

NEIGHBORHOOD GRANTS PROGRAM~FY15~Cycle 1



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

Required Items

- ❖ **"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 HOAs 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 statement 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.



Planning and Community Development
Neighborhood and Revitalization

9875 N. 85th Avenue, Peoria, AZ 85345

Ph 623.773.5140 Fax 623.773.7233

FY15 - CYCLE 1

DEADLINE: July 10, 2014 5:00 p.m.

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

1. Name of your neighborhood association _____
2. 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)
3. In what year were the properties in this neighborhood built? _____
4. 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: **Financial Statement 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
13. Primary contact for grant application: (please **PRINT** clearly)

NAME _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ EMAIL _____

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

15. 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 out and document how the community is going to 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**).

16. What specific issue(s) are you trying to address with this project? **How will the proposed project benefit the neighborhood and/or community?**

17. Would you be able to complete this project without grant funds? Yes No (Please explain):

18. If your project entails more than one activity, you must indicate below the priority order for project completeness. If your grant is approved, funding will be provided in this order. **We highly recommend separate quotes for each activity.**

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

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-Approx. 8/11/14

Must be completed by January 29, 2015

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:_____

22. Required Items (please label AND arrange information in the following order):

- Before Photos of Proposed Project - clear, color photos Check if emailed
Price quotes - Include three (3) price quotes for professional services and materials
Evidence of Neighborhood Support - Submit all collected results
Private Property Approval Form(s) - Attach all necessary private property permission forms
HOA Board Resolution - HOA's must attach a signed resolution
Financial Statements - If an HOA or Mobile Home Park is unable to meet the 50% cash match requirement
Miscellaneous Items - Please attach any other items

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" as of 5:00pm on THURSDAY, July 10th may fail to move forward in the grant funding process.

Signature-Title

Date

Submit this application and all attachments to: City of Peoria
Planning and Community Development
Neighborhood and Revitalization
9875 N. 85th Avenue
Peoria, AZ 85345