



NEIGHBORHOOD ENHANCEMENT MATCHING GRANT PROGRAM GUIDEBOOK



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INTRODUCTION

City Council in 1998 initiated the Neighborhood Enhancement Matching Grant Program (NEMGP) to support the goals and objectives of sustainability, beautification, leadership development and pride of place.

City Council designed the program to accomplish the following goals:

- Encourage Carrollton's neighborhoods to enhance the quality of life throughout the city by working in partnership with the City to resolve problems and concerns
- Empower neighborhoods to work together by engaging citizens in the neighborhood improvement process
- Provide Carrollton's neighborhoods with opportunities to make enhancements that support their long-term viability

THE NEIGHBORHOOD ENHANCEMENT MATCHING GRANT PROGRAM (NEMGP)

The NEMGP is a vital element of the City's on-going efforts to stimulate reinvestment in neighborhoods throughout Carrollton. Under this program, the NAC makes funding available for improvement projects. Each NEMGP application is determined on a case-by-case approach. Nothing shall imply or suggest the City of Carrollton is precluded from considering other options which would further the best interests of the City. This is a matching grant program based on an agreement providing performance conditions.

It is required that every NEMGP grant provides an improvement, not just for the neighborhood that is applying, but for the City as a whole. This public benefit is a critical component to the program and requires the improvements benefit all citizens and not just individuals. The maximum amount of the City's contribution to any one entity for a project under the NEMGP is \$25,000. This grant is a matching grant, which means that the neighborhood has to put some investment into the project too. This investment is called "the match". NEMGP applicants are required to match one part to every two parts the city provides. The match requirement can be met with cash, donations of material, and volunteer hours (sweat equity) at \$15 per hour. The match must be on the property where the grant is taking place or that is contiguous to the project improvement. The neighborhood will act as the General Contractor for most approved projects, and the City of Carrollton will provide procurement of contractors and materials, all permits are required but the fees are waived.

REQUIREMENTS FOR FUNDING UNDER THE NEMGP

Proposals will be considered by the City's Neighborhood Advisory Commission (NAC) on an annual basis.

- Register, on an annual basis, with the City's Community Development Office at City Hall. Neighborhoods that wish to submit proposal must be registered.
- All registered neighborhoods can apply, but priority will be given to the neighborhoods that are at least 10 years old and include a minimum of 30 residential units.
- Every NEMGP grant has to provide a public benefit not just for the neighborhood that is applying, but for the City as a whole. The project must promote the health, public safety, beautification or welfare of the city. The benefit is for all citizens, not individuals, therefore, NEMGP grants are not allowed on private HOA property that is designed for private, members only use.
- The neighborhood must provide a match to the City's funding which can be in the form of cash, donations or sweat equity. The city donates 66.6% of the grant the neighborhood must match with 33.3% of the total project. Priority will be given to grant applications that is sweat equity and neighborhood volunteers for the match.
- Measure neighborhood sentiment to determine support for proposed projects.
- Submit a completed application with all appropriate attachments.

WHAT TYPES OF NEIGHBORHOOD GRANT PROJECTS MIGHT BE APPROVED?

Neighborhood grant projects are limited only to the extent that they should contribute to the sustainability of the City or Carrollton. Questions as to whether a project might be eligible should be directed to Neighborhood Partnership staff, examples of potential projects include:

- Neighborhood entryway landscapes and/or Neighborhood Monument Identification Signs
- Xeriscape parks and native vegetation plantings
- Neighborhood park improvements, if parks are open to the public and not considered for HOA membership only.
- Public right-of-way irrigation improvements
- Bicycle Racks
- Park Benches

**CREATIVE IDEAS BEYOND THIS LIST ARE ENCOURAGED,
IF APPROPRIATE FOR YOUR NEIGHBORHOOD**

Examples of projects that probably **would not** be approved for funding include:

- Improvements that result in a benefit enjoyed solely by an individual or select group instead of the general public (i.e. private security lighting, individual mailboxes, security doors for private residences or facilities, improvements to a private clubhouse, etc.)
- Projects that are for HOA private property and are “internal” to a neighborhood. If property is for the exclusive use of members, that cannot be accessed by the public, such as parks, pools, community rooms, golf courses, gardens, tennis courts or ponds they are excluded from the NEMGP program
- Projects inside a gated neighborhood
- Grant proposals that request funding for routine maintenance items that are typically the responsibility of the neighborhood, or budgeted for by a homeowners’ association, are not eligible for funding. Projects that are for on-going maintenance in nature, like pond dredging, fence repair, light pole painting, or ongoing landscaping upkeep like tree trimming
- Projects that may result in a public safety hazard (i.e. the construction of a fence across publicly-owned streets to create a “gated” neighborhood)
- Projects that have not been completely thought out and/or do not provide enough supporting data to justify the project (i.e. traffic counts, crime statistics, studies or articles from publications that may lend support to a grant proposal)
- Projects that are not in agreement with the NEMGP guidelines and City ordinances
- Projects that do not have support of the majority of neighborhood residents
- Projects that conflict with City improvements or do not comply with local, state, or federal law
- Expenditures incurred prior to award of grant funds
- Projects that fix a self-imposed code violation
- Salaries or operating expenses

NEMGP Grant Schedule

Projects must be completed by the end of the fiscal year on September 30. Neighborhoods may not apply for additional Neighborhood Matching Grants until all previously awarded projects have been closed out.

NEMGP Information Session	January
Call for NEMGP Applications Opens	January
Applications Due	June 1 st
Development Review Committee Review	June - August
NAC Project Tour	2 nd Thursday in August
NAC Presentation	2 nd Thursday in September
Contracts Signed/Training Concluded	September/October
Beginning of Projects	October 1 or after agreements are signed
Completion of Projects	September 30 of the following year

PUBLIC BENEFIT REQUIREMENTS

Public Benefit: A project that improves the public health, safety, value or welfare of the neighborhood, providing benefit to residents of the neighborhood and to the entire City of Carrollton, not individuals. Benefits to private property and individuals must be incidental to the primary public benefit.

The NEMGP encourages registered neighborhoods to discuss and plan improvement projects based on the needs and/or goals of the entire neighborhood, and strongly encourages that the project will also benefit the City of Carrollton as a whole. The decisions made by the NAC reflect a strong desire to ensure the project funded provides an enhancement for the entire City.

