

## **Task Force on CDBG Neighborhood Strategies**

**March 13, 2014 (6:00-7:30pm)**

**East Central Community Center**

### **AGENDA**

**Welcome & Introductions** **Gary**

- **(Name/Neighborhood representing/needs & gaps)**

**Review notes from the 2/19/2014 meeting**

**Other Neighborhood Programs;** **Arlene**

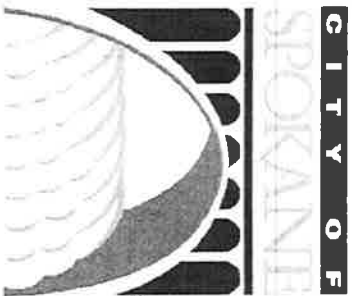
- **Little Rock, AK – Housing & Neighborhood Programs**
- **Greensboro, NC – Neighborhood Small Projects Program**
- **Renton, WA – Neighborhood Grant Program**
- **Golden, CO – Neighborhood Grant Program**
- **Missoula, MT – Neighborhood Grants**
- **Portland, OR – Neighborhood Small Grant Program**

**Prior Year Neighborhood Activities** **George**

**Elements for Spokane's Neighborhood Program````Neighborhood Reps.**

**Next Steps** **Arlene**

**Meeting date/time** **Arlene**



# Proposed 2014 Action Plan - CDBG

CDBG Allocations by Category Type

<b>Total CDBG</b>	<b>\$2,905,320</b>
Rehab	\$756,352
Econ Development	\$40,000
Public Services	\$426,712
Planning/Admin	\$568,949
Acquisition	\$32,000
Parks/Trees/Playground	\$111,977
Neighborhood Facilities	\$295,032
Sidewalks/Streets	\$674,298

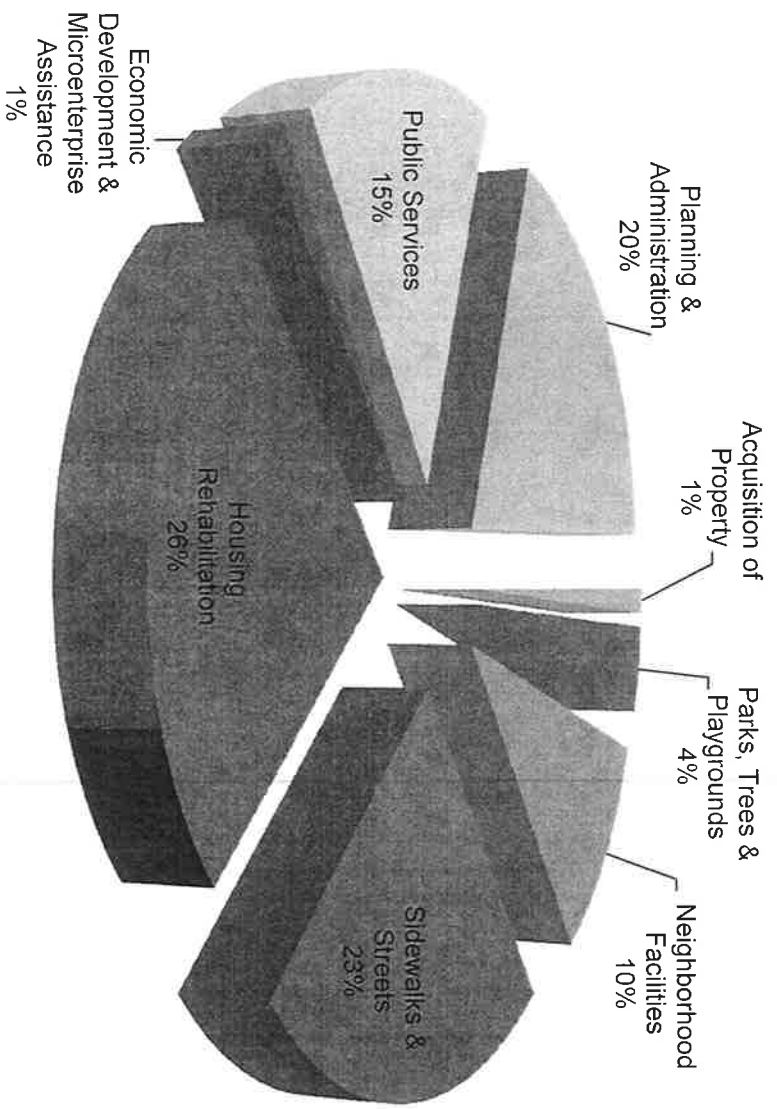


TABLE 1 - 2014 NEIGHBORHOOD COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS & BUDGET SUMMARY	ACTION PLAN PROJECT # and NEIGHBORHOOD ALLOCATION AMOUNT	ACQUISITION OF PROPERTY	PARKS, TREES & PLAYGROUND FACILITIES	NEIGHBORHOOD FACILITIES	SIDEWALK & STREET IMPROVEMENTS	HOUSING/REHABILITATION	ECONOMIC DEVELOPMENT & MICROENTERPRISE ASSISTANCE
<b>BROWNE'S ADDITION NEIGHBORHOOD</b>							
Coeur D'Alene Park Improvements			11,720				
Overlook Park Improvements			1,000				
Sidewalk Construction & Replacement					10,000		
SUBTOTAL	22,720	0	12,720	0	10,000	0	0
<b>CANNON'S ADDITION NEIGHBORHOOD</b>							
Polly Judd Park Improvements			5,000				
Sidewalk Construction & Replacement					16,360		
Street Tree Replacement			3,000				
SUBTOTAL	24,360	0	8,000	0	16,360	0	0
<b>CHIEF GARRY PARK NEIGHBORHOOD</b>							
Housing Rehabilitation						11,703	
Sidewalk Construction & Replacement					15,000		
STA Bus Shelter Installation				10,000			
SUBTOTAL	36,703	0	0	10,000	15,000	11,703	0
<b>DOWNTOWN NEIGHBORHOOD</b>							
Second Harvest Food Bank Improvements				7,200			
Sidewalk Construction & Replacement					800		
SNAP Resident Court Apts Improvements				4,000			
VOA Crosswalk Roof Repair				25,917			
SUBTOTAL	37,917	0	0	37,117	800	0	0
<b>EAST CENTRAL NEIGHBORHOOD</b>							
Housing Rehabilitation						55,528	
Sidewalk Construction & Replacement					30,000		
SUBTOTAL	85,528	0	0	0	30,000	55,528	0
<b>EMERSON GARFIELD NEIGHBORHOOD</b>							
Corbin Park Improvements			1,000				
Housing Rehabilitation						24,274	
Mansfield/Monroe Pedestrian Improvements					2,000		
Sidewalk Construction & Replacement					30,000		
SUBTOTAL	57,274	0	1,000	0	32,000	24,274	0
<b>HILLYARD NEIGHBORHOOD</b>							
Housing Rehabilitation						23,000	
Northeast Community Center Improvements				34,000			
Northeast Youth Center Improvements				34,000			
Sidewalk Construction & Replacement					19,125		
Street Tree Replacement			3,000				
SUBTOTAL	113,125	0	3,000	68,000	19,125	23,000	0
<b>LATAH CREEK NEIGHBORHOOD</b>							
Highbridge Park Improvements			21,250				
SUBTOTAL	21,250	0	21,250	0	0	0	0
<b>LOGAN NEIGHBORHOOD</b>							
Housing Rehabilitation						10,000	
Mission Park Improvements			9,325				
Sidewalk Construction & Replacement					30,000		
SUBTOTAL	49,325	0	9,325	0	30,000	10,000	0
<b>NEVADA LIDGERWOOD NEIGHBORHOOD</b>							
Housing Rehabilitation						33,333	
Northeast Community Center Improvements				7,500			
Sidewalk Construction & Replacement					43,833		
Street Tree Replacement			25,000				
SUBTOTAL	109,666	0	25,000	7,500	43,833	33,333	0
<b>NORTH HILL NEIGHBORHOOD</b>							
Sidewalk Construction & Replacement					21,250		
SUBTOTAL	21,250	0	0	0	21,250	0	0
<b>PEACEFUL VALLEY NEIGHBORHOOD</b>							
Riverwalk Park Pedestrian Route			19,250				
Sidewalk Construction & Replacement					2,000		
SUBTOTAL	21,250	0	19,250	0	2,000	0	0
<b>WEST CENTRAL NEIGHBORHOOD</b>							
AM Cannon Park Playground Equipment			12,432				
Sidewalk Construction & Replacement					9,000		
Sinto Senior Center Improvements				25,000			
Spokane COPS West Building Improvements				1,000			
West Central Community Center HVAC Upgrades				5,000			
SUBTOTAL	52,432	0	12,432	31,000	9,000	0	0
<b>TOTALS</b>	<b>652,800</b>	<b>0</b>	<b>111,977</b>	<b>153,617</b>	<b>229,368</b>	<b>157,838</b>	<b>0</b>

