RESOLUTION NO. 8872

A RESOLUTION introduced by City Councilmember Brendan Jensen approving the Neighborhood Grant & Beautification Program

WHEREAS, the Governing Body, in its efforts to enhance and improve the quality of life in area neighborhoods, allocated $25,000 in the 2017 budget for a program to be developed by the Department of Neighborhood Relations to provide matching grants to neighborhood organizations to be used for small, innovative and neighborhood-based projects; and

WHEREAS, on January 10, 2017, the Governing Body discussed some of the parameters for use of the funds with the goal of approving a program at a later date.

NOW, THEREFORE, BE IT RESOLVED, BY THE GOVERNING BODY THAT the Neighborhood Grant and Beautification Program, attached herein as Exhibit A and incorporated by reference, is hereby approved.

ADOPTED and APPROVED by the Governing Body April 4, 2017.

CITY OF TOPEKA, KANSAS

_________________________________
Larry E. Wolgast, Mayor

ATTEST:

______________________________
Brenda Younger, City Clerk
Neighborhood Grant and Beautification Program

OVERVIEW

The Neighborhood Partnership Program is a neighborhood-based program designed to encourage new, creative, community building efforts in neighborhoods. The Program provides matching grants to neighborhood organizations for small, innovative, neighborhood-based projects.

The program was created to strengthen and provide resources to neighborhood-based groups wanting to improve their neighborhoods. Additionally, it was developed to stimulate partnerships between the City of Topeka, neighborhood residents, and local business associations for new neighborhood initiatives such as safety programs, education initiatives, cleanup projects, neighborhood events, and vacant lot improvements.

Neighborhood groups and organizations will compete for grants and must match funds awarded by the City of Topeka with contributions of volunteer time, cash, or in-kind donations of goods and services.

Grants ranging from $500 to $2,500 will be awarded annually. The match requirement is 100% and must be secured before beginning the project.

Project Award Provisions

➢ Applicant will attend Neighborhood Leaders Round Table held quarterly for the calendar year of the grant.

➢ All projects must be completed in calendar year.

➢ A minimum of 25% of applicants' matching funds must come from volunteer hours in the neighborhood the project is in or a Low-and-Moderate-Income neighborhood of their choosing that is defined by the City of Topeka Department of Neighborhood Relations. Volunteer hour matches will be calculated at a rate of $20/hour.

➢ All projects must have the necessary permissions for the project they are applying for before filing out an application.
GOALS

The Neighborhood Partnership Program is designed to strengthen and provide resources to neighborhood-based groups wanting to improve their neighborhoods. Goals of the program include:

- Fostering relationships between area residents through neighborhood-based projects and activities.
- Increasing citizen involvement in neighborhood problem solving.
- Developing partnerships between the City of Topeka, residents, and business associations.

ELIGIBLE APPLICANTS

- Informal Neighborhood groups, in partnership with a local non-profit community organization or Neighborhood Relations Division of Community Engagement.
- Neighborhood-based organizations (NIA, NA, HOA, Neighborhood Watch).
- If the application is for construction or new neighborhood events that are not in coordination with an existing neighborhood organization. The applicant will need to meet with City of Topeka officials to determine affected area and obtain signatures of 60% of the residents of the affected area, as outlined by the City of Topeka.

ELIGIBLE PROJECTS

To be eligible, projects must:

- Provide a public, neighborhood benefit to a defined area.
- Have neighborhood involvement in all phases of the project.
- Have matching resources (cash, donated goods and services, volunteer time) to cover the funds requested through Neighborhood Partnership. The matching requirement is $1 for $1 match up to $2,500.
- Specify a time frame for completion of the program within the calendar year the project is awarded. Funds are not payable on invoices dated before or after the contract dates.
- Volunteer labor (valued at $20 per hour) – value of neighborhood volunteer time.
INELIGIBLE PROJECTS AND EXPENDITURES

Ineligible projects would consist of the following:

- Lobbying or fund raising activities.
- Food.
- Future maintenance costs.
- Public Service activities which are not new services.
- Basic operating and/or administrative support for an organization.
- Public service activities related to current projects in the community.
- Projects which primarily support staff and other costs to a governmental unit or other public agency.
- Projects that are an extension or duplication of a social service agency program.
- Construction or rehabilitation of buildings or other structures.
- Computers, copiers, and other related equipment.
- Projects that are eligible for SORT or any other city funding sources; NIA support funds, Social Service funding through the Economic & Community Development Committee.

