

## Administrative Regulation No. 029.A001.0508

### *NEIGHBORHOOD GRANT PROGRAM*

#### *I. Purpose*

The purpose of this Administrative Regulation is to set forth the City of Sarasota's procedures governing the Neighborhood Grant Program. Ordinance No. 98-4043, adopted May 4, 1998, addresses the impoundment of motor vehicles used to facilitate prostitution or drug related crimes. On May 4, 1998, the City Commission approved the distribution of the funds generated as a result of Ordinance No. 98-4043 equally between the Nuisance Abatement Program and a Neighborhood Grant Program. The funds are to be distributed annually to both programs on the 1<sup>st</sup> of October each year at approximately \$30,000 per program.

With the adoption of the FY 2007-08 operating budget, the City Commission appropriated \$18,000 for the Neighborhood Grant Program, to be distributed as follows: \$13,000 in a tri-annual application process, herein referred to as "Neighborhood Partnership" grants; and \$5,000 in a monthly application process, herein referred to as "Community Building" grants.

This Administrative Regulation replaces Administrative Regulation No. 029.A001.0107

#### *II. Program Intent*

The overall intent of the Neighborhood Grant Program is to improve the quality of life within City neighborhoods and strengthen the neighborhood and business associations in their efforts to do so.

The "Neighborhood Partnership" grant category is for larger-scale projects/programs (see Section VI). The "Community Building" grant category is to support community gatherings, celebrations, or special events specifically created to enhance the quality of life in City neighborhoods.

#### *III. Eligible Applicants*

Neighborhood, Community, Residents, Homeowner, Condominium Associations, and Coalitions of Associations, within the City of Sarasota, and on record with the Neighborhood Partnership Office, are eligible for both "Neighborhood Partnership" and "Community Building" grant funding (See Section VII).

Business Associations and other City recognized non-profit entities or ad-hoc groups may be considered for "Neighborhood Partnership" grant funding if a) the proposed projects/programs show a direct impact to the neighborhood; and b) there is evidence of neighborhood concurrence if an association exists; or c) the project has a direct connection to an actively defined City Commission priority.

For-profit service providers and local government entities are not eligible for funding.

Each association may be funded for one application in the "Neighborhood Partnership" grant category, as described in Section II, each fiscal year. Each association may be funded for two applications in the "Community Building" grant category, as described in Section II, each fiscal year. Multiple "Community Building" grant applications cannot be submitted by an association within 180 days of one another during the same fiscal year.

#### IV. Application Availability and Deadlines

- a) Applications may be obtained by contacting the City of Sarasota, Neighborhood and Development Services Department.
- b) "Neighborhood Partnership" applications will be accepted tri-annually each fiscal year, generally during the months of September, February, and May, as long as funding is available.
- c) "Community Building" applications will be accepted throughout the year, as long as funding is available.
- d) All applications received after advertised deadlines will not be considered.
- e) The original application must be completed and signed by the neighborhood association/entity president or chair person.

#### V. Maximum Amounts and Disbursement of Funds

- a) The maximum award in the "Neighborhood Partnership" category is \$3,000 per association/geographic area with up to 1,000 parcels, and no more than \$5,000 per association/geographic area with over 1,000 parcels for projects wherein individual households are recipients, i.e., newsletters, membership drives, etc. each fiscal year. Fifty percent (50%) matching funds are required. City resources may not be used as matching funds. Matching funds may not be used for more than one project or neighborhood grant application. Match must be substantiated in writing, and submitted to the Neighborhood and Development Services Department before project completion.
- b) The maximum award in the "Community Building" category is \$350 per association/geographic area per 180 days within a fiscal year. No match is required.
- c) Grant funds are to be disbursed as either direct payments to vendors or reimbursements to incorporated associations. While associations are not required to be incorporated, unincorporated entities will be limited to direct payments to vendors as an implementation option.
- d) All vendors must complete paperwork and file with the City of Sarasota Finance Department.
- e) Association president, or an official designee, receiving grants will be required to sign a letter of understanding before any funds will be distributed.
- f) Payments to contractors/distributors that are in excess of the grant award and arranged by the applicant are the responsibility of the applicant. The City shall not be held responsible for arrangements of services made by the applicant.

#### VI. "Neighborhood Partnership" Application Eligibility

The following is a sample list of projects/programs to be considered for "Neighborhood Partnership" funding. Ideas are not limited to this list – neighborhood leaders are encouraged to be creative in addressing their individual neighborhood needs.

- a) Children / Youth – short-term neighborhood operated programs which would benefit children (after-school/summer program), neighborhood-based sports events.
- b) Communication – web sites, newsletters, advertising, mediation services.
- c) Crime – signage, newsletters and items associated with Neighborhood Crime Watch operations. Video devices may be considered, as long as they can be affixed in a secure location.
- d) Educational – neighborhood organized tutoring/mentoring programs (summer/after-school).
- e) Events – community clean-ups, supplies/notices/entertainment/rentals for festivals/celebrations.
- f) Identity – signage, landscaping, logo design, membership t-shirts, membership drives.

The following is a sample list of project/programs that would not be eligible for funding.

