



NEIGHBORHOOD GRANTS PROGRAM 2019-2020

(HOA-based Communities)



The City of Peoria’s Neighborhood Grants Program is designed to assist HOAs with projects that engage, revitalize and/or provide safety to the community. The neighborhood-based projects should bring residents together, build community and establish a positive identity. Those who are active partners in their community, and interested in improving the quality of life in their neighborhoods, are encouraged to apply. Up to \$10,000 may be awarded toward eligible projects.

RESTRICTIONS / EXCEPTIONS AND SPECIAL CIRCUMSTANCES

- ❖ Proposed projects cannot already be in process or completed. Projects must still be in the planning stages or clearly divided into stages at the time of planning. Stages not completed are eligible.
- ❖ No administrative funding will be provided to any community.
- ❖ No funding will be provided for ongoing services and/or maintenance projects to existing amenities. Normally, these are (or should be) covered by monthly assessments.
- ❖ Cannot be a for-profit community (i.e. *most* apartments and commercial businesses).
- ❖ Proposed projects on City owned property will be assessed on a case-by-case basis (e.g., property in City owned right-of-way).
- ❖ Improvements cannot be made on County property or outside the City limits.
- ❖ Grant requests must be for the addition of new features and not the replacement of existing features.
- ❖ HOA’s applying for funding must be under Resident Board control (may be utilizing a management company) and not still under the control of the developer (or builder). The Resident Board must have been under control of the community for a minimum of one (1) year prior to applying for assistance.
- ❖ A member from the Resident Board must attend the HOA Academy in March 2020 if their application is successful.

PROJECTS NO LONGER ELIGIBLE

- | | |
|-----------------|---|
| *Walls | *Irrigation |
| *Streets | *Gravel |
| *Swimming Pools | *Landscaping (includes conversion, replacement) |

EXAMPLES OF ELIGIBLE PROJECTS (NON-REPLACEMENT, ONLY ADDITION OF NEW ITEMS)

- | | | |
|-----------------------|-----------------------|---------------------|
| *Walking Paths | *Fitness Park | *ADA Improvements |
| *Gazebo | *Shade Structures | *Solar Lighting |
| *Barbeques | *Memorials | *Drinking Fountains |
| *Benches | *Addition of Lighting | *Community Garden |
| *Kiosks | *Entryway Signage | *Security Items |
| *Playground Equipment | | |

Questions? Call 623-773-5140 or email jaime.gonzalez@peoriaaz.gov

REQUIRED ITEMS

- ❖ **BEFORE submitting this application, you must contact the Development and Engineering Department to see if a permit will be required for your project. Call Jeff Sterling at (623) 773-7225.**
- ❖ **Before Photos of Proposed Project** - clear, color photos
- ❖ **Price quotes** - Three (3) price quotes for professional services and materials (for physical improvements). Make sure the quotes are comparable, “apples to apples.”
- ❖ **Evidence of Public Participation/Board Resolution**
 - HOA’S submitting a grant application will need to show the appropriate documentation of public participation in the application. Documentation should include such items as agendas, meeting minutes and a **signed Resolution** to approve the application. **Meeting minutes should include:**
 - Record of the grant application discussion**
 - Record of the motion to approve the Resolution**
 - Record of the voting results for the Resolution**
 - MOBILE HOME PARKS submitting a grant application will need to provide evidence that the residents have been notified about the project associated with the grant application by the property manager or owner. In addition, the mobile home park owner must sign and approve the final grant application.
- ❖ **Private Property Approval Form(s)** – Must attach all necessary private property permission forms for those property owners directly impacted by the project.
- ❖ **50% Cash Match** – All HOA’s or Mobile Home Parks which impose lot rent, must match the grant request by 50%.
- ❖ **HOA Financial Statement** – If a Homeowners’ Association or Mobile Home Park is unable to meet the 50% cash match requirement, the HOA’s most recent financial statements and Reserve Study must be attached. Mobile Home Parks must attach the last 12 months of balance sheets and income statements. These documents will be reviewed by the City’s Finance Department and their opinion regarding the financial capacity of the HOA or Mobile Home Park will be considered in determining the amount of cash match that will be required. A minimum cash match of \$100 will apply.
- ❖ **Miscellaneous Items** – Please provide any other items, such as recent newsletters or neighborhood flyers, which show communication regarding the proposed project. Please provide special brochures, trade publications or sketched plans that visually depict the improvement you are seeking. Additionally, you may include any other documentation you feel appropriate for this grant request.



Neighborhood & Human Services
Community Assistance Division
9875 N. 85th Avenue, Peoria, AZ 85345
Ph 623.773.5140 Fax 623.773.7180

FY20 NEIGHBORHOOD GRANTS APPLICATION

OPEN CYCLE
APPLICATIONS WILL NOT BE ACCEPTED
AFTER APRIL 30TH

Primary contact for grant application:

NAME _____
ADDRESS _____ ZIP _____
PHONE _____ EMAIL _____

Name of your Homeowners Association: _____

1. Are you a registered neighborhood with the city? Yes No
(If no, you **must** register to be eligible to apply, if **yes** – please update your form by submitting a new one)
Call 623-773-5140 or complete on-line: <https://www.peoriaaz.gov/neighborhoodregistrationform>
2. In what year were the properties in this neighborhood built? _____
3. What year did the Resident Board officially become responsible for the community? _____
4. Is this project in progress or completed? Yes No
If yes, provide brief explanation: _____

5. Grant project boundaries. *(List the specific streets, or name/address where your project will be located):*
North _____ South _____
East _____ West _____
6. Type of proposed project (i.e. safety enhancements, bollard lighting, park improvements):

7. Which of the grant criteria does your project meet?
Community Engagement Revitalization Safety

8. Please describe how your project meets the above criterion:

9. Please indicate the amount you are requesting: \$_____ (max \$10,000)

Total Project Cost: \$_____ (this should include costs of permits, labor, materials, etc.)