BEAUTIFICATION PROJECTS

Beautification projects must be coordinated with Keep America Beautiful. Evidence of contact must be presented with application and coordination with Keep America Beautiful. This partnership will count towards in-kind match.
REVIEW AND SELECTION PROCESS

Approval and Certification Process

All applications will be ranked by a committee comprised of Neighborhood representation and city staff.

CONTRACT DEVELOPMENT AND MANAGEMENT

Contract Development

Contracts: Projects may begin only upon the execution of a contract. Project contracts will include provisions for reporting and monitoring requirements, insurance obligations and other required conditions. Contracts will not be backdated to allow early start-up. Applicants are encouraged to use existing City of Topeka contractors where applicable to obtain better pricing for projects. The City of Topeka Staff will help assist with coordination between the City of Topeka vendors and project coordinator.

Applicable Federal and City Regulations: Projects under contract with the State, City of Topeka will be conducted in accordance with all applicable Federal, and City regulations. Applicable regulations will vary, depending on the project and funding source. Some regulatory requirements must be completed before executing a contract for the project.

Project Management

Billing Procedures: A purchase order will be created for each project awarded. The amount of the purchase order will be the total amount awarded. All invoices must include the purchase order number before payment can be made. Funds will be distributed when an invoice is received for expenses incurred in accordance with the contract's goals and objectives. Billings for anticipated expenses may be included by special arrangement. Billing schedules may vary for projects, but will generally be either monthly or quarterly.
Any costs incurred before the effective date of the contract or after the termination date of the contract will not be covered by the grant. Matching funds must be expended within the period of the grant agreement. Documentation of any matching funds used by the Grantee must be retained and provided to the Grantor.

**Monitoring and Reporting:** Monthly progress reports and a short final report evaluating the success of the project are required as a condition of receiving reimbursement under the contract. Monthly reports *must* be submitted in order to be reimbursed for project expenses.

City staff will periodically conduct on-site monitoring of each project. This will include observing project activities and a review of files and financial records. Any deficiencies or required corrective actions will be noted in a formal letter to the grant recipient.

**APPLICATION INSTRUCTIONS**

Application Form Due Date: *(Specify Date)*
City of Topeka, Department of Neighborhood Relations
620 SE Madison
1st Floor Unit 8
Topeka, Kansas 66607

*Applications must either be received in the office of the Department of Neighborhood Relations by *Specify Date*, or if mailed, must be postmarked by *Specify Date*. Applications postmarked or hand delivered after the due date will not be accepted.*

Proposals must be submitted on the form provided, but feel free to provide attachments if additional space is needed. All forms may be downloaded off of the City of Topeka’s website, Department of Neighborhood Relations (add website address, if there is one).

Applicants must submit one original and three copies of the application form and documentation of matching resources and partners. It is not necessary to submit more than one copy of non-required supplementary materials. *Applications may not be faxed.*
Application Details

The Neighborhood Partnership Program is administered by the City of Topeka's Department of Neighborhood Relations. Technical assistance will be available to answer questions about the development of proposals or the completion of the application. Any questions regarding the program should be directed to (785) 368-3711.

Applicants will compete on:

- The quality of the proposed project.
- Neighborhood participation in the project.
- Ability to build upon existing strengths and assets.
- Neighborhood's matching contribution.

Applications are due to the City of Topeka, Department of Neighborhood Relations, 620 SE Madison Topeka, KS 66607 no later than (Specify Date)

Please review the score sheet below to see how your application will be scored.

<table>
<thead>
<tr>
<th>Project Impact/Need</th>
<th>1) Addresses a need that would benefit the community.</th>
<th>15</th>
</tr>
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<tbody>
<tr>
<td>Project Objective</td>
<td>1) Project aligns with goals of this grant program and clearly fulfills selected vision element(s).</td>
<td>15</td>
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<tr>
<td>Project Design</td>
<td>1) Project shows a clear and reasonable design for sustaining the project and resulting improvements, is well-planned and ready for implementation.</td>
<td>15</td>
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<td>2) Project is ready for implementation. (i.e., board approval, permits, etc.)</td>
<td>10</td>
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<tr>
<td>Participation/Collaboration</td>
<td>1) Project involves neighborhood participation.</td>
<td>15</td>
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<td></td>
<td>2) Project shows collaboration to obtain neighborhood match funds (cash, labor value, donations, etc.).</td>
<td>10</td>
</tr>
<tr>
<td>Budget</td>
<td>1) Plan to provide matching neighborhood funds is feasible.</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2) Budget is cost effective and reflects a reasonable projection of expenses and revenues.</td>
<td>10</td>
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