City of Bloomington
Neighborhood Improvement Grant

Housing and Neighborhood Development
P.O. Box 100
Bloomington, IN 47402

Phone: 812-349-3420
Fax: 812-349-3582
Email: hand@blooomington.in.gov
Web site: www.bloomington.in.gov/hand

Table of Contents

Time and Date Schedule

I. Program Overview

II. Eligibility

III. Neighborhood Matching Funds

IV. Eligible Programs

V. Design Guidelines

VI. Rules and Procedures for Notification of Interested Parties

VII. Evaluating Criteria

VIII. Letter of Intent

IX. Tips for Success

Application Form

City of Bloomington
Neighborhood Improvement Grant
2016 Funding Schedule

Housing and Neighborhood Development
P.O. Box 100
Bloomington, In 47402

Phone: 812-349-3420
Fax: 812-349-3582
Email: hand@bloomington.in.gov
Web site: www.bloomington.in.gov

Informational Meeting
Thursday, August 25, 2016
6:00 p.m.
Hooker Room of City Hall
401 N. Morton, Bloomington

Letter of Intent Due
Monday, September 12, 2016
By 4:00 p.m.
Housing and Neighborhood Development Department, City Hall, Showers Building, 401 N. Morton, Bloomington

Technical Assistance Meeting
Scheduled with HAND staff

Application Due
Monday, October 3, 2016
By 4:00 p.m.
Housing and Neighborhood Development Department, City Hall, Showers Building, 401 N. Morton, Bloomington

Neighborhood Presentations (presentation of applications)
Tuesday, October 25, 2016
6:00 p.m.
McCloskey Room, # 135, City Hall, Showers Building, 401 N. Morton, Bloomington

I. Program Overview

Neighborhood Improvement Grant Program is intended to give residents an opportunity to have direct input and influence into the improvement of Bloomington's neighborhoods. The funds provide for non-traditional capital projects with community-wide benefit: the type that would not be covered by traditional City programs. Improvement projects include physical improvement projects, public art, and design for a future capital improvement through the Neighborhood Improvement Grant.

As a first step in the application process, a neighborhood representative should attend the Overview and Distribution of Applications meeting (meeting listing on previous page). This meeting will explain the process of the Neighborhood Improvement Grants and you will be able to pick up an application form. Please feel free to call the HAND office at 812-349-3420 to have an application sent to you or to talk with staff regarding your neighborhood application. You can now download an application at the HAND website **www.bloomington.in.gov/neighborhoods**. Please remember this is a neighborhood-driven process, the application from your neighborhood must show the support of your residents.

The Letter of Intent is a part of the application process, helping neighborhoods make sure they are working on a project that is eligible. HAND staff will make an appointment with the neighborhood representative to ensure they understand how to complete the application for funds.

The Council for Neighborhood Improvement Grants will review qualified applications and preside over the Neighborhood Presentations where the proposals are presented by the neighborhoods. The Council makes recommendations to the Redevelopment Commission who determines what projects will be funded and for what amount using the following criteria:

Neighborhood Involvement: up to 15 points. Assess the efforts of the Neighborhood Association to involve neighborhood residents in the planning and implementation of the project. Consideration given to neighborhoods that have completed the City of Bloomington's Neighborhood Plan, hold neighborhood meetings regarding the project and promoting it in newsletters, flyers, petitions, etc.

Provides community wide benefit: up to 15 points. Assess whether the project improves the health or safety of residents, benefits a significant number of residents, reduces potential property damage, or provides a facility commonly found in other neighborhoods, and provides community wide benefit.

Feasibility: up to 10 points. Assess the applicant's involvement of HAND or other City departments with experience in completing similar projects. Consider any design and environmental concerns. Determine whether the project can be completed within one calendar year.

Longevity: up to 10 points. Does the project entail a one-time large expenditure? Consider any long-term maintenance responsibilities. Assess, if completed, whether the project benefits will be retained over time. Consider the project's consistency with the City's Growth Policies Plan.

