

Memorandum

Neighborhood Services Division



Date: June 28, 2011
To: Mayor and Council
From: Shauna Warner, Neighborhood Services Manager (480-350-8883)
Through: Shelley Hearn, Community Relations Administrator (480-350-8906)
Subject: Neighborhood Grant Program Funding FY 2011/2012

In July 1994 the Neighborhood Grant Program was created to ensure that a portion of the City's annual budget is expended to improve residential neighborhoods through capital projects that would not be covered within the traditional Capital Improvement Program (CIP) budget. The Grant Program requires resident participation and involvement in the identification, coordination and completion of projects designed to improve neighborhoods.

During the budget process for fiscal year 2010/2011, the Mayor and Council allocated \$250,000 of new CIP funds to the grant program with the understanding that staff would engage neighborhood and homeowners' associations in a discussion of how to allocate the funds over a period of time that best met the needs of Tempe neighborhoods. Neighborhood staff surveyed neighborhood and homeowners' association contacts to gather their input on the allocation of the funds. The majority of those who responded chose to allocate the monies evenly over a 3-year period with a maximum grant amount of \$10,000. This is year two of the distribution; there are no funds allocated after FY2012/2013.

The City received requests for funding from 23 applicants (8 neighborhood associations and 15 homeowners' associations) totaling \$147,797.72. A team of City staff (see Attachment A) reviewed all of the grant applications and voted on the recommended projects and allocations at a June 23, 2011 meeting.

Eighteen applicants, 6 neighborhood associations and 5 homeowners' associations, are recommended to receive full or partial funding for a total amount of \$89,141. This is one third of the allocated \$250,000 with some additional funds due to projects coming in under budget and forfeitures from previously awarded grants. Matching funds from associations equal \$48,422.64 for a combined total of \$137,563.64 in community investment. The attached spreadsheet (Attachment B) contains the complete list of Fiscal Year 2011/2012 grant requests and recommended funding. The grant application form is provided in Attachment C for your reference.

The FY 2011/2012 recommended grant funding is on the formal agenda for approval.

Attachment A

Neighborhood Grant Program Review Team

Steve Abrahamson, Community Development, Planning
Maja Aurora, Community Services, Cultural Services
Charlie Bladine, Public Works
Mike Branom, Community Relations, Mayoral Aide
Dan Brown, Police Department, Crime Prevention
Tanya Chavez, Community Relations, Neighborhood Services
Mark Day, Finance and Technology, Budget
Molly Enright, Police Department
Eric Iwersen, Community Development, Transportation
Diana Kaminski, Community Development, Planning
Grace Kelly, City Manager's Office
Jayson Matthews, Tempe Community Council
Nancy Rodriguez, City Courts
Deems Shepard, Fire Department
Pete Smith, Public Works, Water Utilities
Wendy Springborn-Pitman, Public Works, Engineering
Elizabeth Thomas, Community Relations, Neighborhood Services
Shawn Wagner, Community Services, Recreation
Shauna Warner, Community Relations, Neighborhood Services

		Other Projects								
	Association Name and Map Location	Project Description	Match	City \$	YES	Amount Approved	NO			
19	Buena Vista Ranchos HOA (H40)	Ramada	\$6,762.52	\$6,762.52	x	\$6,763.00				
20+	Casitas Tempe HOA (H9)	Pool fence improvements	\$1,460.00	\$1,460.00	x	\$1,460.00				
21	Estate la Colina NA (N36)	Estrada Park benches/drinking foun.	\$0	\$7,109.79	x	\$7,110.00				
22+	Knoell Ville Monaco HOA (H24A)	Lighting	\$6,642.00	\$6,642.00	x	\$6,642.00				
23+	Springdale HOA (H17A)	Walking Bridge	\$6,000.00	\$6,000.00		\$0	x			
24	Superstition NA (N21)	Joyce Park BBQ Grills	\$0	\$2,800.00	x	\$2,800.00				
25	Tempe Gardens NA (N22)	Seating area	\$0	\$10,000.00	x	\$10,000.00				
26	University Royal Gardens HOA (H27)	Mailboxes	\$6,492.00	\$6,492.00		\$0	x			
27+	Villas Las Palmas HOA (H41A)	Pool fence	\$3,866.72	\$3,865.00	x	\$3,865.00				
			\$111,641.51	\$147,797.72		\$89,141				

Attachment C

MARYANNE CORDER NEIGHBORHOOD GRANT PROGRAM APPLICATION – 2011/2012

Background

Tempe's Maryanne Corder Neighborhood Grant Program was created as a means to invest in resident-initiated projects designed to enhance the quality of life in our neighborhoods. Applications are solicited on an annual basis. The program was renamed the Maryanne Corder Neighborhood Grant Program by the City Council in November 2004 in honor of the City's first Neighborhood Program Director.

Funding

Two hundred fifty thousand dollars (\$250,000) of the City's Five Year Capital Improvement Program (CIP) budget has been allocated for grant proposals of a communitywide benefit. The monies will be distributed over a 3-year period with a maximum grant amount of \$10,000.

Eligible Applicants

1. Neighborhood Associations in Tempe registered with the Neighborhood Services Division
2. Homeowners' Associations in Tempe registered with the Neighborhood Services Division
3. Apartment communities that are fully certified in the City's Crime Free Multi-housing Program

Applicants are welcome to coordinate efforts and submit a joint application that combines resources for mutually beneficial projects of community benefit. For example, any combination of neighborhood and homeowners' associations and crime free multi-housing communities can partner together on improvements that benefit all members of the community, such as a traffic calming or park project.

