



## **Neighborhood Matching Grant Program: 2017 Guidelines**

*For the grant cycle opening Monday, September 12, 2016*

*Pre-review deadline- all applications: Monday, Oct 31, 2016 (5:00 PM)*

*Final Application deadline: **Tuesday, January 17, 2017 (5:00 PM)***

*Deadlines for each step are firm, no exceptions.*

### **What is the Neighborhood Matching Grant Program?**

The purpose of the Neighborhood Matching Grant Program is to encourage Eugene residents to collaboratively identify and actively participate in making improvements in their neighborhoods. Community involvement and building relationships are key components of the program and are encouraged by requiring that the project budget include a match amount equal to, or greater than, the grant request; coordination with and support of your neighborhood association; and documentation of neighborhood support. Demonstrating responsible stewardship of our community assets while balancing our community's social and environmental values are additional components of any project proposal submitted.

### **Who is eligible to apply?**

Proposals will only be accepted from groups of people living, working, or owning property within the neighborhood boundary in which the project is located. A neighborhood group may be an existing group whose membership is from a commonly recognized geographic area (e.g., neighborhood association, business association, or school site council) or an ad hoc group formed to work together on a specific project.

Although individual persons, businesses or community-based organizations (public, private, or non-profit) are not eligible to apply on their own, they may do so in active partnership with a neighborhood group or the neighborhood association.

Previous award recipients and current projects receiving matching grant funding are not eligible for additional program funding until outstanding projects are complete. All outstanding projects must be completed at the time of the final application deadline to be considered.

### **What types of projects may be considered?**

Projects may include, but are not limited to:

- Physical improvement projects that involve recreation or public safety facilities, natural resource features, public art and spaces, or community gardens. Projects that improve universal accessibility are also encouraged.
- Public school partnership projects that benefit school children and the immediate neighborhood.
- Neighborhood-based events and celebrations.
- Capacity building initiatives that serve to create, diversify, or increase participation in a neighborhood-based organization or promote an understanding of issues important to neighborhood residents.
- Outreach, research, education or organizing projects that address planning-related topics such as transportation (pedestrian or cyclist safety), land use (neighborhood or area planning) or public safety (disaster planning, neighborhood mapping, neighborhood safety).

## Are there limitations or special requirements to know about?

**All applicants must discuss their proposals with the manager of the Neighborhood Matching Grant Program before submitting an application (541-682-5272).**

Applications that fail to meet all established deadlines will not be accepted.

All applications are required to go through a “pre-review” prior to submitting a final application (see pg. 5, *What is Pre-review?*).

Grants **must** be endorsed by your neighborhood association. The following parameters have been established to clarify the involvement of neighborhood associations in the neighborhood matching grant application process:

- Grant applications will not be considered unless they have the endorsement of their neighborhood association. It is up to individual neighborhood associations to decide if the endorsement happens by a Board action or is considered at a general membership meeting.
- The endorsement must be documented by an officer of the association.
- The endorsement is a “go/no go” decision. The association will not rank multiple applications or recommend one application over another in their neighborhoods.
- While it is not the association’s role to dictate the particulars of a grant proposal, applicants may request additional assistance from the association in writing the grant, educating residents about the proposal, documenting and gathering pledges of support, serving as fiscal agent, etc.
- It is the applicant’s responsibility to keep the association apprised of any significant changes to the proposal as it moves through the review process. A re-endorsement may be requested if a proposal has changed noticeably as a result of the pre-review feedback.
- In areas without an active neighborhood association, applicants must work with Human Rights & Neighborhood Involvement (HRNI) staff on a process to gauge resident support for their proposal.

Projects may involve private property but must provide a clear public benefit and emphasize neighborhood self-help. Documentation must be provided that confirms property owner support and approval of the proposal and their agreement to maintain public access to the site for a minimum of 5 years.

A portion of the project site must be within Eugene’s Urban Growth Boundary.

Grant funding requests must be between \$250 and not exceed \$15,000. The value of the total project including labor and installation cannot exceed \$50,000.

Grant funds cannot be used to:

- support ongoing, regularly occurring programs, events or services;
- pay for an organization’s operating expenses that are not directly related to the awarded project;
- purchase land or buildings;
- pay for expenditures or financial commitments made *before* the organization is under contract with the City of Eugene;
- cover costs associated with damage to private or rental vehicles, equipment or injuries (see Insurance page 6-7);
- funding for items (including food) or services not listed in the project description as submitted and provided in the final contract.
- support political activities or purchase alcohol.

No more than half of the grant funds available in a cycle will be used to fund neighborhood-based events or celebrations.