MEETING SUMMARY  
Neighborhood Task Force  
WEDNESDAY, February 19, 2014 - 6:00 P.M.  
East Central Community Center

ATTENDANCE: Arlene Patton – Chairperson, Gary Pollard – Chairperson (RNC), Dave Burnett(NIT), Jeanette Harris (Logan), Michael Cannon (CHHS Board), Barbara Morrissey(Peaceful Valley), Fran Papenleur(CHHS Board/NWNA/CA), Alexandra Stoddard (NLNA), Kim Taylor (CHHS Board), Mary Ann Rapp (CHHS Board/Bemis/Hillyard), and E.J. Lannelli (Emerson Garfield)

STAFF PRESENT: Jonathan Mallahan (ONS), George Dahl (CHHSD)

Arlene Patton opened the meeting with introductions and an invitation for all present to share their neighborhood priority. Common themes/priorities shared during this discussion included: public safety, jobs, more businesses, youth crime, graffiti, clean-up, traffic calming, economic development, home rehab, parks, sidewalks, maintain housing stock, connections to services, homelessness and housing.

Arlene spoke to: The CDBG Program purpose – HUD program provides annual grants on a formula basis to entitle cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate-income persons.

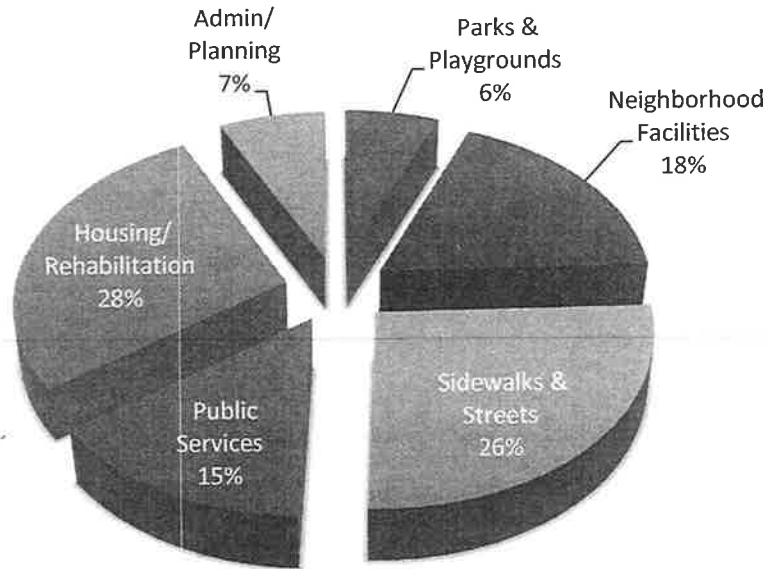
She shared the allocation chart for the 2014 neighborhood Program. Assured the group that the CHHS board was honoring the hard work done by the neighborhoods and moving forward with the submittal of the proposed projects.

George Dahl from the Community, Housing and Human Services Department presented changes to how neighborhood data is collected. Previously, the Community Development Department paid the Census Department to collect special census tabulations for defined CD neighborhoods. This data was used to qualify neighborhoods as low/moderate income; making them eligible for CDBG funds. HUD is now requiring that we use American Community Survey (ACS) data (limited sampling collected annually) to qualify census block groups. This change could result in neighborhoods with block groups that do not qualify as low/mod income. The CHHS and Neighborhood Services departments will work with each neighborhood to clarify what this means to their neighborhood programs.

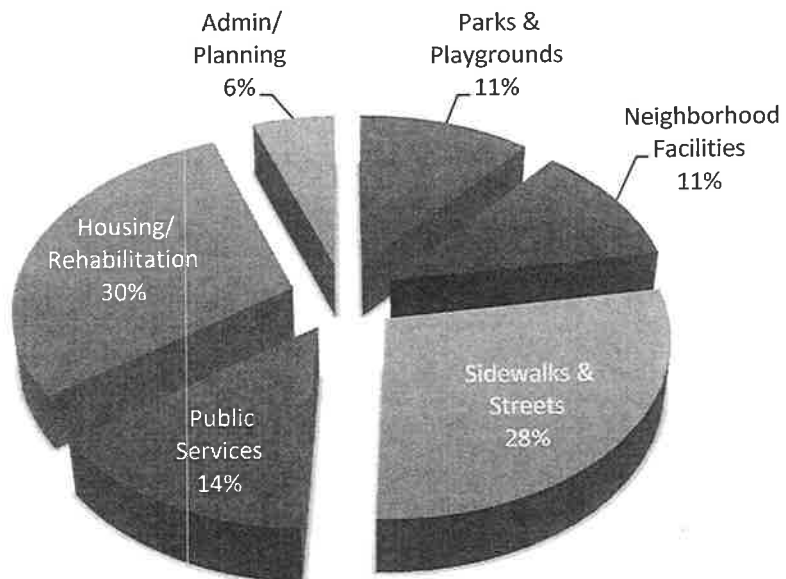
Garry Pollard asked those present to share their thoughts on measuring success in their neighborhoods. Common themes included: neighborhood activity, infrastructure improvements, crime rate, housing inventory, sidewalks, economic development, clean-up, public perception, schools and public facilities that draw people into neighborhoods.