Partnerships and Collaborations: up to 10 points. Assess the efforts of the group to develop partnerships with other organizations to complete projects.

Leveraging of Funds: up to 10 points. Assess the efforts of the group to raise their own funding. Consider any in-kind participation offered by the association.
Point system:
2 points - 10% match
4 points - 20% match
6 points - 30% match
8 points - 40% match
10 points - 50% match

II. Eligibility

Who can apply for a Neighborhood Improvement Grant?

Applications are accepted from *neighborhood-based organizations.* A neighborhood-based organization is one:

- With a majority of its members residing or doing business in a commonly recognized neighborhood;
- Whose purpose, at least in part, is to improve the quality of life in that area. (Groups may be formed to complete a grant project only);
- That may include representatives from churches, schools, businesses, and other institutions operating in that neighborhood, as well as residents.

Who is <u>not</u> eligible to apply?

- single businesses
- single institutions
- single government agencies
- political groups
- individuals
- single religious organizations

III. Neighborhood Matching of Funds

Neighborhood organizations must be able to match requested City funds at a 10% match.

> For example, if your group requests $10,000 in City funds, you must match that request with $1,000, or 10 % for a total project cost of $11,000

Your match package may include components from any combination of the following:
In-kind matches which may include:

1) Volunteer labor valued at $15 per hour; maximum of 10 hours per volunteer

2) Donated materials or supplies or cash.

> ☑ **Time spent preparing and planning this grant application may <u>not</u> be counted towards your match.**
> ☑ **Fee's incurred for notification of interested parties, legal notices and applying for notices variance permits from city boards and commissions <u>are allowable</u>.**

Cash;

1) Cash you have "on hand" such as;

    - dues paid to the organization and approved for use for the project
    - monetary donations collected in the neighborhood for the project
    - other, non-City, grants that your organization has received

2) Develop partnerships with businesses, churches, and organizations in the community, where there could be **cash or in-kind contributions** made.

3) The neighborhood's cash match will be submitted to HAND when the "Funding Agreement" is signed by the neighborhood for the approved project.

IV. Eligible Projects

Projects should improve or enhance public spaces in the neighborhoods through capital expenditure.
Non-eligible projects include:

- Projects that duplicate an existing public or private program.
- Projects that conflict with existing City policy.
- Routine maintenance of existing or prior projects.

Improvement projects must have a definite public benefit:

- Total project cost must be a minimum of $2,000
- Physical improvement projects with a public benefit
- Public art project with a public benefit
- Design for a future capital improvement through the Neighborhood Improvement Grant. No more than 10% of the total amount of the grant shall be allocated for design work.

V. Design Development

The design shall be developed in conformance with all City codes. In addition, the design must meet any and all regulations set forth by governing departments or agencies, including but not limited to, Public Works, Planning, Parks & Recreation, historic district commissions and American with Disabilities Act (A.D.A.), and HAND.
The objective of design development is to produce a schematic design. Such design must result in a product that can be developed according to the Neighborhood Improvement Grant guidelines.

VI.
Rules and Procedures for Notification of Interested Parties

For projects funded by the Neighborhood Improvement Grant, the applicant must notify all interested parties to ensure surrounding neighbors are aware of the neighborhood project; this procedure has been implemented as to assure those whose property may be affected by the project are properly notified.

