

NEIGHBORHOOD ENHANCEMENT MATCHING GRANT PROGRAM (NEMGP) *SIGN TOPPER* *(50/50 MATCHING GRANT)* APPLICATION

Please answer the following questions to the best of your ability. Funding for your proposed project will be based in part on how much information you are able to provide. If necessary, you may be asked to provide further information and/or clarification regarding your answers. If you have difficulty or need assistance answering any of these questions, please contact the City's Community Services Office at (972) 466-4299. We will be glad to review your application with you before submittal. **Incomplete applications will not be accepted and no changes or additions can be made to your submitted proposal unless requested by the Neighborhood Advisory Commission.** Note: Once received, all information on this form is a matter of public record and may be released to third parties upon request.

SECTION I. NEIGHBORHOOD INFORMATION

1) Name and Federal Tax Identification Number of the Neighborhood Organization:

2) Name and Phone Number of the President of the Neighborhood Organization:

3) Primary Project Coordinator:

Secondary Project Coordinator:

Name

Name

Address / ZIP Code

Address / ZIP Code

Home Phone

Home Phone

Work Phone

Work Phone

FAX

FAX

E-mail Address

E-mail Address

SECTION II. GRANT APPLICATION

Project Description

In the space below, please provide a brief description of your project:

Please answer the following questions concerning your project:

- 1) **AGE:** What is the age of your neighborhood? _____
- 2) **PARTNERSHIP FACTOR:** The Neighborhood Advisory Commission (NAC) places a high value on any neighborhood contribution that can be made to help lower the cost of your neighborhood project. Such contributions may be any combination of “sweat equity” (volunteer labor), donated money etc. However, since the sign toppers will be installed by the City’s Public Works Dept., there will be limited opportunity for sweat equity match restricted to application preparation and reporting. Please list any cash contributions and/or sweat equity that your neighborhood will be contributing to this project. (Please complete the budget worksheets on pages 3-4, prior to answering this question.):

- 3) **SIGN TOPPER DETAILS:** Please provide the following details:
 - A) How many streets sign does your Homeowner’s Association (HOA)/Neighborhood Association (NA) currently have?

 - B) Please specify the number of sign toppers requested?

 - C) Please specify the locations where the sign toppers will be installed? Please add as many pages for this section as needed.

 - D) Please list activities undertaken to solicit neighborhood input on the proposed project (i.e. list any board meetings, surveys/polls conducted, petitions signed, or newsletters published, etc. utilized to gather resident input): Please provide proof of outreach and support by providing copies from at least one of the items described above.

E) Are any neighbors opposed to this project? If so, have they been given the opportunity to present their concerns to the neighborhood organization as a part of the planning process? Please explain how many are opposed to the project and what their concerns are:

4) **FUNDING:** The Sign Topper Program is a 50/50 matching grant. Because there is limited opportunity for sweat equity, HOA/NA will be required to make cash contributions to meet their 50% match requirement. Will your organization be able to fulfill the cash match requirement for this project?

5) **PROJECT BUDGET:**

Please provide a breakdown of the estimated project expenditures by task or item. Please refer to Attachment A on page 6 to calculate the total cost of materials.

Item	\$ Amount
Total number of signs requested	
Price per sign (refer to attachment A on page 6)	\$
A. Cost of Materials (# of signs x price per sign) =	\$
B. Cost of Labor (Installed free of charge by the City's Public Works Department)	NONE
C. Miscellaneous Costs (if any)	\$
D. Total Cost Estimate (Enter this amount on page 4)	\$

Sweat Equity

To calculate the value of sweat equity, *list:* 1) each task that will be performed by volunteer labor (such as application preparation and reporting time); 2) the number of people participating; and 3) the hours estimated to perform the task, then, for each task, *multiply:* 1) the number of people performing the sweat equity; 2) the total number of hours estimated to complete the task; and 3) the rate of \$10 per hour. Finally, find the total sum of the "\$ Value of Sweat Equity" column. You will insert this total on page 4.