Those present agreed to pursue a short term 3 – 5 year proposed neighborhood program.. Arlene suggested this would align with the required HUD's Consolidated Plan timeline and allow neighborhoods the opportunity to redesign the neighborhood program, as additional impact from the ACS data is known

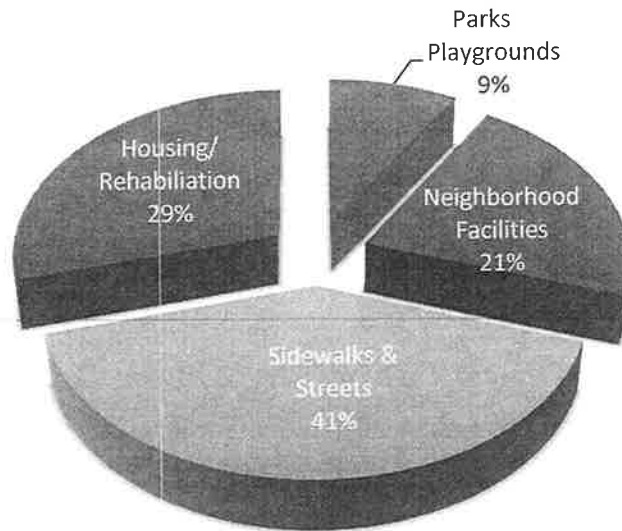
## Neighborhood Allocations: 2011



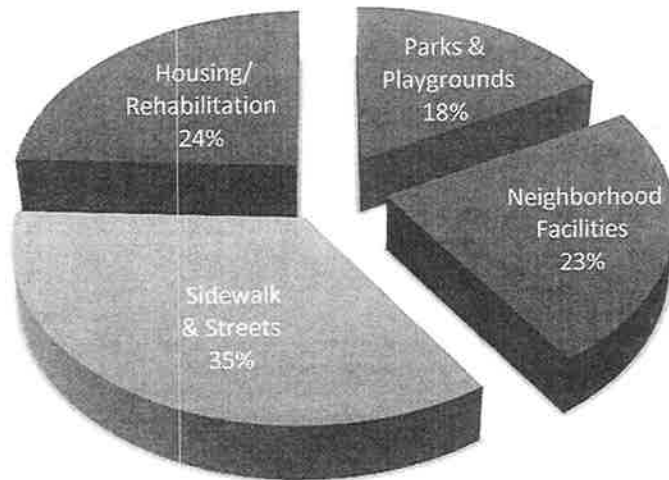
## Neighborhood Allocations: 2012



## Neighborhood Allocations: 2013



## Neighborhood Allocations: 2014





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## City Departments

### Housing and Neighborhood Programs

#### Mission Statement

To enhance the quality of life for the citizens of Little Rock by encouraging quality, affordable development and redevelopment while working closely with neighborhood organizations to identify resources needed to strengthen and make improvements in their areas; and to protect the health and safety of the citizenry through the efficient implementation and enforcement of environmental and animal services codes.

#### For More Information

**Andre Bernard, Director**

500 West Markham Street, Suite 120W

Little Rock, AR 72201

(501) 371-4849

[abernard@littlerock.org](mailto:abernard@littlerock.org)

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## City Departments

### Neighborhood Programs Division

#### Code Enforcement

Complaints regarding trash, high grass and weeds, overgrown lots, illegal dumping and non-running automobiles on private property are investigated by Code Enforcement Officers assigned to the Neighborhood Programs Division. Code Enforcement Officers also enforce ordinances regarding graffiti and vacant unsecured residential structures. Citizens can report these violations to their Neighborhood Alert Centers or by telephoning the central complaint reporting number at **3-1-1**.

λ **Management Study for the Code Enforcement Process**

PowerPoint Presentation (108KB) | PDF Document (47KB)

#### Minimum Housing Code Enforcement

Code Enforcement Officers also investigate violations of the Little Rock Minimum Housing Code. Examples of these violations include property owners who fail to maintain their residences or accessory buildings, allowing them to fall in to a state of disrepair or structures that have sustained fire damage.

#### Rental Property Inspection Program

Another component of Code Enforcement is the Systematic Rental Property Inspection Program. This program provides for a biannual inspection of all rental properties located in the City of Little Rock. The purpose of this inspection is to insure that all rental units are maintained in a safe condition to meet Minimum Housing Code Standards. The Rental Inspection Program also provides an avenue for rental property owners to require tenants who damage their property to make repairs or provide financial compensation to cover the cost of repairs.

#### Neighborhood Beautification



This program provides employment opportunities for citizens living in their neighborhood association boundaries. The City of Little Rock contracts with participating neighborhood associations and nonprofit groups to cut weedlots in their own neighborhoods as well as City-wide. Neighborhood Beautification provides summer employment for youth as well as fixed-income citizens through their respective neighborhood associations.

### Demolition of Unsafe Residential Structures

Residential structures that have been declared unsafe for occupancy by Code Enforcement are submitted to the Little Rock City Board of Directors for condemnation. Once officially condemned, Housing and Neighborhood Programs awards contracts for the demolition of these structures and supervises the demolition process to insure that the site is brought in to full compliance with City Ordinance.

### Little Rock Properties Map

<http://dirweb.littlerock.state.ar.us/properties/>

#### For More Information

**Edward J. Garland, Division Manager**  
Housing & Neighborhood Programs Department  
Little Rock City Hall  
500 West Markham Street, Room 120W  
Little Rock, AR 72201  
(501) 371-4748  
[egarland@littlerock.org](mailto:egarland@littlerock.org)



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## City Departments

### CDBG and Housing Programs Division

- λ HOME Program
- λ Community Development Block Grant
- λ Citizen Participation
- λ Public Facility Projects
- λ Other Programs
- λ Community Housing Development Organizations (CHDO)
- λ Elderly Home Repair Program
- λ Leveraged Home Rehabilitation Loans
- λ Housing and Counseling

### Consolidated Planning

- λ Meeting Calendar
- λ Consolidated Plan Survey - English
- λ Consolidated Plan Survey - Spanish
- λ 2014 Action Plan
- λ [2014 Action Plan \(Appendix\)](#)
- λ Fair Housing Impediment Analysis Final Report
- λ 2011 CAPER

### HOME Program

Created by the National Affordable Housing Act of 1990 (NAHA) HOME is a Federally-funded, large scale grant program for housing. The intent of HOME is:

- λ To strengthen the abilities of State and local governments to provide housing.
- λ To assure that federal housing services, financing and other investments are provided to State

and local governments in a coordinated, supportive fashion.

### **Eligibility Requirements**

The HOME Program must be used to promote low-income, affordable housing activities (defined as 80% or less of area median family income, adjusted for family size)

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## **Community Development Block Grant**

Created by Congress with Passage of Title I of the Housing and Urban Development Act of 1974. HUD's CDBG Program was intended to:

- λ Consolidate programs and services
- λ Replace existing Urban Renewal and Model Cities Programs and
- λ Place more responsibility in the hands of local governments concerning the expenditure of Federal Funds

### **CDBG Application Form**

2011 Project Application Form

### **Eligibility Criteria**

1. Benefits principally low and moderate-income persons (Incomes at or below 80% of area median income)
2. Eliminates slum and blight (Required to remedy slum and blighting conditions, so this criteria is rarely used.)
3. Urgent Need (HUD has established a high threshold for this criteria, which includes tornado, flood, or other natural disasters.
4. Must be fundable activity, which is established by Federal guidelines.