Eligible & Ineligible Projects

To be eligible for funding, a project must be a capital improvement project that **benefits the entire neighborhood** rather than just a few residents. Capital funds may only cover project completion costs and **CANNOT BE FOR MAINTENANCE OR OPERATION** costs these projects may impose. Projects must be a one-time expenditure and be completed within one year from the date of the City Council's approval. Projects that would fix a self-imposed code violation are also ineligible.

Previous grant projects include, but are not limited to: energy conservation, security lighting, traffic calming, landscape and beautification, park improvements, signage and art projects. A complete list of previously funded projects is available at <http://www.tempe.gov/neighborhoods/grantallocations.htm> or by contacting the Neighborhood Services Division.

Homeowners' association requests may not be for maintenance projects covered in the associations annual budgets such as entry gates, roofing repair, common ground and pool maintenance, painting, road repair (for private streets) etc. -- these would NOT be funded.

Apartment community requests should be for enhancements only, NOT for regular maintenance projects or for those required by law (i.e. pool fences).

Community Involvement

A critical component of any grant project is the community involvement and benefit. All residents of the community must be notified of the opportunity to apply for a grant and provided a chance to propose and comment on project ideas. Applicants should carefully plan out and document how the community is going to be involved in the selection of a project as well as the execution. Grant projects can provide an opportunity for hands on involvement from residents, such as planting trees or creating elements of an art project.

Guidelines:

The City's Neighborhood Service Team (NST) allocates the \$10,000 grants referencing the following guidelines:

1. Improves health and safety of residents
2. Benefits a significant number of residents and the City at large
3. Addresses a known neighborhood deficiency
4. Complements other neighborhood projects (private or City)
5. Provides an environmental benefit, such as water and/or energy conservation
6. Enhances the aesthetics of the neighborhood
7. Accessible to all members of the community

*Please note that a preference may be given to those associations that have not previously received funds.

Contents

One application must be submitted **per project**. Materials will not be returned.

The application must be legible or typed on 8 1/2 x 11 paper compiled and submitted in the following order:

1. Application form (limit to four pages provided) including details of staff contact if required
2. Bids for project work
 - Minimum of two itemized bids, including appropriate permit fees and sales tax
 - The amount requested must match a bid amount.
3. Proof of notification (i.e. sample of newsletters or postcards sent out to all residents)
4. Drawings and/or pictures describing the project - color is preferred
5. Any other background information
 - Lighting projects must include lighting plans, light fixture schedules, light fixture cut sheets and proposed source of electrical feed.
 - Landscape projects must include landscape plans, details and proposed plant list.
 - Wall, fence or gate projects require elevations, details and site plans.

Procedure for application:

Each neighborhood/homeowners' association wishing to apply for funding should send the application form to Neighborhood Services by Monday, May 16, 2011 at 5:00 p.m. **Late or incomplete applications will not be reviewed.** Applications will be reviewed by city staff representing all city departments and/or divisions. Staff will make recommendations for funding to the City Council. The City Council will review the recommendations during an Issue Review Session and formally vote on the funding amounts at a formal City Council meeting. Grant applicants will be notified of funding decisions in writing.

**2011-2012 MARYANNE CORDER NEIGHBORHOOD GRANT
PROGRAM APPLICATION**

\$10,000 maximum amount per association
available online at <http://www.tempe.gov/neighborhoods/grants.htm>

Application deadline: Monday, May 16, 2011, 5:00 p.m.

APPLICANT INFORMATION

Name of association: _____

Number of households: _____ Zip code area: _____

Project site major crossroads: _____

Name of contact person: _____

(Grant coordinator who can answer questions prior to proposal review and receives all correspondence related to the project)

Phone: _____ E-mail address: _____

Address: _____
Number Street

_____ City State Zip

Name of authorizing official: _____

(Person with legal authority to accept and expend funds for the organization)

Phone: _____ E-mail address: _____

AMOUNT REQUESTED

(amount should equal one of the included bids)

City Funds Requested: _____ Dollars per household _____
(funds requested divided by # of households)

Match from Association: _____ Total project cost: _____

(Must be at least 1/2 of total project cost for HOA's/apts.) (amount should equal one of the included bids)

PROJECT NARRATIVE

In the space provided below, please describe specifically how the City of Tempe's funds will be used:

STAFF CONTACT

(only if applicable - staff must be contacted prior to starting the application)

Please circle name of staff member(s) contacted

Landscape/Walls/Security lighting/Access control -
Steve Abrahamson
480-350-8359
steve_abrahamson@tempe.gov

City Right of Way - Wendy Springborn
480-350-8250
wendy_springborn@tempe.gov

Public art - Maja Aurora
480-350-5160
maja_aurora@tempe.gov

Parks/playgrounds - Bob Pohlit
480-350-5255
bob_pohlit@tempe.gov

Signage - Dean Miller
480-350-8435
dean_miller@tempe.gov

Name: _____ Date(s) of contact: _____
(Resident who contacted staff)

SIGNATURE

By signing below, I certify this proposal meets all minimum requirements. I also understand that funding for proposals is not guaranteed.

Authorizing Official's Signature: _____ Date: _____

4. Grant funds can only be used for the capital improvement project. Please describe specifically how the association intends to maintain the project if funded.

5. If your association has previously received grant funds, please describe how they have impacted your neighborhood.

6. Outside of grant projects, please describe any other activities your association has participated in (i.e. GAIN, Adopt-A-Park, food drives, etc) within the past year.