

# Vacancy to Vibrancy

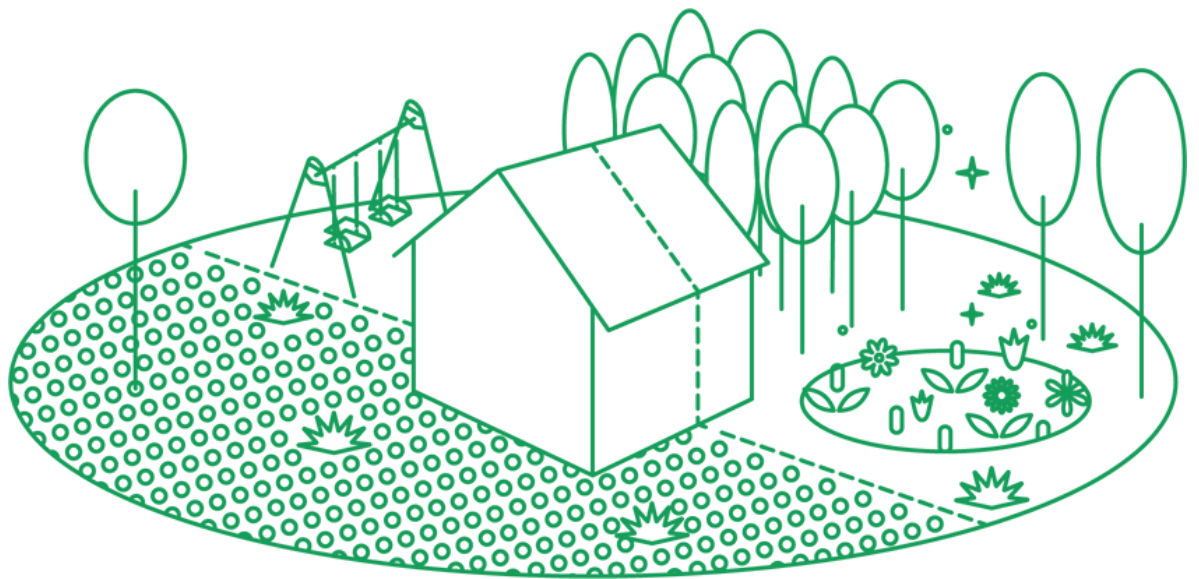
## A Checklist for Public Greening Project Readiness

### What is this tool for?

The purpose of this tool is to help identify and measure various elements of your community greening project to determine probable success or where the project may need additional resources. Use this tool at the beginning of your project to assure that it is supported for the first year. After that, you can use the Annual Review Checklist to assure you are prepared for the following years.

### How to use this tool:

Once you've selected a vacant lot, use this tool to measure project readiness and assess next steps. Note: a project does not necessarily need all points to be successful. However, you may choose to address specific categories or metrics to enhance your project.



## Project location - 1/2 mile radius

Project is located in a community in which there is evidence of interest in community building initiatives, such as a coat drives, resource fairs, etc.	Yes   3	No   0
Project is located in a community with Neighborhood Organizations, Community Improvement Districts, or Community Development Corporations, etc.	Yes   2	No   0
Project is located near residential buildings or homes	Yes   1	No   0
Project is located near schools (K-12)	Yes   1	No   0
Project is located within walking/accessible distance to public amenities. Examples: library, laundromat, retail, restaurants, drug store, places of worship, etc.	Yes   1	No   0
Project is located near transit	Yes   1	No   0
Property is in a flood zone	Yes   1	No   0

SUBTOTAL \_\_\_\_\_

If you have answered no to many of the metrics in project location, you may ask yourself who is this project serving? Are there enough people that will have access to enjoy/appreciate this project? How are these visitors getting to your project? The more people you serve, the more accessible a project is, the more likely your project will be successful and create meaningful impact.

## Community engagement

Community Engagement refers to the awareness, support, and input from the surrounding residents, businesses, and stakeholders.

Project is driven by community feedback	Yes   3	No   0
Project is supported by the majority of community members on the surrounding block in each direction	Yes   3	No   0
Project is designed to meet community needs/wants	Yes   3	No   0

SUBTOTAL \_\_\_\_\_

If you have answered No to many of the Community Engagement metrics, we would strongly recommend asking the community for input. The project is being developed for the community. The purpose and design should meet the needs and desires of the community, otherwise, the project may not be used at all.

## Community involvement

Community Involvement refers to the residents and stakeholders who actively participate in the planning, design, and development of the project.

