Date: March 9, 2022

To: Thomas B. Modica, City Manager

From: Oscar W. Orci, Director of Development Services

For: Mayor and Members of the City Council

Subject: Neighborhood Leadership Program Application

The Development Services Department is pleased to announce that applications are now open for the Neighborhood Leadership Program (NLP) Class of 2022. The NLP is a five-month program designed to enhance the skills of grassroots neighborhood leaders by focusing on effective communication and teambuilding. The class will meet through Zoom and participants will complete three class projects for the Long Beach community.

Included is an application (Attachment A) and brochure (Attachment B) for the program which can be shared with your community members. The application can be filled out online or submitted via printed copy. The deadline to apply is Wednesday, March 30, 2022, at 4:30 p.m.

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

ATTACHMENTS: ATTACHMENT A - NEIGHBORHOOD LEADERSHIP PROGRAM APPLICATION
ATTACHMENT B - NEIGHBORHOOD LEADERSHIP PROGRAM BROCHURE

CC: CHARLES PARKIN, CITY ATTORNEY
    DOUGLAS P. HAUBERT, CITY PROSECUTOR
    LAURA L. DOUD, CITY AUDITOR
    LINDA F. TATUM, ASSISTANT CITY MANAGER
    TERESA CHANDLER, DEPUTY CITY MANAGER
    APRIL WALKER, ADMINISTRATIVE DEPUTY CITY MANAGER
    MONIQUE DE LA GARZA, CITY CLERK
    DEPARTMENT HEADS
February 2022

Dear Neighborhood Leader:

It gives me great pleasure to invite you to apply for the 28th Annual Neighborhood Leadership Program (NLP). This unique, free program is offered by the Long Beach Development Services Housing & 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 2022 NLP and an application. We will be offering a Class of 2022 Candidate Information Session where you can meet and hear from past graduates and learn more about the program:

**Neighborhood Leadership Program**  
**Class of 2022 Candidate Information Session**  
**Date:** Wednesday, March 23, 2022  
**Time:** 6 – 7 p.m.  
**Join Zoom Meeting:**  
**Meeting ID:** 957 3482 5228  
**Passcode:** 572602  
**Join by phone:**  
213.338.8477 Meeting ID: 957 3482 5228

Please call 562.570.1010 or email NSB@longbeach.gov if you would like Spanish, Khmer or Tagalog interpretation for the meeting. The application is due on **Wednesday, March 30, 2022**, at **4:30 p.m.** Applications may be filled out online, mailed to the location listed in the application. Please call 562.570.1010 to request a printed application.

We look forward to working with you in 2022.

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 información o para obtener una copia en español, por favor llame a 562.570.1010. Para sa higit pang impormasyon o para kumuha ng kopya sa Tagalog, pakitawagan ang 562.570.1010.
Neighborhood Leadership Program
2022 Application
Submission Deadline: Wednesday, March 30, 2022, 4:30 p.m.

By mail: 411 W. Ocean Blvd., 3rd Floor, Long Beach, CA 90802
or see alternate submittal locations below

Name: ___________________________

Home Address: ___________________________

City: ___________________________ Zip Code: _____________

Phone Number: ___________________________

Email Address: ___________________________

Mailing Address (if applicable) ___________________________

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

<table>
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<tr>
<th>English</th>
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Other Language: ___________________________

Applications may be submitted as follows:

Postal Mail: 411 W. Ocean Blvd., 3rd Floor, Long Beach, CA 90802 Applications received by mail after the deadline will be considered late.

By Email: NSB@longbeach.gov

In Person: Call the Neighborhood Resource Center to make an appointment if you would like to drop off a printed copy: 562.570.1010. Please note that due to current pandemic guidelines, we may not have same-day appointments available.

Online: [NLP Application](https://forms.office.com/g/EULBWDaVS7) or [https://forms.office.com/g/EULBWDaVS7](https://forms.office.com/g/EULBWDaVS7)

Applicants will be contacted to schedule an interview.
**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 the problems you listed for question #5?
Neighborhood Leadership Program
Commitment for Participation
Meetings will be held through Zoom and may transition to in-person sessions according to guidance from health officials.

Candidate Information Session  Wednesday, March 23, 2022, 6:00 p.m.

Class of 2022 Application Deadline  Wednesday, March 30, 2022, 4:30 p.m.

Class of 2022 Candidate Interviews  Wednesday, March 30, 2022, through Wednesday, April 13, 2022

The time commitment for the Neighborhood Leadership Program is intensive. Participants are expected to attend ALL training sessions. If you miss Session 1 (Orientation), you will automatically be dismissed. Three 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 third absence, you will be dismissed from the program.

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

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Participants will also be expected to meet outside of regular class time. All Class of 2022 community projects will be implemented with collaboration from program participants.
Community Project Meetings:

Program participants will be placed in teams to support three predetermined community projects. Team members must participate in outside team meetings to be eligible for graduation. Please allow a total of at least 20 hours outside of program sessions to work with team members.

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, March 23, 2022, through Zoom. 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.
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 ________________________________
Neighborhood Leadership Program  
Nomination Form

Submission Deadline: Wednesday, March 30, 2022, 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, an NLP graduate, or a business, community or professional organization.

<table>
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<td>Title of Nominator</td>
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Briefly state why you believe the above applicant should be considered for the NLP:

[Blank lines for additional comments]

Signature: ___________________________  Date: ___________________________

See reverse for submission instructions.
Submission Instructions: Nominators may return this nomination form or a letter of recommendation to the applicant or submit it to the Neighborhood Resource Center by fax at (562) 570-5248 or e-mail to: nsb@longbeach.gov

Postal Mail: 411 W. Ocean Blvd., 3rd Floor, Long Beach, CA 90802. Nominations received by mail after the deadline will be considered late.

In Person: Call the Neighborhood Resource Center to make an appointment if you would like to drop off a printed copy: 562.570.1010. Please note that due to current pandemic guidelines, we may not have same-day appointments available.

If you would like to fill out this nomination form online, please Click Here or visit: https://bit.ly/3gOl8g8L
Neighborhood Leadership Program
Commitment for Participation
Meetings will be held through Zoom and may transition to in-person sessions according to guidance from health officials.

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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?

Applications are available from:

**Housing and Neighborhood Services Neighborhood Resource Center**
411 W. Broadway, 3rd Floor
Long Beach, CA 90802

You may request an application by phone at (562) 570-1010 or email, NSB@longbeach.gov

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

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.

February 2022
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.

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 generally held twice a month for five months and include Thursday and Saturday sessions. 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 to serve Long Beach residents.

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.”

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.”

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.”

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.”