1. The applicant must notify adjacent property owners of the purposed project by using the "Notice of Neighborhood Presentations." Intervening public rights-of-way shall not be considered in determining what property is adjacent. If the neighborhood would like to contact property owners beyond the adjacent property owners to ensure the neighborhood is informed, please feel free to do so.
2. Housing and Neighborhood Development (HAND) staff will advise applicants on the procedure to follow along with furnishing a list of property owners to be notified along with a map.
3. The manner in which notice must be sent to interested parties shall be as follows:
    a) Required notices to interested parties shall be sent by regular first class mail (can be reimbursed with grant funds if project approved).
    b) Proof that notice has been mailed shall be sufficient proof of notice under these rules regardless of actual receipt.
    c) Proof of notice shall consist of submittal of the following items to the HAND Department in the following manner:
        1) A copy of the Notice of Neighborhood Presentation to be mailed to the interested parties.
        2) A list of interested parties with addresses.
        3) An Affidavit of Notice to Interested Parties in a form approved by the HAND Department including: the name of person preparing the mailing the notice: name of petitioner; location of petition; and a statement that notice was mailed at least ten (10) days prior to the Neighborhood

Presentation of the Neighborhood Improvement Grant Council.

4) A copy of the map indicating interested parties' property.
5) These rules and procedures are not meant to substitute neighborhood involvement in the creation and implementation of neighborhood projects, but are in addition to and specifically for interested parties that may be most directly affected.

HOUSING AND NEIGHBORHOOD DEVELOPMENT
Neighborhood Improvement Grant Funding

Notice of Neighborhood Presentations

The City of Bloomington's Housing and Neighborhood Development provides funding for neighborhoods through the Neighborhood Improvement Grants. To ensure that neighbors are aware of projects funded through the Neighborhood Improvement Grant, notice of the Neighborhood Presentation of the project to the Neighborhood Improvement Grant Council is required (see Neighborhood Improvement Grant application for regulations).

Neighborhood Improvement Grant Council will hold a meeting for Neighborhood Presentations on _____, in the meeting room of_____, located at Showers Center City Hall, 401 N Morton Street, Bloomington, Indiana to consider the following project_____
_____
_____
_____

For the purpose of_____
_____
_____

Project located at_____
_____

and to which you are an adjacent property owner.

You may appear and speak on the merits of this proposal at the meeting to be held at the time and date as set out herein. You may also file written comments with the Neighborhood Improvement Grant Council in the Department of Housing and Neighborhood Development office, where the grant application is on file and may be examined by interested persons. If you have any questions concerning this matter, you may telephone the Applicant (at the number listed below) or the City of Bloomington's Department of Housing and Neighborhood Development Office at 349-3401.

Neighborhood Improvement Grant Council

_____
Applicant

_____
Address

_____
Phone

VII.
Evaluating Criteria

Proposals will be evaluated first, for feasibility (threshold) and then for merit by the Council for Neighborhood Improvement Grant:

Your application must include:

- Completed application form.
- Budget forms completed.
- Project feasibility, design developed in conformance with all City codes.
- Needs of the neighborhood.
- Longevity of the project.
- Leveraging of funds, partnerships and collaborations.
- Demonstrated neighborhood involvement.
- Matching requirements must be met – make sure you include documentation.
- Community wide benefit.
- Volunteer Commitment Form and Computation Sheet.

Please Note

1. **One copy of your entire application is to be submitted by 4:00 p.m. on Monday, October 3, 2016. If you have any attachments larger than 8.5 by 11 or in color – you must furnish HAND with 10 copies.**

2. **Certain projects may require HAND staff to be responsible for administering the project including the bidding process, contracting, and project management with neighborhood input.**

3. **All promotional pieces which receive any funding through this grant program must include the following mandatory grant identification statement: "Funding provided in part through the City of Bloomington's Housing and Neighborhood Development Department Neighborhood Improvement Grant Program."**

4. **The Neighborhood Improvement Grant is designed for a neighborhood driven process to complete projects that are supported by the residents. HAND does encourage partnerships, but the grant must be administered by member(s) of the neighborhood. Partnering institutions may not take the lead on projects requesting Neighborhood Improvement funds.**

VIII.
Tips for Success

- DO consult with HAND staff about your project ideas and application.
- DO demonstrate neighborhood involvement.
- DO be extremely clear with your budget numbers. Describe services, items and quantities specifically, i.e. “15 rocks at $2.75 per rock for a total of $41.25” or “4 hours of volunteer labor at $15.00 per hour for a total of $60.00”
- Do follow the “Rules and Procedures for Notification of Interested Parties.” Please remember the projects that take place in City right-of-way areas should be approved by the Public Works Department, 349-3410.
- Don’t count maintenance efforts as part of the in-kind match. Maintenance expenses may not be counted.
- Do mark your calendar with the dates of the required technical assistance meetings and Neighborhood Presentation. HAND staff will assist you with your project and its particular aspects to guide you through obtaining estimates, to ensure you have the correct information, i.e., contractors insurance and living wage specifications.