The NEMGP grant can be located on public or private property. If the NEMGP grant is located on private property, it must be in public view from an arterial or collector street. NEMGP grants or NEMGP matches are ***not*** allowed on private HOA property that is designated for private, members only use, such as pools, private parks, clubhouses, golf courses or tennis courts.

To assist neighborhoods in determining what a public benefit is about for NEMGP grant requests, the NAC utilizes the following definitions:

Public Property: Includes rights-of-way, parks, City-owned recreational facilities, or any other property owned by a public entity.

Private Property: Any property owned by a private entity, individual or homeowner's association. The NEMGP guidelines will take private property improvements into consideration if they are currently maintained by the neighborhood and defined in the Neighborhood bylaws and covenants as a neighborhood maintenance responsibility and are contiguous to an arterial or collector street.

Examples are monument signs, entryway landscaping, tree or landscaping rows along an arterial or collector, contiguous to a R.O.W. maintained by the neighborhood.

MAINTENANCE REQUIREMENTS

Projects funded with a NEMGP grant intend to have a long-term positive impact on your neighborhood and the City of Carrollton as a whole. All NEMGP application recipients are required to maintain their project in perpetuity. Applications must have a well-developed, long-term plan for maintaining and/or repairing any improvements. Ongoing maintenance costs to consider are irrigation, landscaping, and repair and replacement of any damaged projects. Although not required, if your NEMGP application includes a monument sign or other expensive feature, insurance might be important to consider preventing expensive maintenance hassles in the future.

All landscaping paid for by the NEMGP grant will require irrigation system to support it. If no irrigation system exists, one will have to be included as part of the grant project. The neighborhood will have to pay all maintenance to repair, maintain and use the irrigation system for future use.

Ultimately, it is important that projects funded by the NEMGP grant look just as good 5-10 years from now as they do when you finish the project.

Public Participation and Involvement Requirements

Neighborhood support for your grant request is extremely important to the NAC when reviewing your grant proposal. The sooner the neighborhood can begin working together, the more effectively organized it will become.

Neighborhood meetings are a great way to measure support in your neighborhood before you apply for a grant. At this meeting, you should determine who is willing and able to volunteer the time necessary to successfully complete the proposed project and establish a project team.

A neighborhood survey is a good way to gather information on neighborhood ideas and support. Conducting a neighborhood survey can provide you with answers for two evaluative criteria used by the Commission when reviewing grant applications.

Partnership Factor – you can determine who in your neighborhood is willing to volunteer time or money to improve the neighborhood.

Neighborhood Support – once you complete and prioritize your survey results, it can help you determine how many of your neighbors are in support of the proposed project.

Survey instruments you may consider include asking questions door-to-door; circulating support petitions; mailing out surveys; etc. Through the Neighborhood Partnership office, your neighborhood has access to Survey Monkey, an online survey tool for free.

GRANT AND MATCH REQUIREMENTS

The maximum amount of the City's contribution to any one entity for a project under the NEMGP is twenty five thousand dollars (\$25,000) per year. Neighborhoods are required to match the city's contribution with cash donations, in kind donation or volunteer labor. The neighborhood is required to match \$1 to every \$2 the city contributes.

Documentation guaranteeing the neighborhood's contribution must be provided as a part of the application materials. Such documentation must include: the budget dedicated for the proposed project and documentation such as signed sweat equity pledge forms from those volunteering their time or services, a current annual Treasurer's report from the neighborhood organization must also be attached. This documentation must be provided at the time of the submission of the application.

The Neighborhood match must be on the property where the NEMGP grant is taking place or that is contiguous to the project improvement area that will be receiving the City NEMGP grant funds. The NEMGP grant project area and the match area must be in public view from an arterial or collector street. For example, a match cannot be done on a pool, park or pond in a separate location, especially if that property is considered private for members only HOA use and/or is located internal to the neighborhood.

Maintenance items are **not** eligible for grant funds, but are eligible as part of the Neighborhood match, if the maintenance is part of the larger project area. Maintenance can be incorporated either as volunteer labor or as a cash donation if the work is carried out by contractors. Examples are tree trimming, power washing, landscaping, wall repair and mortaring, trash clean up or fence repair and replacement.

Any donated materials, services, other funding, volunteer labor or "sweat equity" that the neighborhood contributes will weigh significantly in the review process. The NAC places a high value on sweat equity during the implementation of the project. The majority of the neighborhood match should be covered by actual volunteers on the work day or cash donations, but the NAC will allow 25% of the total required match may be covered by volunteer labor for grant application and project planning.

Donated cash must be available in your organization's bank account at time of application. A statement or some other form showing account balance is required for documentation.

Volunteer labor (sweat equity) will come from the neighborhood to do the work for the project. The current volunteer labor rate is \$15/hour. Documentation of volunteer hours worked is required for grant reporting. Pledge sheets are not required for the application, but it is recommended that the Team Leader collect commitments from volunteers when planning the project.

Donated professional services can be anything you will hire a professional to do, but for which they might offer to waive all or a portion of their usual fee. This includes work done by architects, landscape architects, engineers, sign contractors, electricians, etc. A letter or invoice from the

professional on their company letterhead documenting their usual fee and how much they are donating is required for the application.

Donated materials can be any material donated by a business or individual for the project. This includes items such as plant materials, tools and/or equipment and signage. Documentation of these donations is required for the application.

SECTION 2: COMPLETING THE APPLICATION

Preparing your application should not be difficult if you have done all your homework. Take the time to answer the questions accurately and know what your neighborhood is specifically requesting. Seek out the most economical way of accomplishing the project and try to identify creative approaches to addressing neighborhood issues.

Once submitted, The Neighborhood Partnership Office will review your application for completeness. ***Incomplete or late applications will not be accepted.***

DESIGNATING NEMGP GRANT LEADERSHIP

The NEMGP is a year-long, intricate project with many moving parts. It is highly recommend that your neighborhood organize a NEMGP grant team to handle all of the duties that are required. Delegating responsibilities like project management, volunteer management, grant writing and site design to different people and coming back to discuss it as a team will help keep the project on track and prevent burn out.

