

NEIGHBORHOOD GRANTS PROGRAM-FY17



The City of Peoria's Neighborhood Grants Program is designed to assist neighborhood-based improvement projects to prevent the decline of neighborhoods throughout the city. Both Traditional (Non-HOA) and HOA based communities, neighborhood groups and associations who are active partners in their community and interested in improving the quality within life of their neighborhoods are encouraged to apply. Up to \$12,000 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.
- ❖ NO administrative funding will be provided to any community.
- ❖ NO funding will be given to ongoing services and/or maintenance projects to existing amenities which are covered by monthly assessments.
- ❖ Swimming Pools:
 - Submittals must be a SAFETY issue such as decking, fencing, security, etc. and in violation with the County.
 - The most recent Maricopa County Environmental Services Department Water and Waste Management Division Swimming Pool Inspection Report must be included with the grant application.
- ❖ Cannot be a FOR-PROFIT Community (i.e. *Most* Apartments, Commercial Businesses)
- ❖ Proposed projects on City owned property will be assessed on a case-by-case basis.
- ❖ Improvements cannot be made on County property or property outside the City limits.
- ❖ Traditional Neighborhoods (Non-HOA)
 - Improvements made should be to the neighborhood as a whole. Individual property/home improvements involved in the project can only be of the following nature: gravel, rock, grass, exterior painting and minor exterior repairs.
 - Each homeowner included in the project must write a brief description of proposed property improvements and must individually agree to, and approve of, the grant request.
 - Ideas for Traditional Neighborhoods:

*Neighborhood Clean-up Campaign	*General Landscaping Projects
*Pedestrian-friendly Amenities	*Neighborhood Identification Signs
*Perimeter Wall Painting	*Placement of House Numbers on Existing Homes
*Landscaping of Traffic Islands	*Neighborhood Entryways (Signage/Landscaping)

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
 - TRADITIONAL NEIGHBORHOOD'S submitting a grant application will need to show minutes of meetings, ballots, petitions, etc. showing the support from your neighborhood of the grant application request (**see Attachment A**).
 - 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. This is primarily for NON-HOA communities.
- ❖ **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.
- ❖ **Miscellaneous Items** - Any other items - i.e. recent newsletters or neighborhood flyers that show communication regarding the grant project; special brochures or trade publications that visually depict the improvement you are seeking and any other items (sketched plans) you may feel appropriate for this grant request.



APPLICATION DEADLINE
‘first come, first serve’

**Planning and Community Development
Community Assistance Division**

9875 N. 85th Avenue, Peoria, AZ 85345
Ph 623.773.5140 Fax 623.773.7233

NEIGHBORHOOD GRANTS APPLICATION (please **PRINT** clearly)

Primary contact for grant application:

NAME _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ EMAIL _____

Name of your neighborhood association / HOA _____

1. Are you a registered neighborhood with the city? Yes No (If no, you **must** register to be eligible to apply)
Call 623-773-5140 for an application or register on-line: www.peoriaaz.gov/Neighborhood/Neighborhood_HOA_Form.asp
2. In what year were the properties in this neighborhood built? _____
3. Grant project boundaries (please list the specific streets, or name and address where your project will be located):
North _____ South _____
East _____ West _____
5. Name of proposed project: _____
6. Please indicate the amount you are requesting: \$ _____ Total Project Cost: \$ _____
7. Is this project in progress or completed? Yes No
8. 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 for any HOA/Mobile Home Park NOT providing a “cash match.”** _____
9. Type of association: _____ Condominium/Townhouse Association
 _____ Mobile Home Park Association
 _____ Traditional Neighborhood Association (No HOA)
 _____ 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
10. Monthly Assessment or dues/lot rents: \$ _____ Number of homes/units/lots: _____
11. What expenses are HOA dues/lot rents utilized for? (ex: trash, sewer, roofs, landscaping, exterior painting) _____
12. The project is located on: _____Public Right of Way _____Private Property

19. 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:_____

20. **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 pg. one (1) 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: communityassistance@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 in support of this grant application request. **See pg. one (1) for details.**
- Private Property Approval Form(s)** – Attach all necessary private property permission forms for those property owners directly impacted by the project. **This is primarily for NON-HOA communities.**
- HOA Board Resolution** – HOA’s **must** attach a **signed Resolution** of the board members authorizing the grant request. **See pg. one (1) 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 – i.e. recent newsletters or neighborhood flyers that show communication regarding the grant project, special brochures or trade publications that visually depict the improvement you are seeking and any other items (sketched plans) you may feel 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
Planning and Community Development
Community Assistance Division
9875 N. 85th Avenue
Peoria, AZ 85345

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