To avoid perceived conflicts of interest, applicants are discouraged from being both project lead/representative and primary paid consultants on projects.

Projects must be scheduled for completion by May 1<sup>st</sup>, 2018. The final report detailing project outcomes, documenting neighborhood match (including volunteer hours), photos of the project, and a detailed budget statement must be submitted by July 1, 2018. Failure to provide a final report may jeopardize grant funding for future projects submitted by the applicant.

### How are projects selected?

Proposed projects will be scored and ranked on how they meet the following criteria:

- **Tangible Neighborhood Benefits (40 points)**
  - The project produces an observable, physical improvement to the neighborhood or a measurable change in the sense of local community or identity.
  - The project provides a continuing benefit into the future.
  - The project reflects a priority need of the neighborhood in which it is proposed or as identified in existing neighborhood-based plans or neighborhood surveys developed in collaboration with a local jurisdiction.
  
- **Neighborhood and Community Involvement (35 points)**
  - The project involves and fosters collaboration between neighbors and other neighborhood groups, community organizations and government agencies.
  - The project demonstrates broad neighborhood support through implementing as many of the following:
    - Write an article about the project for your neighborhood association newsletter, website or for distribution on a listserv.
    - Discuss your project at a neighborhood association meeting and other community forums.
    - For site specific projects, circulate a petition that includes adjacent residents (renters, owners and businesses) and/or post a notice of the proposal onsite with information on how to provide feedback and get involved.
    - Obtain letters of support from neighborhood and/or community organizations.
  - The project contributes to the goal of more evenly distributing grant awards throughout the community.
  
- **Project Readiness (15 points)**
  - The application is complete and consistent with grant guidelines.
  - The project is clearly defined and feasible.
  - For physical improvements, including landscaping, ongoing and long-term maintenance is adequately addressed.
  - The project budget is based on documented and verifiable costs and specifications.
  - The project will be managed by capable operational and fiscal managers.
  - The proposed project is compatible with plans, policies and practices of local jurisdictions.
  - For projects not confined to City property, permission has been secured for use of the site from the property owner(s).
  - The matching portion of the grant, including the availability of volunteers and donated materials, is well documented and credible.
  
- **Sustainability Values (10 points)**
  - Project contributes to environmental health or our ability to effectively address climate change.

- Project will have a positive effect on the local economy and minimizes costs to the community, now and over the long term.
  - Project supports responsible stewardship of public resources.
  - Project contributes to social equity by meeting basic needs, benefitting vulnerable populations, promoting community safety and cultural awareness, or building community relationships and neighborhood cohesion.
- **Bonus Points (up to 5 additional points)**
    - For every 10% that the match exceeds the grant request, one bonus point will be added.

Members of a citizen committee rate how well each project meets the listed criteria. The committee serves in an advisory capacity and makes a recommendation to Human Rights & Neighborhood Involvement staff to take to the Eugene City Council for approval for funding. The advisory committee has the discretion to recommend full or partial funding for any or all of the project applications submitted.

Scores are averaged across the committee with projects selected primarily in rank order. However, the committee is not required to allocate any or all of the grant money for a cycle if it determines that some or all of the proposals require further consideration and refinement.

### **What are the match requirements?**

Requested grant funds must be matched by an equivalent amount of cash donations, donated materials and supplies, professional services, or volunteer labor. Bonus points may be earned for match amounts that exceed the grant requested funds. Documentation of the match is required. Documentation of the matching funds or services is one way of indicating broad support for the project.

The following are match requirements:

- The total match must include an amount of cash, in-kind donations, or volunteer time that is equal to or greater than the grant amount requested.
- No more than half of the match may come from contributions outside the immediate neighborhood or other government agencies.
- The match may not include resources from other City funds.
- Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match.
- All volunteer labor is valued at \$23.56 per hour based on the national value for volunteer time.
- Donated materials or supplies are valued at their retail price. Loaned equipment may also be included as part of the match and valued at the standard rental fee.
- Cash donations may be secured with a written pledge signed by the donor, rather than collecting up front. If you have money in the bank to be used for the project, include a bank statement or a letter from the fiscal sponsor to document the funds.
- Professional services are valued at the reasonable and customary retail value of the product or service provided. Donors of professional services must provide the value of their contributions with documentation of professional qualifications.
- A Match Pledge Form provided with the application must be used to document volunteer labor and donated cash, materials, supplies or services. The form must be completely filled out, including donor signatures. Copies of the completed forms must be included in the final report.

- Undocumented portions of the match will not be included in the total project match.

### What is Pre-Review?

All applications are required to go through a “pre-review” prior to submitting a final application. **Pre-review deadline is Monday, October 31, 2016.** Applicants that fail to meet the pre-review deadline will not have their projects considered for funding.