10. Yes No Our HOA/Mobile Home Park will provide the 50% minimum "cash match" required.

a. If YES, indicate amount of "match": \$_____

b. If NO, indicate reason why a "match" cannot be made: **Most Recent financial statements and Reserve Study must be attached if you are NOT providing a "cash match."** _____

11. Type of association: _____ Condominium/Townhouse Association

_____ Mobile Home Park Association

_____ HOA – **If you mark this section, please answer the following:**

Yes No *The current board members have attended HOA education classes.

Yes No *Our HOA has completed a reserve study

12. Monthly Assessment or dues/lot rents: \$_____ Number of homes/units/lots: _____

13. What expenses are HOA dues/lot rents utilized for? (ex: trash, sewer, roofs, landscaping, exterior painting):

14. The project is located on: _____ Public Right of Way _____ Private Property

15. Please describe the project (attach additional pages if necessary):

16. How will neighbors be involved in planning and implementing this project? **Describe how the project was chosen and the process used to gather neighborhood support for the project** (i.e., neighborhood meetings, door-to-door surveys, etc.). 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 propose and comment on projects. Applicants should carefully plan and document how the community will be involved in the selection and execution of a project. Grant projects can provide an opportunity for hands-on involvement; for example, residents may provide volunteer services on projects involving prep work for a landscaping or repainting project (**attach additional pages if necessary**):

17. How will the proposed project engage/benefit the neighborhood and/or community?

18. If your project entails more than one activity, you must indicate the priority for each activity. Funding may be limited and could result in a partial award. If your project is approved, funding will be awarded in the order listed below. **Separate quotes are required for each activity.**

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

19. Who will be responsible for maintenance of the improvements (if applicable)? _____

20. Estimated start date: _____ Estimated completion date: _____

**Cannot start until contract is signed by both parties*

Must be completed by June 30, 2020
Extensions may be granted on case-by-case basis

21. Has your neighborhood received grant money in the past? Yes No

If yes, provide date(s) and amount(s):

Date: _____	Amt:\$ _____	Project: _____
Date: _____	Amt:\$ _____	Project: _____
Date: _____	Amt:\$ _____	Project: _____
Date: _____	Amt:\$ _____	Project: _____

Questions? Call 623-773-5140 or email jaime.gonzalez@peoriaaz.gov

REQUIRED ITEMS (Please attach with this application):

- I have contacted the Development and Engineering Dept. to find out if a permit is needed for this project. This project **DOES** / **DOES NOT** need a permit (circle one) **See page two (2) for details**

Date of call: _____ Name of Employee who helped you: _____

- Before Photos of Proposed Project** – clear, color photos **Check if emailed**
(Would *prefer* electronic photos emailed to: jaime.gonzalez@peoriaaz.gov)
- Price quotes** - Include three (3) price quotes for professional services and materials (for physical improvements). **Please mark “#1” on the lowest quote. REMINDER: separate quotes for each activity are required.** We strongly encourage the use of local City of Peoria businesses.
- Evidence of Neighborhood Support** – Submit all collected results (**signed minutes of meetings, ballots, petitions, etc.**) of your neighborhood to indicate support of this grant application. **See page two (2) for details.**
- Private Property Approval Form(s)** – Attach all necessary private property permission forms for those property owners directly impacted by the project.
- HOA Board Resolution** – HOA’s **must** attach a **signed Resolution** of the board members authorizing the grant request. **See page two (2) for details.**
- Financial Statements** – If an HOA or Mobile Home Park is unable to meet the 50% cash match requirement, attach the HOA’s most recent financial statements, including the Reserve Study. Mobile Home Parks must attach the last 12 months of balance sheets and income statements.
- Miscellaneous Items** – Please attach any other items, including recent newsletters or neighborhood flyers, which show communication regarding the grant project. Include special brochures, trade publications or sketches that visually depict the improvement. Include any other pertinent items you feel are appropriate for this grant request.

NOTE: If this project is approved, the City of Peoria will enter into an agreement with the grantee to ensure completion of the project, as described by this application.

All physical improvements, whether on private property or City right-of-way, must be reviewed and comply with all City codes and be in accordance with all federal, state, and local laws.

In addition, the undersigned understands and fully acknowledges that, to the fullest extent allowed by law, they shall indemnify and hold harmless the City of Peoria and its representatives, from and against all allegations, claims or damages arising from or resulting from any work or services with respect to the Neighborhood Grants Program project funding.

The undersigned certifies that the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Peoria for the project described, and that the individual signing below has the authority to submit this application.

Applications missing any of the “Required Items” may fail to move forward in the grant funding process.

Signature-Title

Date

Submit this application and all attachments to:

City of Peoria – Jaime Gonzalez
Neighborhood & Human Services
Community Assistance Division
9875 N. 85th Avenue, Peoria, AZ 85345

Email application to:

jaime.gonzalez@peoriaaz.gov