NEMGP GRANT REQUIREMENTS

In addition to submitting the completed application, the following items are also **required** as a part of your grant proposal:

- **Graphical Renderings or Detailed Sketches**: You must submit at least one detailed sketch or graphical rendering to illustrate the location, type and scope of the proposed improvements. This does not have to be done by a professional, but it does need to be done to scale and to be an exact representation of what is proposed.
- **Site Plans for Monument Signs**: If a neighborhood plans to add or repair a monument sign as part of the NEMGP, the neighborhood must acquire a permit with the grant application prior to June 1st. A location map with set back and architectural renderings or a picture mock up with dimensions of the sign along with materials to be used will be required. It will be up to the neighborhood to contact Building Inspection to ensure all monument signs meet city code, set back requirements and are designed to the neighborhood design standards prior to the NEMGP application submission. Please make sure your bids include costs for design fees.
- **Traffic Plan**: If your project plans to use volunteer labor within 15 ft. of an arterial roadway you will be required to create a traffic safety plan for your volunteers using the Texas Manual of Uniform Traffic Devises. If you have questions contact the Neighborhood Partnership Office for requirements. Safety vest and traffic devices are available through the Neighborhood Partnership Office.

- **Project Timeline:** A well-organized grant also has a well-organized project work schedule. On any project using volunteers, contractors and a variety of funding sources can be cumbersome, and a good timeline will keep your grant on track. On the timeline, the NAC will need to see when you plan to start the project, planned volunteer work days and when planting will occur. Weather, availability of contractors and your volunteers are important elements to keep in mind while scheduling.
- **Detailed Budget:** A high priority for approval is a well-organized and detailed budget. The Grant calculations cannot be completed without a detailed list of materials, labor, and volunteers hours the project will require. The NAC will want to know that the grant includes and clearly details the amounts of all items needed and their costs. This is also important for the DRC review, as materials and plants choices will be reviewed and approved by staff. Labor is another important element of the budget and should be specific to how many workers, volunteers, and how much time is needed. A copy of a sample budget worksheet is located on page 27-28 of this guidebook. ***Every application will need to include the most recent annual budget for the neighborhood that includes reserves and savings.***
- **Quotes/Bids:** Neighborhoods are required only to get one bid for each project item. The source of the bid or quote should be included on the budget worksheet. After approval, the city will be required to get three bids or quotes for any items or groupings of items (such as landscaping) over \$2,000, and go with the lowest bidder. This might mean the city will have to use a different company or contractor than the one the neighborhood originally received the bid from.
- **Evidence of Neighborhood Support:** Submit the results of a neighborhood vote or neighborhood poll concerning the project. Everyone must be given the opportunity to participate. The NAC requires that every household in the neighborhood is notified and asked for feedback about the project, via flyers, newsletters, email, web pages, Nextdoor or Facebook posts. The NAC understands that not everyone will respond, but it is important to involve the entire neighborhood in the process. If questions or concerns are brought up by residents it is important to address them beforehand. Consensus is not required on a project, but if conflicts can be mitigated beforehand in the design process of the projects, it is preferred.

Another way to gauge neighborhood support is with volunteer labor or “sweat equity” labor. The NAC places a high value on neighborhood volunteers, and the more volunteers you can show that you have for a project, the better. A copy of a neighborhood support form is located on page 30 of this guidebook.

- **Impacted Private Property Approval Form:** Any property owners directly impacted by a project must sign a petition of support for the undertaking. If a project is located (even partially located) on private property, the owner(s) must sign the Impacted Private Property Approval Form – **no exceptions**. A copy of this form is located on page 29 of this guidebook.

Private Property is any property owned by a private entity, individual or homeowner’s association. In some cases, a monument sign or neighborhood entryway can exist on private property, and even if the project is a City R.O.W it still can be on the private property of the

homeowner abutting the project. All owners listed on the title or mortgage statement will need to sign. If homeowners refuse to sign, then the project cannot take place.

➤ **Grant Calculation:**

An electronic worksheet is available that will auto calculate the results as the data is entered.

Step 1: Calculate the total project budget. All labor, including volunteer labors will need to be accounted for in the total project budget first before you can determine the grant match value.

This is best done on a separate budget sheet. We have provided a sample on page 26. For each item of the budget, place a description in the “Line Item” field and the corresponding amount in the “Amount” field. The line items should be specific enough to understand all of the components of the project, but they include materials, equipment, planning labor and actual labor on the project. You will need a source of each estimate. If the item is to be purchased with grant money the amount is listed in the “purchased” column. If it is part of the Neighborhood match then it will be listed under the “donated” column.

Step 2: Determine the Value of the Neighborhood Match

Step 2 of the Grant and Match Calculation Worksheet is for the Neighborhood Match that is required to be 33.3% of the NEMGP grant funding. Working from the budget worksheet for each type of item listed total the column on the budget worksheet, then list it “Step 2 Determine the Match Value.

If the total cash match percentage exceeds 25% then the sweat equity used on project planning and the application will need to be reduced. If the Total Match percentage is less than 33.3%, then the application will need to include more of a match.

Based on the information entered in the previous two sections, the **NEMGP Grant Request** amount will auto calculate as will the amount the neighborhood will actually receive from the City, if a grant is awarded. This amount is 66.67% to the total cost of the project, not exceeding the \$25,000 cap. The total project costs include the Neighborhood Match.

Although optional, you may also consider attaching the following items to your completed grant application:

Photographs: Photographs may be submitted in support of the application. Submit as many photographs as needed to clearly convey the need for or circumstances related to the project. Photographs should be numbered and labeled with the location and a brief description of what is being illustrated. Although optional, photographs are an excellent way to help staff and Commissioners “visualize” your project.

Other: Submit any additional supporting materials you feel are pertinent to your application (neighborhood organization documents, newsletters, meeting minutes, correspondence, traffic studies, crime statistics, etc.).

Meet with Neighborhood Partnership Office Staff Regarding Your Project

The NPO fosters and encourages partnership between neighborhoods, businesses and community organizations in the City of Carrollton. When you register your neighborhood or homeowners association with the City, assistance can be provided from staff and Neighborhood Advisory Commission (NAC) mentors on available services and opportunities.

Contact the NPO to discuss project feasibility and to review your application for completeness. Your neighborhood project team should make plans to meet with staff as early in the process as possible to seek assistance in planning your proposed project. City staff has numerous resources available to assist you in this effort.