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## **Citizen Participation**

Little Rock is fortunate to have an in-depth participation process. While Federal CDBG regulations require public hearings and citizen input into the planning process, Little Rock's Citizen Participation Plan truly works to promote maximum self-direction in local neighborhoods. During the early years of the CDBG Program, funding was awarded in the amounts sufficient to provide every designated CDBG neighborhood the opportunity to participate in planning and subsequently recommend projects to the Little Rock City Board of Directors. The organizing issue was not "whether" a low-income neighborhood could utilize CDBG Funds for a project but "which" project the neighborhood would recommend to the Little Rock City Board of Directors.

Over the years, as the number of entitlement cities increased and with growing concern over deficit spending by Congress, Little Rock's CDBG Grants decreased. In recent years, neighborhoods had to

reduce the scope and number of projects recommended for funding. Citizens in each Ward now compete to secure a recommendation of their proposals to the Little Rock City Board of Directors.

The current Citizen Participation Plan is structured so that each Ward is represented on the Consolidated Planning Committee, which makes recommendations directly to the Little Rock City Board of Directors on proposed CDBG activities and funding.

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## Public Facility Projects

Approximately \$2,824,701 in CDBG Funds have been expended to improve streets, drainage, and infrastructure facilities. During the first thirty (30) years of the CDBG Program, more than thirty (30) miles of Little Rock streets have been improved, 23.5 miles of drainage facilities have been installed, and thirty-eight (38) miles of sidewalks have been constructed. Many residents continue to benefit from these improvements every day without realizing that CDBG Funds made them possible.

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## Other Programs

### Wheelchair Ramp Program

The City's CDBG Program, in conjunction with Mainstream, Inc., and the AT&T Telephone Company Pioneers, provides the Wheelchair Ramp Program to low-income, disabled individuals in Little Rock. The CDBG Program purchases necessary materials, and the AT&T Telephone Company Pioneers build the ramps as a public service project.

The Wheelchair Ramp Program has been funded by CDBG for fifteen (15) years and has completed 341 ramps at a total cost of \$246,543. Because project labor is donated, the ramps can be constructed for the cost of materials alone, which averages approximately \$723 each. This activity is another example of how CDBG touches and improves the lives of citizens in need of assistance.

### Save-A-Home

Low-income potential homebuyers may apply for the Save-A-Home Program. The City acquires from time-to-time a house that is basically sound; however, needs extensive repairs. The City thoroughly rehabilitates the structure, then sells it to a low-income homebuyer at a cost as much as \$10,000 below the total investment by the City if necessary to make it affordable.

**A list of the houses available for sale can be obtained by calling (501) 371-6825**

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## Community Housing Development Organizations (CHDOS)

Community Housing Development Organizations (CHDOs) are neighborhood based non-profits that

partner with the City of Little Rock for funding to develop affordable housing. CHDOs are currently building in targeted areas throughout the City of Little Rock. To learn more about the current homes for sale by the CHDOs, they may be contacted directly at:

**Better Community Developers**

Darryl Swinton, Executive Director  
(501) 379-1539

**Downtown Little Rock CDC**

Vacant, Executive Director  
(501) 372-0148

**University District Development Corporation**

Barrett Allen, Community Development Program Officer  
(501) 683-7356

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**Elderly Home Repair Program**

Homeowners who are sixty-two (62) years of age or older, or disabled, and whose income does not exceed program guidelines, may be considered for a Elderly Housing Program Forgivable Loan. This is a deferred payment loan of up to \$25,000 to make necessary repairs to bring the home up to the minimum housing code. If the maximum loan amount is not sufficient to bring the house up to minimum code standard, no loan will be made unless the homeowner has the ability to contribute the difference between the \$25,000 program assistance and the total cost to repair the home. The City requires a lien against the home to ensure that the borrower continues to own and occupy the home. The lien will be released, with no further obligation to the City, after of period of five (5) – ten (10) years, depending on the amount of assistance provided. If the owner conveys title within this time period, the loan must be repaid by the owner in order to release the lien. In the event the owner dies during the restrictive period, the City will release the lien on the property. This program is in very high demand, and the funds allocated for this program are exhausted every year. Please contact the CDBG and Housing Office at (501) 371-6825 for the date that applications will next be accepted.

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**Leveraged Home Rehabilitation Loans**

Low-income persons who own and occupy their home within Little Rock may apply at any time for a "Leveraged Rehabilitation Loan." Applicants must be willing and able to borrow 50% of the total rehabilitation costs from a bank. The remaining 50% of the costs will be provided by the City in the form of a forgivable loan. These funds are forgiven by the City over a period of five (5) to ten (10) years, depending on the amount of the loan, provided the homeowner continues to own and occupy the home.

The City gives technical assistance to help the homeowner determine Code deficiencies, describe the work needed, estimate costs, apply for the bank loan, find a reliable contractor who will do the work for a fair price, and assure that the contracted work is done in keeping with industry standards. The applicant must have a warranty deed to the property; that is, there may be a mortgage on the home, but a contract to buy is not acceptable. If the repairs will cost less than \$3,000, assistance will not be provided. The structure must be sound and total indebtedness secured by the property, including both rehab loans, must not exceed 110% of the fair market value of the home after rehabilitation.

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## Housing and Counseling

The following organizations provide homebuyer and/or credit counseling to residents of the City who are interested in purchasing a home. Classes are designed to educate the client on proper use of credit, budgeting, and how to purchase a home. Convenient evening and weekend courses are available. Further information about these classes may be obtained by contacting:

Better Community Developers  
(501) 379-1539

IN-Affordable Housing  
(501) 221-2203

### For More Information

**Victor Turner, Assistant Director**

Housing & Neighborhood Programs Department  
Little Rock City Hall Room  
500 West Markham Street, Room 120W  
Little Rock, AR 72201  
(501) 371-6825  
(501) 399-3461 (Fax)

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## **NEIGHBORHOOD SMALL PROJECTS PROGRAM**

### **Do you have an idea to improve City-owned property?**

If so, consider partnering with the City of Greensboro on small public projects that will enhance your neighborhood. Apply for the **Neighborhood Small Project** program to get the job done.

Up to \$20,000 is available for qualified projects.

***Check out past Neighborhood Small Projects.***

### **Eligible Projects**

- Must not be in conflict with City policy.
- Must be for a capital project, which is an actual physical improvement on City-owned land.
- Must be on City-owned property.
- Must include an accurate cost estimate from a vendor or a City department.

### **Questions?**

Contact Russ Clegg at 336-373-2211.

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**NEIGHBORHOOD SMALL PROJECTS  
PROGRAM APPLICATION AND GUIDELINES  
FOR 2013-2014**

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**PARTNERING WITH NEIGHBORHOODS TO IMPROVE THE QUALITY  
OF LIFE OF GREENSBORO'S CITIZENS**



## **DO YOU HAVE AN IDEA TO IMPROVE CITY-OWNED PROPERTY?**

If so, your neighborhood might consider partnering with the City of Greensboro on small public projects that will enhance your neighborhood. These guidelines will help you fill out the application starting on page 9. Please read them thoroughly and ask questions of City staff before applying.

