

NEIGHBORHOOD INNOVATIVE GRANT PROGRAM

CITY OF TACOMA

2010

NEIGHBORHOOD COUNCIL PROGRAM

Innovative Grant Application

FACT SHEET/INSTRUCTIONS

BACKGROUND

- The City Council set aside Community Development Block Grant (CDBG) funds for an Innovative Grant Program.
- These funds are to be administered by the Neighborhood Council Office, as part of the City's Neighborhood Council Program.
- Intended to provide matching funds primarily to grassroots neighborhood organizations within the eight Neighborhood Council areas
- Assist and support in developing and implementing small-scale neighborhood self-help physical improvement projects.

PROGRAM FOCUS

- Street and Street Related Improvements, and Neighborhood Beautification in residential neighborhoods. For projects that do not meet the eligibility criteria for CDBG funding, staff will make every effort to identify other resources and funds for those projects.

WHO MAY APPLY

- The application process is open to the general public, with **priority given to applications submitted by neighborhood and/or community organizations** within the eight Neighborhood Council areas. *(Governmental agencies, i.e. parks, schools, etc. are not eligible to apply; however, citizens and neighborhood based advisory committees may apply on their behalf).*

CRITICAL DATES

Application Workshops: February 18, 2010 from 5-6 p.m.
(9th Floor Conference Room #902)

and

March 25, 2010 from 4:30-5:30 p.m.
(7th Floor Conference Room #708)

Tacoma Municipal Bldg
747 Market Street

Application Deadline: April 9, 2010 by 5 p.m. (postmark accepted)

WHAT IS ELIGIBLE

- Eligible projects must benefit low/moderate income neighborhoods or communities, make physical improvements, or remove slum and blighted conditions. **Examples: Street and Sidewalk Related Improvements**, i.e. streetscape, lighting, signage, handicap barrier removals, etc. and **Neighborhood Improvements**, i.e. beautification activities, signage, cleanups, etc. (*Social Service projects are eligible, only if they result in physical short-term physical improvement activities, programs to assist seniors and disable homeowners, etc.*)

PUBLIC BENEFIT

- The City of Tacoma cannot use public funds in any way that may be construed as a gift to an individual or organization. Each project **must specify the public benefit** it will provide to the citizens of Tacoma.

WHAT IS NOT ELIGIBLE

This section identifies activities that are not eligible. It also provides guidance in determining the eligibility of projects to be funded under the Innovative Grant Program. **Staff will make every attempt to identify other resources to fund projects that are not recommended by the Neighborhood Council.** The following types of projects are not eligible:

- Do not have public benefit
- Do not benefit low/moderate income person, seniors, or persons with disabilities
- Not submitted by a neighborhood group, advisory group, or individual with at least two other co-sponsors.

Example of projects that are ***not eligible***: (a) building, or portions thereof, used for the general conduct of government; (b) general government expenses; (c) political activities; (d) purchase of equipment, e.g. construction, fire protection, furnishing and personal property, etc.; and (e) operating and maintenance expenses.

GRANT AMOUNT

- No grant submitted should exceed **\$7,500**. Applicants compare their proposed project with similar projects to insure funds requested are reasonable.

MATCH

- Each project application must provide a **“ten percentage (10%) match**. This match can be volunteer time, cash, material, self-help, other donations, and/or professional services.

LOCATION

- All programs funded must occur **within the Tacoma city limits**.

COORDINATION

- The applicant should make every effort to coordinate their project with local residents (*a petition/list of residents impacted by project should be attached*), and the appropriate agency or department that is impacted or has a vested interest.
- A **Certification Of Concurrence** is attached with the application. It must be **signed** by the appropriate agency or department or demonstrating that all parties are aware and is in agreement with the proposed project and/or activity.

CONTRACT DEVELOPMENT AND IMPLEMENTATION

- Projects must be implemented within **two years** after approval by the City Council.
- Specific details and a contract may need to be developed between the City of Tacoma and the project applicant. This contract will include the following: information: (a) the amount of the award; (b) scope of work; (c) 10% match provided; (d) budget; (e) and start and completion date.

TERMS OF PAYMENT

- If the project is to be implemented by other governmental agencies, payment may be handled through intergovernmental transfers or other governmental transactions for payment or reimbursements.
- In the case where projects are implemented by non-governmental agencies, payment can be made directly to the vendor, and/or reimbursed to the agencies upon receipt of paid invoices.

APPLICATIONS

- The application form provided should be used. Scanned forms and reproduced forms must follow the **same format**.
- **Other formats are unacceptable.** Applications should be typed and/or written legible. All applicable questions must be answered completely. Letter and other required materials must be attached. The application must be submitted in two copies: 1 original, and 1 copy. Applications must be received or postmarked **NO LATER THAN April 9, 2010.**

APPLICATION PROCESS

The following steps outline the City of Tacoma's application process for the Innovative Grant Program. To request assistance in preparing the application, contact the City of Tacoma's Neighborhood Council Office at (253) 591-5229.

DEADLINE FOR APPLICATIONS

Applications are available from the Neighborhood Council Office at (253) 591-5229, located at the Tacoma Municipal Building, 747 Market Street, Room 900, Tacoma, WA 98402. **The final application is due by 5:00 p.m., April 9, 2010 (postmark accepted)**

APPLICATION REVIEW AND PROJECT SELECTION – NEIGHBORHOOD COUNCILS BOARDS

This tentative timeframe has been established to assist with the selection, approval, and implementation process. This may be subject to change on short notice.