The NPO can assist your neighborhood in identifying initial technical concerns or maintenance issues that may arise from your proposed neighborhood enhancement project. In many instances, staff can also help you prepare a “bid estimate” for your project so that those providing you with the cost estimates are submitting them based on the same scope of work. Meeting with NPO staff early in the process is an excellent way to gain insight on how to successfully apply for a Neighborhood Enhancement Matching Grant. You may also want to contact fellow neighborhood leaders who have completed previous projects under this program and network with them.

SUBMIT THE NEMGP GRANT APPLICATION

All NEMGP applications are due on June 1st. No late submissions will be allowed. Applications can be submitted anytime between January – June 1 annually.

- While you are designing and filling out your application, work with staff early and often, we are here to help.
- Don't wait until June 1st to turn in your application. The earlier you turn in your NEMGP application, the more staff can work with you on project design.
- Ensure the application form and budget worksheet are completely filled out.
- Print the Final Checklist of the application, and obtain signatures from the Project Team Leaders. Scan the page and include it with all other required documents.
- Ensure all required documents are scanned as part of the application.
- Save the application and attach it to an email to be sent to community.development@cityofcarrollton.com
- Attach all required documents to the same e-mail. Please note that the maximum attachment size is 10 MB. If you need to send any documents in an additional email, ensure the email includes the Neighborhood Group name and the Project Name.
- If technical issues prevent emailing the required documents, supporting documents They can be mailed to or dropped off at:

City of Carrollton
The Neighborhood Partnership Office
Community Development

1945 E. Jackson Rd.
Carrollton, TX 75006

- Please note: the application must be emailed to community.development@cityofcarrollton.com

SECTION 3: NEMGP GRANT PROPOSAL PROCESSING POLICIES

The following policy items are provided relating to the proposal review process. The Neighborhood Advisory Commission (NAC) has adopted the following policies to help streamline the process and program.

- Each application is determined on a case by case approach. Nothing shall imply or suggest the City of Carrollton is precluded from considering other options which would further the best interests of the City. The NEMGP program is based on an agreement providing performance conditions.
- A neighborhood is only eligible for one grant per year. The maximum amount of the grant is \$25,000 and the maximum term for implementation of the proposal is twelve (12) months.
- If the neighborhood fails to submit a complete application or fails to appear to present the proposal to the NAC on the appropriate date, the proposal will be rejected and will have to be resubmitted.
- After an application is submitted, it is reviewed by City staff to ensure that all program requirements and city codes and ordinances are met. The Neighborhood Partnership Office next presents the proposal to the Development Review Committee (DRC). The DRC will conduct a meeting to review the project proposal and provide feedback to the Community Development staff liaison. The DRC may request additional information or revisions to the proposal from the project coordinator. If the neighborhood fails to work with the DRC prior to the September NAC meeting date, the proposal will be rejected and may have to be resubmitted or postponed until the next round of applications. After having met all DRC specifications, the proposal is readied for transmittal to the NAC for approval.
- If the DRC votes to deny a proposal, the DRC will specifically identify all items that must be remedied before the neighborhood can resubmit the proposal for funding.
- In the event that the NAC denies a project, the neighborhood will have 30 days to remedy the proposal for reconsideration by the NAC. If the neighborhood does not remedy the proposal, the proposal will die for lack of action and will have to be resubmitted.
- The NAC is charged with and committed to working with every neighborhood to produce a successful proposal and project.
- No appeal of the NAC's decision can be formally facilitated before the City Council.

REVIEW OF GRANT PROPOSALS

All NEMGP Applications must first be reviewed and approved by the Development Review Committee (DRC). The DRC is comprised of staff from various City departments that meets on an

as-needed basis to share information and discuss issues related to Carrollton neighborhoods and helps to coordinate the delivery of City services to them. The Team is composed of staff from the, Public Works, Development Services, Parks & Recreation, Building Inspection, Environmental Services, and Engineering. The group assists neighborhoods in resolving critical issues and concerns. The DRC has the authority to require changes to the design of the grant to meet city codes and safety standards. They also have the authority to deny a grant application if it does not meet required city standards.

Also playing a major role in this mission are the nine (9) members of the NAC. The NAC was established by the City Council to help develop and recommend general policies, strategies, and programs related to the development, preservation, improvement, and revitalization of Carrollton's many neighborhoods. The NAC's primary responsibility is to review and approve Neighborhood Enhancement Matching Grant requests for funding.

Final review and evaluation of all grant applications will be conducted by members of the Neighborhood Advisory Commission (NAC). The Commission will consider all grant projects on the following criteria:

- 1) **Project Description:** Is there a clear understanding of the project which includes location, type of project and materials? Is there a detailed sketch or graphical rendering in the grant application? Does the sketch provide accurate dimensions, materials and locations for new materials? Does the application include pictures? Is there a timeline for implementation that allows enough lead time and work days for volunteers? Is the budget detailed and inclusive of all tasks? Are quotes up to date?
- 2) **Public Benefit:** Will the project benefit a significant percentage of neighborhood residents? Of City Residents? Will it enhance the aesthetic qualities of the neighborhood, improve the quality of life or promote neighborhood fellowship? Increase property values? Will it reduce potential property damage or heighten security within the neighborhood? Will the project promote traffic safety or improve traffic conditions in the neighborhood? Grant requests that benefit the general public beyond the just the neighborhood will receive higher priority.
- 3) **Ongoing maintenance:** If there are long-term maintenance issues associated with a proposed grant project, how has the neighborhood addressed them? Proposed projects that require maintenance must address how the neighborhood will provide for the costs associated with this maintenance.
- 4) **Neighborhood Match:** Does the proposed project include any combination of volunteer labor ("sweat equity"), cash, services or materials? Projects that promote the partnership ethic by including partial funding, material contributions, or "sweat equity" contributions to the project from the neighborhood may be given greater consideration than those that do not. The Neighborhood match must be used on or contiguous to the project improvement area. All NEMGP projects must be in public view from an arterial or collector street. For example, a match cannot be done on a pool, park or pond in a separate location, especially if that property is considered private for members only use.

