



City of Allen Neighborhood Partnership Program Policies & Guidelines

Become a Neighborhood Partner

The Community Enhancement Department has policies for voluntary neighborhood groups (non-HOAs), as well as mandatory associations (HOAs) who want to partner with the City of Allen and participate in various Neighborhood Programs offered within the City.

The Neighborhood Enhancement Division provides direction for various neighborhood programs, assists residents as they engage the City and their own neighborhoods, facilitates communication between residents and City personnel, and develops educational opportunities for continued growth and success.

These policies outline the benefits of the Neighborhood Partnership Program, the application process, the minimum requirements for neighborhood groups, and the guidelines for remaining “active” in the partnership program. Questions concerning these policies should be directed to the Neighborhood Planning Division in the Community Enhancement Department at enhancement@cityofallen.org.

Program Benefits

Enhanced Communication — Receive time-sensitive announcements or seasonal communication from the City regarding programs, initiatives, or issues that could impact the neighborhood.

Inclusion in the Online Neighborhood Map — This interactive map provides boundaries and contact information for each partnering neighborhood group. The online map can be used for outreach by residents and City personnel. It is a key communication tool that keeps organizations connected and informed.

Neighborhood Program Eligibility — Partnering neighborhoods can apply to participate in programs under the direction of the Community Enhancement Department. To see a list of Neighborhood Programs, please visit our [website](#).

Support and Training — The Community Enhancement Department provides free events and training opportunities for partnering neighborhood groups as well as technical assistance on organizational issues and City service issues.

Application Process

Follow the process below to become a partnering neighborhood group. Generally, it takes about 7-10 days to complete the process depending on how soon the group can meet with City staff.

1. Fill out and complete the *Neighborhood Group Application*. Include all contact information, neighborhood boundaries (general location), and your neighborhood’s “show of support.”
2. City staff will reach out to confirm contact information, neighborhood boundaries/location, and “show of support.” During this time, we will coordinate to schedule your initial neighborhood meeting (virtual or in-person).
3. Attend a brief orientation meeting hosted by our staff to finalize the process. This is the perfect time to introduce everyone, ask questions, and make suggestions for neighborhood planning.

Minimum Requirements

In addition to completing the application, neighborhoods will need to agree to the following policies.

For Voluntary Neighborhood Groups (non-HOAs):

- “Show of Support” – **Ten residents** from different households in support of your group becoming a Partnering Neighborhood.
- Launch Team Member – **Three residents** from the neighborhood who can serve as a liaison between our department and their neighborhood.
- Public Contact – Designate **one resident** who gives the City permission to publish their contact information on the Partnering Neighborhoods Map.
- Attend the initial orientation meeting for your neighborhood (15-30 minutes). Attending this meeting **finalizes** the application process.

For Mandatory Neighborhood Associations (HOAs):

- “Show of Support” – **Five residents** currently serving on the board (or various committees) in support of your group becoming a Partnering Neighborhood. If your HOA board does not have five current members, you can list previous board members living within the neighborhood.
- Launch Team Member – **Three residents** from the neighborhood who can serve as a liaison between our department and their neighborhood. These residents can be from the list above, or in addition to the HOA board.
- Public Contact – Designate **one person** who gives the City permission to publish their contact information on the Partnering Neighborhoods Map. *This person can be a resident or an association manager.*
- Attend the initial orientation meeting for your neighborhood (15-30 minutes). Attending this meeting **finalizes** the application process.

Keeping an “Active” Partnership Status

Note that only registered Neighborhood Groups receive the benefits of registration. Groups that do not register or maintain an active registration will not be included in the Online Neighborhood Map, be eligible for neighborhood programs, or receive enhanced communication, volunteer support & training.

To continue to remain active in this program, your Neighborhood Group must update its records annually. Request an update form at enhancement@cityoffallen.org.