project Review & Grant Workshop | Thursday, May 7, 2020 | 6:00 p.m. - 9:00 p.m. |
| 6. Marketing and Public Relations | Thursday, May 21, 2020 | 6:00 p.m. - 9:00 p.m. |
| 7. Day of Discovery | Saturday, May 30, 2020 | 8:00 a.m. - 3:00 p.m. |
| 8. Neighborhood Resources | Thursday, June 11, 2020 | 6:00 p.m. - 9:00 p.m. |
| 9. Project and Event Planning | Thursday, June 25, 2020 | 6:00 p.m. - 9:00 p.m. |
| 10. Grant Recommendations | Thursday, July 9, 2020 | 6:00 p.m. - 9:00 p.m. |
| 11. Public Speaking | Thursday, August 6, 2020 | 6:00 p.m. - 9:00 p.m. |
| 12. City Hall Visit | Tuesday, August 18, 2020 | 4:30 p.m. - 7:30 p.m. |
| 13. Graduation | Saturday, August 29, 2020 | 12:00 noon |

KEEP THIS PAGE FOR YOUR INFORMATION

**Participants will also be expected to meet outside of regular class time.** All Class of 2020 community projects will be implemented in a specific neighborhood in Long Beach.

**Mandatory Teambuilding Sessions:** Team members will discuss group strengths and establish group norms. One mandatory teambuilding session is required per team.
**All project team members have to be present at their team's session.** One project team will be scheduled per session during the weeks of April 13, 2020 through April 24, 2020

**Community Assessment Meetings:**
Program participants will be placed in teams that will survey a specific corridor in Long Beach. The team will present its findings at our Thursday, May 7, 2020 meeting. Please allow a total of **at least 10 hours** to meet outside of program sessions to work on the team's community assessment.

**Community Project Meetings:**
Program participants will additionally be placed in teams to complete a community project in a specific corridor in Long Beach. The team must have its project completed before graduation. Please allow a total of **at least 20 hours** outside of program sessions to work on the team's community project.

**It is important that you understand and honor these commitments.**

An optional **Candidate Information Session** will be offered from 6:00 p.m. to 7:00 p.m. on Wednesday, January 8, 2020 at the Long Beach Gas and Oil Department located at 2400 E. Spring St., Long Beach, CA 90806. During the information session, you can learn more about the program, hear from past graduates about their experience and have your questions answered by Neighborhood Leadership Program staff.

KEEP THIS PAGE FOR YOUR INFORMATION

City of Long Beach

411 W. Ocean Blvd., 3rd Floor

Long Beach, CA 90802

Visit us at longbeach.gov/lbds

LongBeachBuilds

This information is available in alternative format by request at 562.570.3807.

For an electronic version of this document, visit our website at longbeach.gov/lbds.

# NEIGHBORHOOD LEADERSHIP PROGRAM
## Interest Card

**I would like to learn more about the Neighborhood Leadership Program!**

**¡Me gustaría aprender más acerca de! Programa de Liderazgo de Vecindarios!**

**ខ្ញុំចង់ដឹងថែមទៀតអំពីកម្មវិធីពីកនាំសង្គម  សូមមេត្តាបំពេញក្រដាសនេះហើយថ្លៃត្រឡប់ទៅវិញ**

Name/Nombre/ ឈ្មោះ _____

Address/Dirección/ អាស័យដ្ឋាន: _____

City/State/Zip _____

Phone/Teléfono/ លេខទូរស័ព្ទផ្ទះ _____

Cell/Celullar លេខទូរស័ព្ទដៃ _____

Work Phone/Teléfono de trabajo/ លេខទូរស័ព្ទកន្លែងធ្វើការ _____

Email _____

**For more information, please call**

**Para mas información, por favor llamar al/ ពត៌មានបន្ថែមសូមហៅទៅលេខ**

**(562) 570-1010**

ATTACHMENT C

City of Long Beach
Neighborhood Resource Center
411 W. Ocean, 3rd Floor
Long Beach, CA 90802

ATTACHMENT C

# NEIGHBORHOOD LEADERSHIP PROGRAM
## Interest Card

**I would like to learn more about the Neighborhood Leadership Program!**

**¡Me gustaría aprender más acerca de! Programa de Liderazgo de Vecindarios!**

**ខ្ញុំចង់ដឹងថែមទៀតអំពីកម្មវិធីពីកនាំសង្គម  សូមមេត្តាបំពេញក្រដាសនេះហើយផ្ញើត្រឡប់ទៅវិញ**

Name/Nombre/ ឈ្មោះ _____

Address/Dirección/ អាស័យដ្ឋាន: _____

City/State/Zip _____

Phone/Teléfono/ លេខទូរស័ព្ទផ្ទះ _____

Cell/Celullar លេខទូរស័ព្ទដៃ _____

Work Phone/Teléfono de trabajo/ លេខទូរស័ព្ទកន្លែងធ្វើការ _____

Email _____

**For more information, please call**

**Para mas información, por favor llamar al/ ពត៌មានបន្ថែមសូមហៅទៅលេខ**

**(562) 570-1010**

ATTACHMENT C

City of Long Beach
Neighborhood Resource Center
411 W. Ocean, 3rd Floor
Long Beach, CA 90802

ATTACHMENT C