Funding requests must meet the following guidelines to be eligible for this program:

- The maximum amount of a request is limited to \$20,000.
- The request must not be in conflict with City policy.
- The request must be for a **capital project**, which is an actual physical improvement on city-owned land. Examples include but are not limited to playground equipment, benches, landscape beautification, trash receptacles, stream restoration/improvement, median enhancements, and neighborhood signs. This program does not fund “soft” costs such as: leadership training or capacity building, food or refreshments, social equity, festivals, conferences, neighborhood events, copy and office supplies, etc.
- The requested project must be on **City owned property**. If you are in doubt, please contact Russ Clegg at 373-211 to ask for a determination.

**Before applying for funding, it is critical that the proposal is discussed with as many neighbors as possible;** this is especially true if the proposed project is in an existing park where the nature or character of the park will change (see “Neighborhood Park Requests” on page 5 for additional details). Applications that do not adequately demonstrate neighborhood involvement and support will not be considered.

**All applications must include an accurate cost estimate from a vendor or a City department.** Funds are for the project as requested; if there is a major change to a plan after it has been approved, or evidence that neighborhood support for the plan has shifted, then the funds for the project are forfeit. All project work should be completed within two years of the announcement of which projects will receive funding.

The Neighborhood Small Projects Program often receives requests in excess of available funding. Even if a submitted application cannot be funded, it can begin a dialog between the neighborhood and the City, which can ultimately lead to project development.

### ***Who Can and Cannot Apply?***

Neighborhood organizations with open membership in existence for at least six months, and ad hoc groups of neighbors who form a committee solely for the purpose of a specific project (i.e. public neighborhood community watch programs) may apply to this program.

Applications requesting improvements to private property using these funds will not be considered. Applications cannot be accepted from certain agencies, entities, or organizations, including but not limited to: religious organizations; government agencies;

political groups; universities; hospitals; non-city, non-local organizations; private community associations; apartment complexes; or individual persons.

***TO ENSURE A SMOOTH APPLICATION PROCESS:***

- Return a completed 2-page application plus 10 copies before the deadline.
- Ask to meet with staff to review the application before the deadline to ensure completeness.
- Do not fax applications, they will not be accepted.
- Include any required documentation/support materials.
- Make sure requests are consistent with city policies and state/federal law.
- Ask questions of City staff:

<u>DEPARTMENT</u>	<u>NAME</u>	<u>PHONE</u>	<u>Can Assist requests for:</u>
Police:	Tim Moore	373-4555	Crime Statistics
Transportation:	Deniece Conway	373-4501	Signs, sight distances
Planning and CD	Russ Clegg	373-2211	General Assistance
Storm Water:	Virginia Spillman	373-3260	Stream information
Parks & Recreation:	Nasha McCray	433-7360	Park information
Budget & Evaluation:	Creighton Avila	373-4516	Ongoing maintenance forecasts
Field Operations:	James Steber	373-2785	Rights of Way

**EVALUATION of PROPOSALS**

All applications undergo a two-phase process. The first phase is to determine if proposals:

1. Are consistent with city policy/plan;
2. Have a strong demonstration of neighborhood support/participation; and,
3. Are feasible.

If a proposal meets all three standards, the application moves to the second phase. In phase two, a team of staff and citizens evaluate proposals using five criteria, which are rated on a scale from 0-5 (0=no response and 5=excellent) and then weighted as follows. A minimum score of 45 is required.

Points Value	0	1	2	3	4	5	Multiplier	
Evaluation Criteria	No Response	Poor	Fair	Good	Very Good	Excellent	Added Weight	Max # Points
Community Benefit							5	25
Community Support & Participation							4	20
Community Need							3	15
Partnering & Leveraging							2	10
Ongoing Impact on City Resources							1	5

Maximum Total Points =75

**Community Benefit** Is there a reasonable, tangible community benefit/improvement proposed that would be an appropriate use of these taxpayer public funds?

**Community Support & Participation** Is there demonstrated support for the project; have there been opportunities to involve neighbors in shaping and carrying out the project? Have meeting minutes, flyer, petitions, or other evidence been submitted that verifies the level of community support for the proposal?

**Community Need** Is the proposed project one that addresses a lack of City facilities in a community, or provides a needed benefit to a community with low resources?

**Partnering & Leveraging** Are there partnering opportunities with other community agencies, excluding other city departments and city-supported organizations; are there donated services, professional services, money, sweat equity, matches in kind that support the application?

**Impact on City Resources** How will the proposed project impact existing city resources? Is this a one-time expense, or will the project create ongoing maintenance issues such as grass mowing or frequent painting?

Application must earn a minimum score of 45 to be considered for positive funding recommendation.

## **Public Approval Process**

The citizen-staff review team will recommend action for each proposal. Those recommendations are then forwarded to the Planning Board for discussion and City Council for approval.

- The original plus 10 copies of the two-page application must be received by Russ Clegg, by 5:00 PM on or before Friday, November 29th, 2013. You do not need to make additional copies of the guidelines, just the application.
- Notification regarding the eligibility of requests will be mailed to applicants by December 20th.
- Eligible projects will be ranked and recommendations for funding will be made in February. Neighborhoods will be notified of the team's recommendations.
- In the spring, the recommendations will be submitted to the Planning Board, Parks and Recreation Commission and City Council. The public will be notified of the dates of any public hearings and is invited at that time to comment on neighborhood small project requests.

## **Information on Common Request**

### ***NEIGHBORHOOD SIGN REQUESTS***

This program can be used to obtain funding for neighborhood signs. However, the process is not simple and it requires work and expense on the part of the neighborhood. Applications for signs must be accompanied by two items:

- a drawing of the proposed sign, clearly showing sign dimensions;
- the proposed location for the sign, which will be routed through the Department of Transportation to ensure that site lines are not blocked.

If the sign is recommended for funding by the committee, the neighborhood will need to provide:

- An encroachment agreement, which will relieve the City of all maintenance and liability for the sign once it is in place, and which will need to be signed by the neighborhood association or an individual in the neighborhood. The City advises that this agreement be reviewed by legal council representing the neighborhood;
- A sign permit from the Planning Department, which will require a sign design based on the sketch provided earlier but drawn and stamped by an engineer.

The sign must be on city-owned land or in City right-of-way; state-maintained roads and highways are not eligible for neighborhood signs due to their right-of-way restrictions. Because there are numerous state-maintained roadways within the city limits of Greensboro, applicants are advised to research this matter prior to applying to the program. Please call early in the process to avoid spending time on applications that are not eligible for funding.

### ***NEIGHBORHOOD PARK REQUESTS***

The Department of Parks & Recreation classifies city parks according to their size and usage.

Classification	Typical Size	Service Radius	Other Characteristics
Mini Park	1-4 acres	¼ mile of dense residential development	Specialized to serve specific segment of population
Neighborhood Park	5-15 acres	One-half mile from park	Designed to serve 5,000 +people; usually include fields, play equipment, picnic shelters and tables, etc.
Community Parks	16-75 acres	Accessible to many neighborhoods	Frequently developed near elem. or middle schools; often include recreation center and ball fields

Requests to change a mini or neighborhood park can be funded with this program, and must be strongly supported by adjacent property owners. The applicant must show that adjacent property owners are aware of *and do not object to* any proposal that changes the character or nature of a park. The Park & Recreation Department has developed a Neighbor Consent Policy that it will use to evaluate plans for neighborhood and mini parks. The policy is on page 7.