Feedback will be provided by December 9, 2016 regarding your project’s consistency with existing policies, plans, standards and work practices. Applicants must address deficiencies identified by staff in their final applications. Inability to adequately address staff concerns may result in a project not being recommended for funding.

It is strongly recommended that applicants discuss their projects with appropriate City staff before submitting for pre-review to gain an understanding of staff expectations and Division requirements. Please contact the following staff with questions:

- **Traffic Calming:** Chris Henry 541-682-8472 or [chris.c.henry@ci.eugene.or.us](mailto:chris.c.henry@ci.eugene.or.us)
- **Projects in the Public Right-of-Way:** Permit Information Center, 541-682-5086
- **Projects involving streets and intersections:** Matt Rodrigues, 541-682-4959 or [matt.j.rodriques@ci.eugene.or.us](mailto:matt.j.rodriques@ci.eugene.or.us)
- **Parks and Open Space:** Brian Elliott, 541-682-4902 or [brian.n.elliott@ci.eugene.or.us](mailto:brian.n.elliott@ci.eugene.or.us)
- **Permit Information** – Land Use Staff at the Permit and Information Center, 99 W 10<sup>th</sup> (Atrium Building); hours 9 AM – 5 PM, Mon- Fri., 541-682-5505

If you are unsure of whom to contact, call Cindy Koehler-Clarke in HRNI: 541-682-5272.

**Pre-review applications must include the following, using the Neighborhood Matching Grant application form:**

- A **complete** project description
- A budget that includes estimates for:
  - All materials and supplies
  - Permits (if applicable)
  - Insurance (if applicable)
  - All other projected expenses
- Written permission from property owner or local jurisdiction
  - **All projects in parks** must go through a Citizen Initiated Parks Development Process (CIPDP) and must be discussed with Parks and Open Space staff. As this process is in addition to the Neighborhood Matching Grant pre-review process, it is recommended that the applicant discuss with staff any projects involving parks well in advance of the pre-review deadline.
- At minimum, a written plan for outreach to gain support for the project and to secure volunteers must be provided. Ideally the pre-review application will provide documented written support and a commitment from volunteers.

Applicants must submit one (1) copy of the Neighborhood Matching Grants application with the above information no later than 5 PM on Monday, October 31, 2016 to:

Cindy Koehler-Clarke  
 Human Rights & Neighborhood Involvement  
 99 W. 10, Eugene OR 97401  
 Electronic submissions may be sent to [cindy.j.clarke@ci.eugene.or.us](mailto:cindy.j.clarke@ci.eugene.or.us)

## Key steps in developing a successful project.

**Develop a competitive project concept:** Focus on an idea that builds community and is consistent with the grant criteria. Model projects bring neighbors together, require collaboration and address a clear need. Review the grant guidelines to see if your project is a good fit. Go to the Neighborhood Matching Grant Program website (<http://www.eugene-or.gov/matchinggrants>) for project ideas.

**Discuss your project concept early with appropriate City staff:** You must discuss your project with the manager of the Neighborhood Matching Grant Program prior to applying for funds. Contact Cindy Koehler-Clarke at 541-682-5272.

It is also prudent to contact the appropriate City Department that will be involved in the review and/or permitting of your project prior to submitting any materials. See City contacts in Pre-Review section on this page

**Communicate with your neighborhood association:** A neighborhood association endorsement for your project is required. Some associations meet infrequently and it may take some time to arrange to present your proposal. Applicants are strongly encouraged to initiate contact early in the application process. Contact Cindy Koehler-Clarke at 541-682-5272 if you are unsure of whom to contact.

**Obtain additional neighborhood support:** It is expected that applicants pursue a variety of means to educate residents about their project. Your application must show you have a broad base of support for the project (see Community Involvement in “How are Projects Selected?” on page 3)

### Get approval for the site:

If your project involves property that your organization or applicant group does not own you will need to get written approval from the owner. For private property, the owner of the parcel must approve the project. For projects on school grounds documentation is required from the District and school principal.

- 4J School District contacts:
  - Kerry Delf, Communications and Intergovernmental Relations, at 541-687-3245 (delf\_k@4j.lane.edu) or
  - Harlan Coats, Facilities Management, 541-790-7409 (coats@4j.lane.edu).
  