- 5) **Neighborhood Support**: Is the grant project supported by a majority of the residents of the neighborhood? Projects should demonstrate a high level of neighborhood support. Neighborhood residents should be asked for their input on the project. Applicants are asked to conduct a neighborhood meeting or use door-to-door ballots to determine what level of neighborhood support exists for the project. The result of this effort must be part of a completed application to ensure the “democratic process” was utilized. All of the residents within a neighborhood’s defined boundaries should be surveyed.

- 6) **Grant Calculation**: Is the budget balanced? Does the grant have the appropriate match, good balance between sweat equity and money donated? Has no more than 25% of the volunteer match been used for volunteer labor applied toward project planning and application and 75% of the match used for volunteer labor on the project, in kind donations or cash? Is the match located on public or private property on or contiguous to the proposed grant project location?

NEIGHBORHOOD PRESENTATION TO THE NAC

Neighborhoods are required to present proposals at an NAC meeting. A neighborhood can only present to the NAC if it has passed the DRC approval process that runs from June – August.

The best presentation typically includes a short power point with a description of the project that lasts about 10 minutes. The NAC encourages applicants to invite the board and other interested residents to the NAC meeting to show support for the project. NAC meetings for NEMGP grant presentations will be held in September, on the second Thursday of the month. Any presentation to the NAC will first need to have staff and DRC review and approval. At this meeting, after the presentation, the NAC will vote for or against the neighborhood NEMGP proposal.

SECTION 4: IMPLEMENTATION

Although the NEMGP Neighborhood Project Coordinator will be acting as “Project Manager” on the grant, NPO Staff will play a very significant role. Before your neighborhood has any work day or spend any funding, check in with the NPO staff. NPO staff is required by state law to follow procurement requirements for any purchase over \$2,000 and will be providing the quotes and documentation for the City of Carrollton Purchasing department. NPO staff will monitor projects through completion, providing technical assistance as needed and all coordination for payments and contracts with service providers and material. It is very important to stay in close communication with NPO staff about any and all purchases. In most cases NPO staff will communicate with contractors and wholesaling companies and act as procurement manager for the project.

AGREEMENTS

Following approval of a neighborhood grant application and prior to the commencement of any progress on the project, the neighborhood organization will be required to enter into a written agreement with the City.

NEMGP Project Agreement. The president of the neighborhood organization and the primary project coordinator must sign and notarize the NEMGP project agreement. This project agreement will set forth the scope of work to be performed, the resources pledged by the neighborhood, the amount of the grant from the City, the date by which the project must be completed and that all improvements added by the grant or the match by the neighborhood will be the responsibility of the neighborhood to maintain from this point forward.

Maintenance and License Agreement. If applicable, must be signed and notarized by the President of the Neighborhood Association and Assistant City Manager which outlines the terms and conditions on the installation and long term maintenance of the improvements by the neighborhood where the property is located on City R.O.W. This could take two to six weeks to process, and will require signatures from the neighborhood and city staff.

CITY PERMITS

Projects under the NEMGP program may require permits depending upon the activity planned, but they are offered at no charge to the neighborhood. The table below is a partial list of permits that may be required for projects of particular content and scope.

Activity	City Permit Required / Issuing Department	Description
Construction in the public right-of-way	Construction Permit / Engineering	The Civil Engineering Division reviews, permits, and inspects

		installations.
Landscaping	Landscape License Agreement / Urban Development	Required for landscape improvements in the public right-of-way
Installation of irrigation	Lawn Sprinkler Permit / Building Inspection	Required for new installation. Not required for minor repairs or additions to existing systems
Installation of sign(s)	Sign Permit / Building Inspection	Requirements based on type of sign(s), use of sign(s), and dimensions of sign(s)

The above list does not contain all of the City permits that may be required. However, they are representative of permits which have been required for previous neighborhood projects. If you have any questions regarding which permit(s) may be required, contact the Neighborhood Partnership Office or visit the City of Carrollton web site at www.cityofcarrollton.com for more information.

IDENTIFYING UTILITY LINES

When doing projects digging without knowing where underground utility lines are buried can be very risky. When underground lines are damaged, vital services and everyday conveniences can become disconnected. Don't risk harming yourself, your family or your neighbors. When planning an excavation project, simply dial 811 at least 48 hours (two working days) before you plan to start your work. Most underground utility providers will be notified, who will send professional locators out to mark the approximate location of their utility lines. Then you can dig confidently, knowing the utilities will not be disturbed. www.texas811.org

DISBURSEMENT OF FUNDS

Before expending any neighborhood funds on an approved project, the neighborhood project coordinator should review the expenditure procedures outlined in the Project Agreement. The neighborhood should request authorization by submitting a "Notice of Intent to Expend" form.

Once the neighborhood has received the goods or services from a supplier or contractor, the neighborhood must submit, in a timely fashion, a "Request for Payment" form. The neighborhood may request payment from the City of Carrollton to go directly to the contractor/supplier or to the neighborhood organization. The City will not issue checks to individual members of the neighborhood organization. The City cannot reimburse the neighborhood for any taxes paid.

Final payment for any work on the project will only be made once the project is complete. It is the neighborhood's responsibility to demonstrate the project has been completed, and to approve any work done by general contractors hired by the City.

REPORTING REQUIREMENTS

It will be important to maintain communication with staff during project implementation. It is required to keep all receipts that the neighborhood pays for if the neighborhood expects reimbursement. The city will reimburse all approved project costs except the tax. Documentation of all volunteer hours is required. The City can provide a volunteer log sheet if necessary, but all logs should include, name of volunteer, hours total worked and a signature.

If circumstances warrant a change to the NEMGP application design, after the project is approved, the applicant must request an amendment to the Program Agreement in writing. Any amendment to the NEMGP agreement and the Maintenance and Landscape Agreement must be approved in writing by the Neighborhood Partnership Office.

Mid Project:

- Documentation of expenses paid: receipts and invoices
- Documentation of volunteer hours
- Photographs of the project progress

End of Project:

- Documentation of expenses paid: receipts and invoices
- Documentation of volunteer hours
- Post-completion photographs of the project site
- Release of All Claims Signed by Neighborhood Board President and City Manager

SECTION 5: SAMPLE FORMS

The next few pages contain some of the forms that may be used in the proposal process. For your convenience, the following forms have been inserted to assist you:

Sample Budget Worksheet: This form, or a similar version, may be used to create a line item budget. Creating a detailed budget is one of the most important elements of the NEMGP. A good budget will help shape the entire project.