Knowing what changes the character or nature of a park can be difficult; the following are examples. 1) A request to add a piece of playground equipment to an existing park is not a change in character; however, a request to add playground equipment to vacant open space is. Similarly, 2) a request to rearrange an existing neighborhood park is not a significant change; but a request to add a soundstage or lighting to an existing park is.

Staff from Greensboro's Parks & Recreation Department can assist with neighborhood park requests, and also strongly encourage neighborhood's to ask about the Adopt-A-Park program to show community involvement and leveraging. When in doubt, contact a staff member for assistance.

**SUBMIT COMPLETED APPLICATION TO :**

Russ Clegg  
Department of Planning & Community Development  
P.O. Box 3136  
Greensboro, NC 27402-3136

Office Location: 300 West Washington Street ("City Hall") 3<sup>rd</sup> Floor  
Email: [russ.clegg@greensboro-nc.gov](mailto:russ.clegg@greensboro-nc.gov)  
Direct Line: ..... 336-373-2211  
TDD .....336- 333-6930



**Neighborhood and Community Consent Policy**

## PURPOSE

This Policy provides the Parks & Recreation Department with criteria to be carefully considered relative to communities, neighborhoods and adjacent landowners where the redevelopment of neighborhood parks and mini parks is concerned.

### **Policy for the Redevelopment of Existing Mini and Neighborhood Parks**

Where the proposed redevelopment of existing mini and neighborhood parks will significantly change the nature and character of the park the following factors below will be considered by the Department to aid in determining appropriate elements and treatments. These factors will be collectively considered by the Parks & Recreation Department on a case-by-case basis in addition to but independent of other city department and/or special program review processes. Factors for Evaluation:

- The inclusion of the project in the Comprehensive Parks & Recreation Master Plan
- Desires of adjacent neighbors regarding the proposed element(s)
- Anticipated effect of proposed element(s) on adjacent neighbors
- Desires of the neighborhood as a whole should the proposed element(s) not be implemented
- Other more appropriate opportunities in the immediate area for the provision of the proposed element(s)
- Other locations in the immediate area where the element(s) is already provided
- Crime/drug activity in the immediate area(documented and anecdotal)
- History of elements in the park (has a similar element been removed from the park?)
- Nuisance issues which may be introduced by the proposed element(s)
- Evaluation of the topography, floodplain and floodway in the area of the proposed element(s)
- Adjacent land uses, if other than residential
- Environmental concerns/hazards and potential environmental impact(s)
- On-going maintenance costs/operating impact(s) associated with the proposed elements
- General feasibility

**IMPORTANT REMINDER:**  
 The original plus 10 copies (of the 2 page application and any supporting materials) must be submitted on or before the deadline.



## 2013/2014 Application City of Greensboro Neighborhood Small Projects Program

**Submit the original and 10 copies** of the application form and attachments (if any) to Russ Clegg, City of Greensboro, Planning and Community Development, P.O. Box 3136 Greensboro, NC 27402-3136. The application and copies must be received by 5 PM on **November 29, 2013**. You do not need to copy the guidelines, only the two page application.

<b>Project Name:</b>	
Is this a Capital project? <input type="checkbox"/>	
Is the project on City owned property? <input type="checkbox"/>	
Project Description, including location:	
<b>Estimated Funding Requested:</b>	
Is an estimate attached? <input type="checkbox"/>	
Source of Cost Estimate:	

Applicant Contact Information	
Applicant Organization:	
Project Contact Person:	
Mailing Address:	ZIP Code:
Day/Work Phone	Evening/Home Phone:
Home E-mail Address:	
Work E-mail Address:	

The signatory declares that she/he is the elected Chair or President of the applicant organization and further assures that a majority of members of the organization's governing board have voted to undertake this project.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address/ZIP: \_\_\_\_\_ Day Phone: \_\_\_\_\_

## 2013/2014 Application

**Community Benefit.** Describe the proposed project and the goals it is intended to achieve. What is the specific and tangible community benefit to be realized by this project?

**Neighborhood Support & Participation.** Do neighborhood residents support the proposed project, and if so, how has this support been achieved? How have neighborhood residents been involved in the development of the proposed project? Are adjacent property owners aware of this proposal? Please attach any supporting material.

**Community Need.** Is the proposed project one that addresses a lack of City facilities in a community, or provides a needed benefit to a community with low resources?

**Partnering & Leveraging.** Does the neighborhood propose to partner with other community groups, agencies, or associations in the implementation of this project? If so, which groups or agencies? Does the proposal involve leveraged support for the project (i.e. donated time, skills, or resources)? If so, please describe.

**Impact on City Resources.** How will the proposed project impact existing city resources? Is this a one-time expense, or will the proposal create ongoing maintenance issues such as grass mowing, construction repair, etc?

**Applications must earn a minimum score of 45 to be considered for a positive funding recommendation.**





You are here: [Living](#) : [Neighborhoods](#) : [Neighborhood Program](#) : [Neighborhood Grant Program](#)

## Neighborhood Grant Program

Participation in the Neighborhood Grant Program is one of the benefits of being a Recognized Neighborhood. The Neighborhood Grant Program provides matching funds to help participating neighborhoods implement projects that will improve the viability and livability of their neighborhoods. To find out how your neighborhood can become eligible, see [Building a Neighborhood Association](#). Since 1999, the City has awarded 285 neighborhood grants to 64 different neighborhoods.

The City Council has dedicated one dollar per capita each year for neighborhood projects. Upon receipt, grant projects are evaluated and selected based on a series of criteria including planning, neighborhood support, "sweat equity," need, final project maintenance, and benefit to the general public. The amount of matching grant funds allocated to a neighborhood is based on a project's merit.

The Neighborhood Grant Program offers three funding cycles:

[Communication Grants](#)

[Project Grants](#)

[Mini-Grants](#)

### 2014 Grants and Deadlines

- [Communication Grants](#) – provide for development of communication materials to relay information about what is happening in the City and in your neighborhood. [Applications](#) will be available and accepted January 3 – February 7, 2014.
- [Project Grants](#) – encourage physical improvement projects which enhance a feature of the neighborhood and promote networking between residents and City government. [Applications](#) will be available January 17. **EXTENDED DEADLINE Friday, April 4, 2014.**
- [Mini Grants](#) are for projects under \$1,000 and are intended for small neighborhood projects, programs, educational opportunities, and infrastructure support. Mini-grant s applications will be released (pending available funding) in mid-March 2014.

For further information please email or call the Neighborhood Program Coordinator, [Norma McQuiller](#) at 425.430.6595.



Ginger Creek Urban Park - a shining example of the power of community involvement and commitment in Tiffany Park with the support of the City's Neighborhood Grant Program.



You are here : [Living](#) : [Neighborhoods](#) : [Neighborhood Program](#) : [Neighborhood Grant Program](#)

## Communication Grants

Communication grants help foster strong and healthy neighborhoods by allowing residents to relay information about happenings in their neighborhood. Communication grants provide funds to offset the cost of printing, mailing, or electronic distribution and development of newsletters, flyers or posters.