Task	Number of People Participating	Number of Hours	Hourly Rate	\$ Value of Sweat Equity
			\$10.00	\$
			\$10.00	\$
			\$10.00	\$
Total Value of Sweat Equity (Enter this amount on page 4)				\$

Cash Donations

Please provide the amount of cash donations:

Cash Donation(s)	\$ Value
	\$
	\$
	\$
Total Cash Donations (Enter this amount in the table below)	\$

FINAL BUDGET CALCULATION

To complete your final project cost estimate, you will need to subtract the value of the sweat equity, cash donations and neighborhood funds from the calculated cost of the project as determined on pages 4:

Budget Item	\$ Amount
Total Estimated Cost of Project (Page 3)	\$
Subtract Total Value of Sweat Equity (Page 3)	- \$
Subtract Total Cash Donations (Page 4)	- \$
Subtract Neighborhood Funds or Other Resources	- \$
Total Grant Requested (\$5,000.00 maximum)	\$

FINAL CHECKLIST

Before you submit your application for Neighborhood Advisory Commission consideration, have you . . .

- ___ Registered your neighborhood with the Community Services Office? Apply online at: www.cityofcarrollton.com/NAregistration
- ___ Discussed your proposal with Community Services staff prior to application deadline to identify any technical issues associated with your grant proposal?
- ___ Fully completed the NEMGP- Sign Topper application?
- ___ Met with your neighbors to discuss the project and gauge neighborhood support? Provide at least one proof of outreach and support.
- ___ Received a quote from *FastSigns* (City's approved vendor for Sign Topper Program) specific to the HOA/NA needs/requirements? Please provide a copy of the quote with your matching grant application.

If you answered "no" to any of the above questions, your application is not complete. Please contact Community Services staff for further assistance.

If you answered "yes" to all of the above questions, your application is complete and will be processed upon receipt. Thank you for all of your hard work!

Upon receipt, your application will be reviewed by Community Services staff, Development Review Committee (DRC) (staff committee) and finally by Neighborhood Advisory Commission (NAC) (citizen board). Please note that the application review and processing may take up to 4-6 weeks as the DRC and NAC meet intermittently. Visit the following website for grant application deadlines and NAC meeting dates: <http://www.cityofcarrollton.com/NEMGP>

Upon approval from DRC, Community Services staff will invite the HOA liaison to attend one of the NAC meetings to present the grant project proposal to the Commission.

Steps to follow subsequent to Neighborhood Advisory Commission matching grant approval consideration:

- Sign NEMGP and Maintenance License agreements with the City of Carrollton.
- Have *FastSigns* design your neighborhood sign topper following the sign design specifications as per the City's Public Works Department guidelines and get one complete proof. The sign company will likely charge the HOA/NA for the design work and the initial sample.
- Complete the Public Works - Neighborhood Sign Request form. This form can be downloaded from: www.cityofcarrollton.com/signprogram
- Submit the completed Neighborhood Sign Request form and a sign topper proof to Public Works, Traffic Operations Division for approval at 2711 Nimitz Lane, Carrollton, TX 75007. For questions or appointment call: 972-466-9872 or email: TrafficOps@cityofcarrollton.com
- Traffic Operations will review the HOA/NA request and send a verification of the design approval.
- Upon receiving approval from the Traffic Operations, HOA/NA should contact the sign company and place the full order of sign toppers.
- Neighborhood sign toppers should be delivered directly to the HOA/NA after fabrication.
- Once all sign toppers are received and ready for installation, contact Traffic Operations Division to schedule the installation of the sign toppers. For installation details and guidelines visit: www.cityofcarrollton.com/signprogram

Attachment A**NEIGHBORHOOD SIGN TOPPER PROGRAM**

QUOTES RECEIVED BY:

FASTSIGNS of Carrollton

2717 E. Beltline Rd.

Carrollton, TX 75006

Ph: 972-418-6779

Fax: 972-416-4248

Email: 96@fastsigns.com

Quantity	Amount
Quantity of 1-5 signs	\$42 each
Quantity of 6-10 signs	\$38 each
Quantity of 11-15 signs	\$35 each
Quantity of 16-20 signs	\$33 each
Quantity of 21 signs or more	\$29 each
Set up fee for signs	\$20

Please note that a deposit is required at the time of order in the amount of 50% of the total cost. Also, the manufacturing time is approximately 3-4 business days after proof approval.

Additional pertinent details:

The selected vendor provides one background color option with white lettering. The price above is based on the assumption that the signs are about 8" x 18" contour cut whichever pattern the HOA chooses from the City's approved patterns.