Impacted Private Property Approval Form: In the event of a neighborhood project impacting a private property owner, this form must be filled out and attached as part of your final application. Without the signed authorization of all affected property owners, the project cannot be approved.

Neighborhood Ballot / Support Form: This form, or a similar version, may be used to help survey a neighborhood and develop support for a proposed project. Conducting a neighborhood survey will provide information about neighborhood needs and priorities.

Volunteer Log: This form, or a similar version, may be used to help log volunteer labor hours on the work days of the project. NPO staff will use the reporting forms to determine in the entire neighborhood “match” for the grant was met.

If you have questions or concerns about this process, please call the Neighborhood Partnership Office at (972) 466-4299.



Neighborhood Enhancement Matching Grant APPLICATION

City of Carrollton
Community Development
Neighborhood Partnership Office
1945 E. Jackson Rd.

Each application is determined on a case by case approach. Nothing herein shall imply or suggest that the City of Carrollton is precluded from considering other options which would further the best interests of the City. This is a matching grant program based on an agreement providing performance conditions.

An explanation of each section of the application is provided. Applicants should answer each section and give as much information as possible.

APPLICANT INFORMATION

Applicants can be any neighborhood organization within city limits; however, they must be registered with the City through the Neighborhood Partnership Office. Qualified neighborhoods need to be at least 10 years old and include a minimum of 30 residential units.

Organization Name: _____

Neighborhood Advisory Commissioner for your area: _____

Registered with the Neighborhood Partnership Office: Yes No

Estimated number of households benefiting from this grant: ___ Age of neighborhood: ___

Principal Applicant's Name: _____

Mailing Address: _____

Phone: _____ E-mail _____

Primary Project Coordinator's Name: _____

Primary Project Coordinator's Address: _____

Phone: _____ E-mail _____

I. Provide a complete project description. (four-part question) *(Projects must be in the public right-of-way, on public property, or on parks readily available for public use. All projects must conform to all applicable City policies, guidelines, and ordinances. For example, landscaping projects must include only those plant species and landscape materials allowed by City Code and must conform to the Visibility Triangle at intersections. Some projects may require that an Administrative Application be made to the City's Planning Department or that a City Permit is received. Working closely with your Neighborhood Partnership Office is very important, especially when these circumstances exist.)*

A. Describe the project in detail.

B. Provide a detailed sketch of the project area or a site plan (8 1/2 x 11 preferred).

C. Please provide a timeline for implementation and completion of your project.

D. Provide a detailed budget that includes a detailed breakdown of the estimated project costs and expenditures by task or item. *(Include in this itemization all materials, equipment costs and labor - including the value of volunteer time. A sample budget sheet is given in Exhibit A)*

II. The Neighborhood Enhancement Matching Grant must provide a clear public benefit. Describe how your project will benefit the public. *(Does your project fulfill the Neighborhood Enhancement Matching Grant Program Mission Statement: Promoting neighborhood identity, commitment, cooperation and pride through participation in self-help neighborhood improvement projects?).*

III. Describe in detail how the on-going maintenance for your project will be implemented. *(An important aspect of receiving a Neighborhood Enhancement Matching Grant depends on the maintenance and follow-up provided to the project site. No project is maintenance free, but if it is located in a city property the project must have support from the respective agency. However, if the project is in a street right-of-way, an agreement is required for applicants to maintain the project site “in perpetuity,” including trash removal, weeding, pruning and irrigation.*

IV. Neighborhood Match. *(Does the proposed project include any combination of volunteer labor (“sweat equity”), cash, services or materials? How did your application determine your neighborhood match requirement? Are there any other sources of funding for this project, such as other City of Carrollton resources, local schools, local churches, other programs, or private sources?)*

V. **Neighborhood Support.** *(Does this grant identify a need or problem your neighborhood as a whole has recognized as important? How many people have been informed? How have they been informed? How many people will be involved? Have any and all potential conflicts about the project been mitigated?)*

A. What percentage of your neighborhood is in support of this project? How many households in your neighborhood that have been informed/notified about this project? How many households have responded in support of the project?

Total Number of households in neighborhood: _____
Number of households notified about project: _____
Number of households indicating support of project: _____
Percentage of neighborhood support
(households in support/total households x 100): _____

How many households have not been informed about this project? _____
Percentage of uninformed households
(uninformed households/total households x 100): _____

B. How did you involve your neighborhood in identifying this need or problem? *(Please list activities implemented to solicit neighborhood input on the proposed project (i.e. list any meetings, surveys/polls conducted, posts to your web page, nextdoor or facebook, petitions signed, or newsletters, e-mails etc. utilized to gather resident input.)*

C. Are there any neighbors who have expressed concerns or opposition to the project? If so, have they been given an opportunity to present their concerns to the neighborhood organization as a part of the planning process? *(Has the neighborhood tried to mitigate any conflict and include expressed concerns into the design of the project? Please explain how your neighborhood organization has addressed any concerns about the project.)*

D. The attached neighborhood support/labor commitment form (Exhibits B & C) should be completed or another form indicating what kind of neighborhood support/labor commitments the application has in order for the application to be considered. *(Priority will be given to applications that include neighborhood based volunteer labor. Applicants are encouraged to enlist as many volunteers as possible. They are encouraged to assign tasks and verify commitments prior to the approval of the Neighborhood Enhancement Matching*

Grant. You can use the attached forms as a template, or create your own forms as needed.)

VI. Grant and Match Calculation. (Please note, priority will be given to projects that include some type of volunteer labor and sweat equity using neighborhood residents in the project. The applicant self-help match should equal 33.3% or more of the NAC grant funding request and the total grant request should be no more than 66.67% of the total project cost. No more than 25% of the total spent on sweat equity can be used for application preparation and planning.)

Step 1: Calculate the Total Project Budget					
Using the budget table from question 1d calculate the total project budget below					
Services		Materials		Sweat Equity	Total Project Cost
	+		+		= 0

Step 2: Determine the Match & Grant Value			
Fill in the Match Table below. Place the total value for the match in the "Value" field of each type of match. If there is more than one source for a certain match type, combine the value and place in the "value" field. Use the budget table from question 1d to describe the match source(s) in detail. The "total Match Value" will auto calculate.			
Match Type	Value	Match Type	Value
Sweat Equity Planning (Volunteer Hours x \$15)			
Sweat Equity Project (Volunteer Hours x \$15)			
		Total Sweat Equity	\$0.00
Cash Match			\$0.00
Donated Materials			
		Total Match Value	\$0.00
Percentage		Total Amount	
Sweat Equity Match Planning (25% of total sweat Equity)	25%		\$0.00
Total Grant Amount	66.67%		\$0.00

FINAL CHECKLIST

Before you submit your application for consideration, have you . . .