- Bethel School District contacts:
  - Pat McGillivray, Community Relations, 541- 689-3280 (pat.mcgillivray@bethel.k12.or.us)
  - Patrick Bradshaw, Maintenance, 541-689-7693 (pat.bradshaw@bethel.k12.or.us)

**Determine resource needs:** What will it cost to complete your project? Be thorough and make sure to include typical costs, such as equipment and supplies, services, volunteers, etc. as well as applicable permit fees and insurance costs. Will you handle project accounting or do you need to identify a fiscal agent? (see *Fiscal Agents*, pg. 7)

**Research permit requirements:** Applicants are responsible for investigating permit requirements and associated fees. Related costs and timeframes should be reflected in the project budget and schedule. Contact the Permit and Information Center (PIC), 541-682-5086, to clarify the permit needs of your project. The PIC is open 9:00 am to 5:00 pm, Monday – Friday and located at 99 West 10<sup>th</sup> Avenue.

**Insurance:** Depending on the nature of the project, you may be required to have liability insurance to limit the liability of your organization and the City. If your project will involve the use of a contractor, the City of Eugene will require proof of liability insurance from the contractor. Contact Jan Bergquist, Risk Services, 541-682-5662, to determine the insurance needs of your project. The cost of insurance must be reflected in your project budget.

Please note that grant funded projects, including volunteers, vehicles and equipment donated for use are **not** covered under the City's policies for liability or other insurance. Volunteers assume all risk and responsibility for damage or injury including any costs associated with deductibles for private insurance.

**Develop a budget and project schedule:** Project budgets should be as comprehensive and accurate as possible.

- Get cost estimates for budget items from more than one reliable source. Purchases over \$5,000 require three documented quotations (see *Purchasing Requirements*, pg. 7).
- Construction projects must include a contingency fund of 15% of the hard costs associated with the project. (Value of volunteer hours need not be counted in the costs of the project for purpose of the contingency.)
- Documentation of professional qualifications must be provided to justify professional rates.
- Projects involving City parks may be required to include a maintenance endowment in their budgets.
- Include permit and insurance costs, if applicable.
- Applicants are required to use the budget form provided in the application.

Project schedules should be realistic, reflect the schedule constraints of potential service providers or contractors and designed to be completed by May 1<sup>st</sup>, 2018.

Determine and document the match. Identify all possible match resources (cash, donated resources, professional services or volunteer time) and make sure to follow the match requirements.

**Call with questions or guidance:** Cindy Koehler-Clarke, Matching Grants Manager, is available to answer questions and offer assistance with the process. Cindy may be reached at 541-682-5272 or [cindy.j.clarke@ci.eugene.or.us](mailto:cindy.j.clarke@ci.eugene.or.us).

### What happens if my project is selected?

**Grant Agreements:** Successful applicants will enter into an agreement with the City Managers' Office that clarifies the terms and conditions of the grant. **Grant recipients will not be reimbursed for expenses incurred before an agreement is in place.** Typically, funding is provided in installments either on a reimbursement basis to you or directly to a vendor upon presentation of an invoice. It is expected that projects be completed within one year of the award date (no later than May 1, 2018).

**Fiscal Agents:** You will need someone to handle and account for money raised as well as the funds the City allocates or reimburses to your project. We call the person or organization who handles the financial side of the project a "fiscal agent".

For small projects, someone in your group may act as the fiscal agent. For larger projects, you may want to arrange for a nonprofit organization or business to act as the fiscal agent. Your fiscal agent may either charge the project for the service or donate time as an in-kind match. Typically, fiscal agents charge a fee of 3-10 percent of the money they handle. The expenses can be included in your budget.

**Purchasing Requirements:** If you are awarded a grant, purchases associated with the project can be handled in two ways. The neighborhood group can make purchases directly and submit receipts for reimbursement or submit an invoice and have the City pay a vendor directly.

Individual purchases in excess of \$5,000 require a written request to a minimum of three vendors that includes specifications of the item or service to be purchased and date of request, and quotations from three vendors. This documentation must be included as an attachment in the final application.

Contact Cindy Koehler-Clarke in Human Rights & Neighborhood Involvement (HRNI) at 541-682-5272 if you have questions related to purchasing issues for your grant.

### How do I apply?

Application materials are available online (<http://www.eugene-or.gov/matchinggrants>) or at the Planning and Permit and Information Center Reception or in Human Rights & Neighborhood Involvement, both located in the Atrium Building at 99 West 10<sup>th</sup> Avenue.

Final applications are due by 5:00 pm, Tuesday, January 17, 2017. **Final applications must be submitted complete with all documentation provided. Incomplete applications will not move forward for consideration.**

Grant awards will be announced as early as March 2017; no later than April 2017. Completed materials should be submitted to: **Cindy Koehler-Clarke, 99 West 10<sup>th</sup> Avenue, Eugene, Oregon 97401.**