The Neighborhood Grant Program offers funding for all Neighborhood Groups and/or Homeowners Associations officially recognized by the City as part of the Neighborhood Program. The standard of support for communication funds is \$1.00 per household contacted each year. For example, if your neighborhood has 100 residents and each household is contacted, you may apply for \$100 a year in grant funds, (if you meet grant stipulations and reapply annually).

### Eligibility

To be eligible for a communication grant, you will need to be:

- Registered as an "[officially recognized](#)" Renton neighborhood located within the City limits
- Participating in the City's Neighborhood Program and working with a City liaison

To become registered as an "officially recognized" Renton neighborhood and to be assigned a liaison, read the [How to Build a Neighborhood Association Guide](#), and fill out and submit the application.

### Application Information

Neighborhoods may apply for Communication Grants on an annual basis at the beginning of each calendar year. [Click here](#) to see an application. **Applications have been accepted and are now closed for 2014.**



You are here : [Living](#) : [Neighborhoods](#) : [Neighborhood Program](#) : [Neighborhood Grant Program](#)

## Mini-Grants

Mini-grants up to \$1,000 are intended for small neighborhood projects, programs, educational opportunities and infrastructure support. Funds will be awarded when matched by the neighborhood in volunteer labor, professional services and cash or donated materials, and must be completed in the year they are applied for. Examples of eligible projects can include:

- Doing a neighborhood clean-up
- Providing safety classes (Community Emergency Response Team (CERT), "Map Your Neighborhood", First Aid or CPR classes)
- Buying supplies for IKEA Renton River Days parade (for a float or props)
- Financing a space to hold a neighborhood meeting
- Reinvigorating a neighborhood association
- Doing physical improvements
- Providing educational workshops and/or art projects
- Holding a special event
- Hosting a neighborhood "Screen on the Green" movie night
- Compensating permits for events, activities or workshops (when applicable)

**Note:** Food products and/or alcohol are **not** eligible for funding.

## Eligibility

To be eligible for a mini-grant, you will need to be:

- Registered as an "[officially recognized](#)" Renton neighborhood located within the City limits
- Participating in the City's Neighborhood Program and working with a City liaison

To become registered as an "officially recognized" Renton neighborhood and to be assigned a liaison, read the [How to Build a Neighborhood Association Guide](#), and fill out and submit the [application](#).

## Application Information

[Mini-grant applications](#) will be released (pending available funding) in **mid-March 2014**. Completed applications may be emailed to [NeighborhoodProgram@Rentonwa.gov](mailto:NeighborhoodProgram@Rentonwa.gov). Applications will be reviewed by a multi-department team and awards will be based on the project's merit.

For further information, please email or call the Neighborhood Program Coordinator, [Norma McQuiller](#) at 425.430.6595.

## Neighborhood Grants

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### Neighborhood Project Funds

Funds are now available for large and small grants.

#### Starting a Project

The Community Forum will review and approve the small project grant applications at their monthly meetings which are held on the fourth Thursday of each month. Small project grants can be used for individual projects or combined with other matching funds / grants. Applicants must work with the Neighborhoods Coordinator on marketing or giving recognition to the Neighborhood Councils and/or Community Forum in some way.

Each year, the Missoula City Council allocates funding for Neighborhood Project Funds which are broken down into two categories, funds for large grants and funds for small grants. The allocation is usually \$20,000 per year, with \$18,000 targeted for the large grants, and \$2,000 allocated for the small grant program. The process and amounts of grants differ depending on the category.

#### Small Grant Program

- Apply for grant on a monthly basis
- Grants can be up to \$500
- Small projects must be located within City limits, and/or benefit City residents
- Awardees must give recognition, to Neighborhood Councils and/or the Community Forum.
- Apply now: [Small Grant Application \(http://mt-missoula3.civicplus.com/DocumentCenter/View/24739\)](http://mt-missoula3.civicplus.com/DocumentCenter/View/24739) or a [Small Grant Application in Word \(http://mt-missoula3.civicplus.com/DocumentCenter/View/24737\)](http://mt-missoula3.civicplus.com/DocumentCenter/View/24737) that you can fill out and save

Questions? Contact Neighborhood Coordinator, Jane Kelly for more information, at 552-6081 or via email (<mailto:jkelly@ci.missoula.mt.us>).

#### Large Grant Program

- Applications will be due Fall 2014
- Up to \$18,000 is made available with individual grants are up to \$3,000 each
- Available for projects that enhance the quality of life in our community
- Neighborhood organizations, neighborhood councils, non-profit groups, and other individuals may apply
- Must be located within city limits, and/or benefit city residents

Questions? Contact Neighborhood Coordinator, Jane Kelly for more information, at 406-552-6081 or via email (<mailto:jkelly@ci.missoula.mt.us>).

A preapplication workshop is offered.

- Get ideas for projects
- Read through a successful application
- Identify the committee review process and use of funds
- Answer questions about your application
- Gain technical assistance for grant writing

[Word \(/DocumentCenter/View/20971\)](#) that you can fill in and save. [Download the worksheet \(/DocumentCenter/View/23306\)](#)

## Grant Writing Resources

View a [PowerPoint presentation \(/DocumentCenter/View/23199\)](#). Review [previous grants \(/DocumentCenter/View/24833\)](#)

See [Neighborhood and Area Plans \(/index.aspx?NID=1506\)](#)

Please contact Jane Kelly, Neighborhood Coordinator, with any thoughts, questions, concerns, etc. at [jkelly@ci.missoula.mt.us](mailto:jkelly@ci.missoula.mt.us) (<mailto:jkelly@ci.missoula.mt.us>) or 552-6081.

## Neighborhood Involvement

Building inclusive, safe and livable neighborhoods and communities.

ONI Main: 503-823-4519 City/County Info: 503-823-4000 TDD: 503-823-6868  
1221 SW 4th Ave, Suite 110, Portland, OR 97204



## Neighborhood Small Grants Program

**NO "NEIGHBORHOOD SMALL GRANTS" WILL BE GIVEN OUT THIS YEAR**

Portland's Neighborhood Small Grants Program funds a wide variety of community projects in Portland's seven neighborhood districts each year. The goal of program is to provide neighborhood and community organizations the opportunity to build community, attract new and diverse members, and sustain those already involved.

Fall usually is the time when Portland's neighborhood district coalitions advertize the City of Portland's Neighborhood Small Grants Program and community members come up with ideas for projects and events and submit their grant applications. Because of City budget cuts, no new Neighborhood Small Grants are being offered this year (e.g. no applications are being accepted in fall 2013 for new grants in 2014).

The Neighborhood Small Grants Program is a very popular program that generates a lot of community creativity and leverages significant community resources. ONI and neighborhood and community members plan to advocate for restored funding for the program in the future.

The decision not to fund any new Neighborhood Small Grants was proposed by the Office of Neighborhood Involvement (ONI) Bureau Advisory Committee (BAC). The ONI BAC includes members from all of ONI's community partner organizations and members of the public. Mayor Hales had asked all City agencies to propose cuts to their budgets as part of the budget development processes for fiscal year 2013-14. The ONI BAC members reviewed ONI's mission and priorities and proposed that no new Neighborhood Small Grants would be funded this year to preserve the ongoing capacity of ONI's community partner organizations and other parts of Portland's community involvement system.

ONI's budget for this year does include funding to ensure that Portland's seven neighborhood coalitions can continue to provide staff support to Neighborhood Small Grant projects already under way.