- _____ Registered your neighborhood with the City of Carrollton Community Development - Neighborhood Partnership Office?

- _____ Discussed your proposal with Neighborhood Partnership Office Staff prior to application deadline to identify any technical issues associated with your grant proposal?

- _____ Met with your neighbors to discuss the project and gauge neighborhood support? Conducted at least one meeting or survey of your neighborhood to determine the support of the project? If so, have you attached proof of neighborhood support?

- _____ Fully completed the application, including the submission of attachments (i.e. photographs of the project site, landscaping plans, sketches of the proposed project, detailed budget, annual neighborhood budget report, etc.) you feel are necessary for your neighborhood project? *(NOTE: At least one graphical rendering or plan must be submitted with your proposal.)*

- _____ Signed Impacted Private Property Forms from all neighbors whose property falls on the grant project site?

- _____ Included a Traffic Control Plan, if required for your application?

If you would like, you can discuss with an NAC Commissioner the application process and how the application is reviewed by the NAC. Because the application will go before the NAC board in a public meeting all deliberations are required to be in the open, and the NAC commissioner cannot comment on or influence the grant application/design in any way prior to the public hearing.

If you answered “no” to any of the above questions, your application is not complete and cannot be processed.

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!

Primary Project Coordinator: _____

Signature: _____ Date: _____

Secondary Project Coordinator: _____

Signature: _____ Date: _____

**Neighborhood Enhancement Matching Grant Budget Worksheet Sample
Palisades Point Nbhd. 2015**

MATERIALS

ITEM	QUANTITY	COST PER UNIT	TOTAL COST	SOURCE OF ESTIMATE	MATERIAL PURCHASED	MATERIAL DONATED
Dirt	120	\$6.98	\$837.60	Lowes	\$0.00	\$837.60
Mulch-Dark Brown	140	\$3.33	\$466.20	Lowes	\$0.00	\$466.20
Edging	6	\$18.98	\$113.88	Lowes	\$113.88	\$0.00
Weed Barrier	10	\$9.98	\$99.80	Lowes	\$99.80	\$0.00
Mexican Feather Grass	16	\$7.99	\$127.84	Lowes	\$127.84	\$0.00
Daylilly	12	\$12.98	\$155.76	Lowes	\$155.76	\$0.00
Rose Glow Barberry	6	\$5.48	\$32.88	Lowes	\$32.88	\$0.00
Drift Rose Bush	10	\$19.98	\$199.80	Lowes	\$199.80	\$0.00
DWF Texas Sage	4	\$24.98	\$99.92	Lowes	\$0.00	\$99.92
Insignificant Oakleaf Holly	5	\$74.00	\$370.00	Lowes	\$370.00	\$0.00
Lantana	6	\$24.98	\$149.88	Lowes	\$149.88	\$0.00
Japanese Boxwood	12	\$5.98	\$71.76	Lowes	\$71.76	\$0.00
Red Yucca	4	\$22.98	\$91.92	Lowes	\$91.92	\$0.00
Live Oak Tree	2	\$89.00	\$178.00	Lowes	\$178.00	\$0.00
Bordeaux Yaupon Holly	6	\$34.99	\$209.94	Lowes	\$209.94	\$0.00
Crepe Myrtles	50	\$100.00	\$5,000.00	Lowes	\$5,000.00	\$0.00
TOTALS					\$6,801.46	\$1,403.72

EQUIPMENT

ITEM	QUANTITY	COST PER UNIT	TOTAL COST	SOURCE OF ESTIMATE	EQUIPMENT PURCHASED	EQUIPMENT DONATED
Shovels	10	\$14.98	\$149.80	Lowes	\$0.00	\$149.80
Rakes	5	\$9.98	\$49.90	Lowes	\$0.00	\$49.90
Gloves	20	\$2.98	\$59.60	Lowes	\$0.00	\$59.60
Trash Bags	2	\$10.00	\$20.00	Lowes	\$0.00	\$20.00
Knives	2	\$5.98	\$11.96	Lowes	\$0.00	\$11.96
Push Brooms	3	\$12.98	\$38.94	Lowes	\$0.00	\$38.94
Blower	2	\$129.00	\$258.00	Lowes	\$0.00	\$258.00
TOTALS					\$0.00	\$588.20

LABOR PLANNING AND APPLICATION PREP						
TYPE	HOW MANY VOLUNTEERS	TOTAL HOURS WORKED	COST PER HOUR	TOTAL COST	LABOR PURCHASED	LABOR DONATED
1/31/15 General Meeting	2	1	\$10.00	\$20.00	\$0.00	\$20.00
Plan Design	2	20	\$10.00	\$400.00	\$0.00	\$400.00
Meeting with City Rep	1	1	\$10.00	\$10.00	\$0.00	\$10.00
Planning 2/24 and 3/4 Meetings	2	6	\$10.00	\$120.00	\$0.00	\$120.00
Social Media Communications and Online Survey	1	3	\$10.00	\$30.00	\$0.00	\$30.00
Application Preparation	2	30	\$10.00	\$600.00	\$0.00	\$600.00
Coordination of Volunteers	4	20	\$10.00	\$800.00	\$0.00	\$800.00
General Meeting 3/29	2	2	\$10.00	\$40.00	\$0.00	\$40.00
TOTALS					\$0.00	\$2,020.00
LABOR						
TYPE	HOW MANY VOLUNTEERS	TOTAL HOURS WORKED	COST PER HOUR	TOTAL COST	LABOR PURCHASED	LABOR DONATED
McCoy/Golden Gate-Rip out old plants and clear out beds	20	3	\$10.00	\$600.00	\$0.00	\$600.00
McCoy/Cemetery Hill-Rip out old plants and clear out beds	20	3	\$10.00	\$600.00	\$0.00	\$600.00
McCoy/Golden Gate-Map out edging	10	2	\$10.00	\$200.00	\$0.00	\$200.00
McCoy/Cemetery Hill-Map out edging	10	2	\$10.00	\$200.00	\$0.00	\$200.00
McCoy/Golden Gate - Dig holes for planting	20	5	\$10.00	\$1,000.00	\$0.00	\$1,000.00
McCoy/Cemetery Hill - Dig holes for planting	20	5	\$10.00	\$1,000.00	\$0.00	\$1,000.00
McCoy/Golden Gate - Plant plants, add dirt and mulch	20	2	\$10.00	\$400.00	\$0.00	\$400.00
McCoy/Cemetery Hill - Plant plants, add dirt and mulch	20	2	\$10.00	\$400.00	\$0.00	\$400.00
Greenspace-McCoy/Golden Gate - Dig holes for trees	30	4	\$10.00	\$1,200.00	\$0.00	\$1,200.00
Greenspace-McCoy/Cemetery Hill - Dig holes for trees	30	4	\$10.00	\$1,200.00	\$0.00	\$1,200.00