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|--|---------------------|
| • Application process begin | February 8, 2010 |
| • Application deadline | April 9, 2010 |
| • In-house technical review | April 12-23, 2010 |
| • Neighborhood Council deliberations | May – June 11, 2010 |
| • Neighborhood Council recommendations due | June 18, 2010 |
| • 30 day review and comment published | July 1, 2010 |
| • City Council Approval | August 19, 2010 |
| • Work out details and implementation schedule | September, ongoing |

Each application will be reviewed for eligibility, feasibility, and compliance to state, city and federal laws. Copies of each project proposal will be forwarded to the appropriate Neighborhood Council. The entire Board of Directors may choose to review and evaluate the proposals, or the Board can establish a subcommittee to perform this task.

The Board of Directors and City staff will evaluate the merits of each proposal to determine which project(s) best satisfy citizens needs, meet eligibility criteria, and is consistent with the neighborhood goals (*Neighborhood Action Strategy Plan*). If additional information or clarification is needed, it will be requested.

Applications, which do not meet CDBG eligibility requirements, will be held while staff seeks other potential funding. Staff will make every effort to identify other resources and funds for those projects.

NOTICE TO APPLICANTS

After the Board of Directors has reviewed each proposal, the **Board will notify the applicant** of its recommendations. Letters will be sent to all applicants whether or not their projects were recommended for funding. The letters for those projects not recommended should include the reason for the denial. The Board's recommendations will then be forwarded to the City Council for their approval.

PUBLIC NOTIFICATION AND CITY COUNCIL APPROVAL

A notice will be published in the local newspapers listing the approved projects and recommended amounts, establishing a review and comment period, and setting a date for a public hearing and approval before the City Council.

PROJECT IMPLEMENTATION

The City's Neighborhood Council staff, along with representatives from the appropriate Neighborhood Council Board will meet with applicants of approved projects to plan implementation.

NEIGHBORHOOD INNOVATIVE GRANT PROGRAM

DEADLINE: 5 P.M., April 9, 2010

SUBMIT APPLICATION TO:

NEIGHBORHOOD COUNCIL OFFICE
747 MARKET STREET, 9th Floor
TACOMA, WA 98402-3782
PHONE: (253) 591-5229

**2010 APPLICATION
NEIGHBORHOOD COUNCIL INNOVATION GRANT PROGRAM
CITY OF TACOMA**

GENERAL INFORMATION:

A. PROJECT NAME: _____

PROJECT LOCATION: _____

ORGANIZATION SUBMITTING: _____

ADDRESS: _____

CONTACT PERSONS (*At least two*):

B. PROJECT CATEGORY:

_____ Street and Sidewalk Improvements (*streetscape, lighting, etc.*)

_____ Removal of Blighted Conditions, Neighborhood Beautification/Improvement
(*beautification, signage, clean ups, etc.*)

_____ Other: Explain _____

C. PROJECT BENEFIT:

_____ Benefit a lower-income neighborhood or client group

_____ Remove slum/blight conditions

_____ Make physical improvement in residential neighborhood

D. TOTAL PROJECT COST:

INNOVATION GRANT FUNDING _____

10% "MATCH"/OTHER FUNDING _____

TOTAL _____

PROJECT SCHEDULE:

PROJECT DESCRIPTION

Problems/Statement of Need [describe the problems(s) or the need(s) to be addressed by this proposal]:

A. Project Description [describe the general goal or primary purpose of the project]:

1. Describe the specific objectives and outcomes (i.e., what will be the result of this project) in order of their priority:
2. Describe how residents will be involved in planning, developing and implementing this project.
3. Explain the public benefit provided by this project.
4. List three key people that will be involved in the project:

B. Describe in detail how the "match" requirement will be met:

C. List name, address and contact agency/organization you have coordinated with, and **attach list/petition consensus** of local residents who are impacted and support the proposed project.

D. Will your project require continuous funding? **YES** NO
If yes, explain the source of funding.

CERTIFICATE OF CONCURRENCE

2010 INNOVATIVE GRANT

This form **must** be reviewed and completed by the applicant and appropriate department(s) and/or agency(ies) that will be involved in implementing the proposed project. A **list or petition** with signatures of local residents that will be impacted by the proposed project or activity must also be attached.

NAME OF APPLICANT/CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

NAME OF PROJECT: _____

PHYSICAL LOCATION: _____

NEIGHBORHOOD COUNCIL AREA: _____

Concurrence

Installation: The grant funding is adequate for all cost for labor, equipment, material, and overheads associated with the installation and construction.

Department/Agency: _____ Date: _____

Comments: _____

Signature: _____ Title: _____

Maintenance and Operation: Maintenance of the proposed project will be accomplished by the following: _____.
All costs associated are adequate with the ongoing maintenance and operation of this project, and is available in the operating budgets of the department/agency.

Department/Agency: _____ Date: _____

Comments: _____

Signature: _____ Title: _____

Approval: The grant proposal has been reviewed; comply with applicable laws, regulations and policies. The undersigned concur with its implementation.

Department/Agency: _____ Date: _____

Comments: _____

Signature: _____ Title: _____

Potential Contacts

Lighting.....591-5278

Street Related Improvements.....591-5511

Beautification (Trees).....591-2048

Transit (Shelters)581-8130

Neighborhood Clean Ups (C.A.R.E.S).....591-5119

Business Districts (in or near)581-5208