ONI and its community partners are committed to advocating for restored funding for the Neighborhood Small Grants program in the future.

For more information about the Neighborhood Small Grants program, contact ONI Neighborhood Program Coordinator Paul Leistner, 503-823-5284, [paul.leistner@portlandoregon.gov](mailto:paul.leistner@portlandoregon.gov) (<http://portlandoregon.gov/mailto:paul.leistner@portlandoregon.gov>).

For information about existing Neighborhood Small Grants Program projects, please contact the appropriate neighborhood coalition office: <http://www.portlandoregon.gov/oni/28390> (<http://portlandoregon.gov/oni/28390>).

**Grant writing workshops and resources** (<http://portlandoregon.gov/45241>)

Information on grant writing workshops and resources

Grant Writing Resource Guide (<http://portlandoregon.gov/article/165946>)

Grant Applications (<http://portlandoregon.gov/53475>)

Application forms for Neighborhood Small Grants 2013.

NECN -- PDF (<http://portlandoregon.gov/article/362866>)

EPNO -- MS WORD (<http://portlandoregon.gov/article/365828>)

SWNI -- MS Word (<http://portlandoregon.gov/article/362851>)

CNN -- PDF (<http://portlandoregon.gov/article/362846>)

EPNO -- PDF (<http://portlandoregon.gov/article/362867>)

+ View 8 more links (<http://portlandoregon.gov>)

Press Release for grants program (<http://portlandoregon.gov/article/129386>)

Press release for Neighborhood Small Grants Program 2013

Criteria for Selection & Requirements 2013 (<http://portlandoregon.gov/article/186278>)  
Eligibility criteria, preferred use of funds, funds cannot be used for.

Press Release for Small Grants Program (<http://portlandoregon.gov/article/450709>)

Contact information and maps for each district coalition (<http://portlandoregon.gov/43124>)  
Contact information for submitting applications and maps for each district coalition.

Cumulative 5-Year Summary--2006-07 to 2010-11 (<http://portlandoregon.gov/45249>)  
Summaries of how funds were spent by District Coalition and summary of types of projects.

Summary of 2010 grants by District Coalition (<http://portlandoregon.gov/article/363198>)

Cumulative 5-Year Summary of Grant Totals by District Coalition (<http://portlandoregon.gov/article/257417>)

Cumulative 5-Year Summary of Grants by Organization and Project Types (<http://portlandoregon.gov/article/257416>)

Summary of 2008 Grants by District Coalition (<http://portlandoregon.gov/article/256571>)

Summary of 2008 Grants by Organization and Project Types (<http://portlandoregon.gov/article/256570>)

+ View 7 more links (<http://portlandoregon.gov>)

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## Neighborhood Grant Program

The i-Golden Neighborhood Grants program is a part of City Council's Year of the Neighborhood.

### Two Grant Levels

- A small grant of up to \$500 dollars.
- A matching grant of up to \$2,500.

All grants must be applied for and approved prior to the event. All grant money is in the form of reimbursements.

The small grants are intended for block parties, neighborhood cleanup days and other small neighborhood events and projects. These will be ongoing as long as there is funding.

The matching grants are for larger projects, and the neighborhood is required to match the amount of the grant. The match must be met with cash, pro bono and in-kind contributions, or sweat equity. The match will be 1:1 (neighborhoods ½, City financial contribution ½). These projects should build a more vibrant neighborhood and benefit the community as well.

The matching grants will be evaluated by staff. Recommendations will be forwarded to City Council for final approval.

Both types of grants need to support the Golden Vision 2030 neighborhood values, and take into consideration Golden's sustainability goals. Golden businesses should be used for professional services and materials.

For assistance contact City Clerk Susan Brooks — 303-384-8014. If you would like a Word copy of the application one can be emailed to you.

### Small Grants

- [i-Golden Neighborhood Grants Small Grants Application PDF](#)

#### Basic Criteria

- Can apply anytime during the year until funds for that year are expended. Must apply prior to event or project and be approved to be reimbursed for expenses. Must use vendors, suppliers, within the City of Golden, unless not available.
- Describe the issue impacting your neighborhood
- Describe your plan of action
- List participants involved in the activity
- Describe the purpose and amount of funding needed
- List other funding partners or contributors, preferably within the City of Golden
- Share how you will know if you have been successful
- Provide a follow up evaluation, including photographs of event, detailing how the program helped strengthen the neighborhood, how many people were impacted, new ways neighbors worked to create a healthier neighborhood, if objectives were met, and if the project was successful.
- Alcohol will NOT be reimbursed.

### Matching Grants

- [i-Golden Neighborhood Grants Matching Grants Application PDF](#)

#### Basic Criteria

- The project should provide a public benefit and be free and open to all members of the public. Must use Golden businesses, unless product is not available locally, in order to be reimbursed. City Permits and alcohol will not be reimbursed.
- Emphasize self-help, with project ideas initiated, planned and implemented by the neighbors and community members who will themselves be impacted by the project.
- Demonstrate community match (Cash contributions, volunteer labor, and/or pro bono, and in-kind contributions).
- Occur within Golden city limits.

#### Matching Grant Application Criteria

#### Proposed Idea

The purpose of all projects is to create stronger, more connected neighborhoods. Provide details about exactly how your project will build a more vibrant neighborhood. Explain why you want to do this project, how it will benefit the public and exactly what you will do. Your detailed work plan should include step by step activities of your project.

#### Neighborhood Involvement/Community Building

Projects build community by intentionally bringing people together. Who is involved in the project, both now and during the project implementation? Projects should involve as many diverse groups and individuals as possible and reflect the demographics of our community, including youth, seniors, renters, homeowners, business organizations etc.

#### Outcomes



A successful project will have a vision for success and be driven by achievable outcomes. What are the specific outcomes, both tangible and/or intangible results, and how you will measure project success. Also explain continued maintenance plans for your project.

### **Project Resources and Readiness**

Widespread and diverse match contributions of cash, volunteer labor, donated professional services and donated materials are indicators of community support. Project readiness means that the project has been well planned and will be successful in raising enough to match within the timeframe required by the fund. Provide a detailed project budget, and explain how you will raise your community match funds. Use of Golden based businesses is strongly encouraged whenever possible.

### **Bonus Points**

Bonus points could be used for 1st time projects by a group and non-HOA groups.

### **Follow Up Evaluation**

A follow up evaluation similar to the small grant is required.

The same staff members would evaluate the larger matching grants, with input from other appropriate staff depending on the project and submit those recommendations to council for the final decision on awarding the grant.

### **What is Not Funded**

Grants must be approved prior to expenditures being made. Funds will not be given to individual persons, individual businesses, religious organizations, government agencies, political groups, universities or newspapers. Funds cannot be used for:

- Duplication of an existing public or private program
- Support for ongoing programs or services
- To replace funding lost from other funding sources
- To pay for an organization's operating expenses not directly related to the awarded project
- Purchase of land or buildings
- Payment for out of City travel expenses, or any lodging/hotel expenses
- Private transportation expenses including mileage, gas insurance, car rentals, etc.
- Payment for expenditures or financial commitments made before the organization is under contract with the city, City Permits, or alcoholic beverages.