Greenspace-McCoy/Golden Gate -Plant trees, add dirt and mulch	30	2	\$10.00	\$600.00	\$0.00	\$600.00
Greenspace-McCoy/Cemetery Hill - Plant trees, add dirt and mulch	30	2	\$10.00	\$600.00	\$0.00	\$600.00
Irrigation - McCoy/Cemetery Hill-Andy's Sprinklers					\$5,753.00	
Irrigation - McCoy/Golden Gate-Andy's Sprinklers					\$6,053.50	
Irrigation - Water Meter					\$4,300.00	
TOTALS					\$16,106.50	\$8,000.00

IMPACTED PRIVATE PROPERTY APPROVAL FORM

I, _____, am the owner of the property located
[Name (please print)]

at _____ and hereby grant my approval
(Address)

for _____ to
(Name of neighborhood organization)

undertake the following work / project / improvement adjacent to my property.

Description of the project:

Signature of property owner

Date

NEIGHBORHOOD SUPPORT FORM

Description of Proposed Neighborhood Project:

Name: _____

Address: _____

Phone: _____

E-mail: _____

_____ I support this project and can provide the following:

_____ Physical labor

_____ Supplies / materials / tools

_____ \$ _____

_____ Food and drinks for workers

_____ I support the project but I am unable to contribute at this time.

_____ I can help maintain the project when it is completed.

_____ Other: _____

_____ I do not support this project. (Please explain objections.)

Please list any other neighborhood improvements that you would like to see in our neighborhood:

For more information about this ballot or the proposed neighborhood project, please contact:

Name of project coordinator _____

Telephone number _____

E-mail _____

SECTION 6: FREQUENTLY ASKED QUESTIONS

Q: How do I register my Neighborhood Group?

A: Use the form found on this page:

<http://www.cityofcarrollton.com/departments/departments-a-f/community-development/neighborhood-resources/neighborhood-association-registration-information>

Q: Can time spent preparing application count towards match?

A: Yes. We want you to take sufficient time to put together the best proposal for your neighborhood, 25% of the total required neighborhood match of 33% of the total NEMGP grant requested this time can be counted towards your match requirement as volunteer time.

Q: Can volunteer hours completed before grant was awarded count?

A: No. The project that you apply for grant funds for is considered its own, independent project by the City, so no hours completed towards a complementary project can be counted towards the match requirement as volunteer time for this project.

Q: What is public property?

A: Public Property includes rights-of-way, parks, City-owned recreational facilities, or any other property owned by a public entity.

Q: What is Right-of-way?

A: is a term used to describe the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another.

Q: What is private property?

A: Private Property is any property owned by a private entity, individual, or homeowner's association.

Q: Can you plant new vegetation without irrigation in place?

A: No. All new vegetation requires an irrigation system in order to be approved. The neighborhood will also be required to pay for all on going irrigation maintenance and repair after the vegetation is installed.

Q: How do we locate underground utility lines for a project?

A: www.texas811.org, or dial 811. It is the responsibility of the neighborhood project manager to contact texas811 before any digging will occur to prevent damage to utility lines and injury to volunteers.

Q: How do I calculate a value for equipment donated?

A: In many cases, volunteers will bring their own equipment to the project such as a chain saw, roto-tiller or tree stump grinder. You can use this as part of the neighborhood match. To calculate the actual donation value, contact an equipment rental company and find out what it would cost to rent that item for the amount of time you will be using it for

the grant. For example, if a roto- tiller costs \$75 a day to rent from home depot, and you will be renting it for 2 days, the value for the donation of equipment would be \$150.

Q: How are projects selected?

A: All project applications will be reviewed by the DRC, comprised of City staff from multiple departments. A recommended project list will be compiled based on the merit of the application and the capacity of the neighborhood group to carry out and complete the proposed project. The recommended project list will then be presented to the NAC for their final approval. Once approved by the NAC, contracts with each neighborhood organization will be signed so the project can begin.

Q: Our group previously received NEMGP funds. Can we apply again?

A: Yes! We want to encourage all neighborhood groups to apply for projects they are excited about. However, if a previous grant project was not completed or the reporting requirements were not met, please discuss with City staff how you will address these issues for the new project.

Q: We have a landscaping project, but are concerned about planting during hotter months

A: We want plants to survive the hot summer. If it's not practical to install plants in May or June before the weather warms up, and you are unable to complete the project before September 30, you can ask the NPO for an extension.

Q: What type of fencing is eligible for the grant?

A: Only perimeter fencing along an arterial road that meets the requirements of the Unified Development Code (UDC) is eligible for the grant, and only under certain conditions. Fence and wall repair and considered maintenance and are not eligible for the NEMGP grant. Fences must be 100 percent masonry (brick, stone, architecturally finished reinforced concrete), or any other sustainable material with more than 30-year life expectancy. Fences cannot be wood, chain link, or vinyl.

Q: How do we determine if a street is an arterial or a collector?

A: This designation comes from the City's Thoroughfare Development Plan.

Q: Can neighborhood groups partner together on an application?

A: In some cases, multiple neighborhoods can and should work together on a large-scale project. The funding amount will still be capped at a maximum of \$25,000 per neighborhood. If you would like to determine if your project is suitable for a neighborhood group partnership, please contact Neighborhood Partnership Office staff