Project is requested by community members	Yes   3	No   0
Project Team has included/invited community members to be a part of planning and design process	Yes   3	No   0
Project uses local talent and skillsets for planning, design, and implementation (ie. Local artists)	Yes   2	No   0
Project has a community resident that will be able to monitor the space on a regular schedule	Yes   3	No   0

SUBTOTAL \_\_\_\_\_

If you have answered No to many of the Community Involvement metrics, you may consider asking residents to be more involved in the project. This could be attending project meetings, giving input on design, offering to monitor the park, or assisting in maintenance. The more involved the community is in the process, the more likely they will feel a sense of ownership to the park. People will be more likely to use the greenspace and also more likely to help with taking care of it.

## Finance

Project has a budget	Yes   3	No   0
Project has funding/in-kind support for development	Yes   2	No   0
Project has funding/in-kind support for maintenance for the first year	Yes   2	No   0
Project Team anticipates developing a financial sustainability plan for future years	Yes   1	No   0
Project Team is aware and applying for funding opportunities	Yes   2	No   0
Project has a contingency plan for unforeseen events	Yes   2	No   0

SUBTOTAL \_\_\_\_\_

It is important that you understand the financial implications of your project for it to be implemented and supported. If you have answered No to many of the Finance metrics, create a budget for your design and begin fundraising or asking for support to bring your project to fruition. The Vacancy Collaborative will be creating tools and workshops specific to financing to assist you.

## Equity and inclusivity

Project is accessible to ADA Standards	Yes   3	No   0
Signage is clear, inclusive, and considers various cultures in the neighborhood	Yes   2	No   0
Project is multipurpose space	Yes   3	No   0
Project is designed for all ages	Yes   3	No   0
Project offers seating	Yes   2	No   0
Any Structural Items are designed and installed and/or reviewed by the proper professionals to assure safety.	Yes   3	No   0
Project design increases the perceived safety of the space. Example: Project offers visibility and clear sightlines, lighting is installed for nighttime.	Yes   2	No   0

SUBTOTAL \_\_\_\_\_

If you have answered No to many of the Equity and Inclusivity metrics, you may want to revisit your design to assure it is inclusive for all. Consider consulting with an engineer, architect, codes professional, DEI professional, or accessibility specialist.

## Liability/legal

Property is leased, purchased, or permitted for use by a team member or member organization	Yes   3	No   0
Property has insurance	Yes   3	No   0
Maintenance contracts are in place	Yes   2	No   0
Event contracts are planned for	Yes   2	No   0

SUBTOTAL \_\_\_\_\_

It is important to determine who will be responsible for the property before any development takes place. Be sure to discuss this with your team members and make decisions for what is best for your group.

## Team/skillset

Project team is 3 people or more	Yes   3	No   0
Project team has members or access to those who have knowledge or skills in the following areas. One team member can have more than one skill.		
Project Management	Yes   1	No   0
Landscaping	Yes   1	No   0
Gardening	Yes   1	No   0
Development/Construction	Yes   1	No   0
Real Estate	Yes   1	No   0
Insurance	Yes   1	No   0
Law	Yes   1	No   0
Marketing/PR	Yes   1	No   0
Community Engagement	Yes   1	No   0
Community Resident	Yes   1	No   0
Finance/Accounting/Budgets	Yes   1	No   0
Fundraising	Yes   1	No   0

SUBTOTAL \_\_\_\_\_

Your team doesn't necessarily need all of these skills, the Vacancy Collaborative could connect people or guide you through specific tasks. Your team does not need to be an expert in any of these categories, but you should research procedures and processes when needed. One team member can have more than one skill.

## Ongoing support

Project has a maintenance plan	Yes   3	No   0
Project has ongoing support for the first year	Yes   2	No   0
Project Team has a Maintenance Coordinator	Yes   3	No   0
Project has supplies and tools for ongoing support/maintenance	Yes   3	No   0
Project has an Activities Coordinator for ongoing events	Yes   2	No   0

SUBTOTAL \_\_\_\_\_

If you have answered No to many of the Ongoing support metrics, you may want to assemble a team to assist in the maintenance and activities to take place at the project. If this is not determined up front, the project may suffer from lack of maintenance and support.

## Totals

Categories	Points	Total points
Project location		10
Community engagement		9
Community involvement		11
Finance		12
Equity and inclusivity		18
Legal/liability		10
Team/skillset		15
Ongoing support		13
<b>TOTAL</b>		<b>98</b>

## Evaluating your project

0-30: Your project is still in the early stages of planning. Keep working on your project, using this tool as a guide. Aim for at least 30 points.

30-70: You are on your way, but your project still needs some planning. Check out the Vacancy to Vibrancy toolkit to for resources on areas you need to work on.

70-98: You are on the path to success. You have considered most, if not all of the important categories. If there is category with less many fewer points than possible, consider investing time in that category.