- a) Capital items (any individual item over \$500 that would require tracking by City property control).
- b) Ongoing or operational costs (including salaries/personnel).
- c) Ongoing multi-year projects.
- d) Food and/or provisions for festivals/celebrations.
- e) Projects / programs already funded from another source (including current operating budgets).
- f) Projects typically funded under other sources such as City (or County) department operating budgets, Capital Improvement Program, Community Development Block Grant.
- g) Projects/programs that have already been completed.

*VII. "Community Building" Application Eligibility*

Supplies, entertainment, printing, food and provisions (excluding alcohol and tobacco products), permitting fees in conjunction with neighborhood festivals/celebrations are allowable items for "Community Building" grant funding. Salaries/stipends for event coordination are not allowed.

*VIII. Application Processing*

The "Neighborhood Partnership" applications will be reviewed and scored by a Grant Review Committee, and recommendations will be submitted to the City Commission for final review and approval via Consent Agenda. The appropriation of vehicle impoundment funds will also be requested at this time.

In order to expedite projects, "Community Building" applications will be approved by the Neighborhood and Development Services Director, or designee, within 7 days of the application deadline.

*IX. "Neighborhood Partnership" Grant Review Committee Membership and Responsibilities*

- a) The Neighborhood Partnership Grant Review Committee will consist of at least two (2) neighborhood association presidents (or a designee) from non-applying associations, one (1) representative from the Police, and two (2) representatives from both the Public Works and Neighborhood and Development Services Departments. Representation may be determined by each department head.

The Neighborhood Partnership Grant Review Committee will be appointed and facilitated by the Neighborhood and Development Services Director, or designee.

All rules and regulations of the Florida Sunshine Law will be applicable.

- b) Once the committee takes action, the Neighborhood and Development Services Department will notify the applicant of the application status and, if warranted, process the necessary paperwork to award the funds.

*X. "Neighborhood Partnership" Application Scoring and Ranking*

- a) Each application will be individually scored using the following (or similar) categorical point system:

<u>Category</u>	<u>Points</u>
Project Description	20
Demonstration of Community Need	20
Evidence of Community/Association Strengthening	20
Community Support for the Project	20
Appropriateness / Justification of Proposed Budget	<u>20</u>
Total Points:	100

- b) The "average score" will be determined by dividing the total points given an application by the number of scores.
- c) Funds will be allocated based on application average scores in descending order until funds are depleted. (The highest scoring applications will be considered first.)
- d) Funds will not be allocated to any application with an average score less than 65.
- e) Scores and review committee comments/recommendations will be available for review in the Neighborhood and Development Services Department.

*XI. Responsibilities of the Applicant*

- a) The applicant, or contractor awarded the work, must obtain all appropriate permits, (within 30 days), prior to initiating the project, if applicable.
- a) The applicant or contractor awarded the work must adhere to all applicable City Codes.
- c) Substantiation of individual budget amounts being requested is required as set forth below:
  - 1) Less than \$199.99 no quotes necessary
  - 2) \$200.00 and above requires three (3) written estimates from vendors
- d) All projects/events must be completed by the end of the same fiscal year of funding. Fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

*XII. Application Requirements*

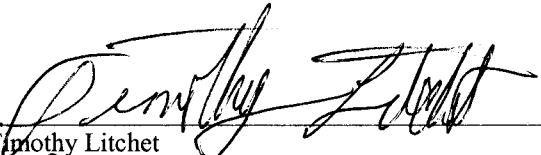
- a) Projects/programs must demonstrate the potential to benefit the neighborhood.
- b) Associations must show consensus of the neighborhood association for the project. Applications without proper verification of consensus will be disqualified.
- c) All permanent installations, (such as signage and landscaping), must be on public land.
- d) All funded "Community Building" events must be open to all residents within the geographic area represented.

*XIII. "Neighborhood Partnership" Performance Reporting*

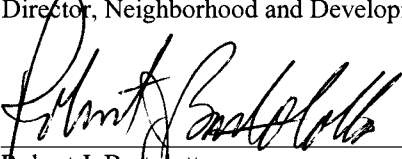
- a) Grant recipients are required to complete and submit quarterly interim performance reports, until project completion.
- b) Grant recipients must produce a final performance report evaluating the success of the project within 60 days of the project completion. These reports shall include photographs, proof of project.
- c) Failure to submit quarterly interim or final performance reports will result in disqualification in future grant cycles, for one full year.
- d) Interim and final report forms will be provided by the Neighborhood and Development Services Department, who will also monitor and maintain grant files on all projects.

*XIV. "Community Building" Performance Reporting*

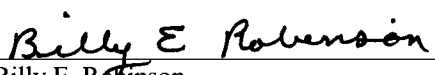
- a) Grant recipients must produce one (final) performance report evaluating the success of the event, within 30 days. These reports shall include digital photographs and an event description.
- b) Failure to submit a final performance report will result in disqualification in future grant cycles, for one full year.
- c) Final report forms will be provided by the Neighborhood and Development Services Department, who will also monitor and maintain grant files on all projects.

  
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Timothy Litchet  
Director, Neighborhood and Development Services

5/5/08  
Date

  
\_\_\_\_\_  
Robert J. Bartolotta  
City Manager

5/5/08  
Date

  
\_\_\_\_\_  
Billy E. Robinson  
City Auditor & Clerk

5/6/08  
Date

  
\_\_\_\_\_  
Lori Rivers  
Manager, City Records

5-9-08  
Date