Submission of Applications

<u>Delivery of proposals</u>

Proposals must be submitted to the HAND office no later than 4:00 p.m. on Monday, October 3, 2016 to the:

Housing and Neighborhood Development Department
401 N. Morton
P.O. Box 100
Bloomington, IN 47402
(812) 349-3420

VII.
Letter of Intent

The Letter of Intent has been added to the Neighborhood Improvement Grant process this year as a means of helping neighborhoods with their application.

The Letter of Intent form provides a means for neighborhood representatives and HAND staff to review the project you are requesting to be funded. To ensure it is a feasible project and that you are aware of any permits, variances or certificates you need for the application process. **Please attach any designs you may have**.

Letter of Intent

Name of Organization:_____
Contact Person:_____
Telephone: (day)_____ (evening)_____
Address:_____
Email:_____

Please describe your project:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

CITY OF BLOOMINGTON

City of Bloomington Housing and
Neighborhood Development

Neighborhood Improvement Grant Program
2016 Application

Applicant Organization

Project Contact Person

Mailing Address

Day Phone _____ Evening Phone _____ E-mail address _____

Project Name

Project Location (Address)

Neighborhood

Briefly describe the project in 50 words or less.

Total award request from the City _____

Total value of neighborhood match
(applicant organization's contribution) _____

TOTAL PROJECT COST: _____

(Due to staff time requirements, the total project cost must not be less than $2,000)

1. **Project Information**
   Describe your proposed project. What do you want to do? How do you intend to make this improvement? Why do you want to do it?

2. **Neighborhood Involvement**
   Describe how members of the neighborhood were/will be involved in the planning and implementation of the project. Demonstrate participation by providing how neighborhood members were contacted, how many became involved, and what sectors of your community they represent. **Please list the number of volunteer hours you have secured from the Volunteer Commitment Form and Volunteer Hours Computation Sheet.**

3. **Budget Summary**

   It is helpful if in your budget you group together related items. Please fill in all appropriate information.

   Attach a sheet in narrative form:

   1. Explain how you arrived at the figures for purchasing materials or labor on your budget page, did you use a bid process or comparative shopping?

   2. Explain your in-kind budget figures, for example, 10 volunteers working 10 hours each at an in-kind value of $15. per hour = $1,500. under column E, General Labor.

4. Describe what portion(s) of the project can, if any, be completed if partial funding is received.

5. **Project Location**
   Please describe, in detail, the physical location(s) of the proposed projects. Identify the property owner(s). Provide proof of the property owner's permission to construct your proposed improvement. Why was this location chosen?

6. **Workplan**
   A. List, in chronological order, specific steps you will take to complete this project.
   B. Next to each step, identify who will be responsible for carrying out the step or activity
   C. Estimate the date the step will be completed (month and year) **Remember, all funds must be used by November 18, 2016**

A. Step/Activity	B. Responsible Person/Group	C. Date Completed

7. Applicant Organization

Please describe your organization: number of members, geographic boundaries, mission, membership policy, accomplishments.

8. Ongoing maintenance

Submit an established ongoing maintenance plan for the life of your project. Maintenance on previous Neighborhood Improvement Grant projects will be taken into consideration.

9. Public Information

Describe how the public will benefit from this project. For example, area churches, schools, and organizations.

10. Previous Funding

Has your group received Neighborhood Improvement Grant funding in the past?
If yes, describe the project, the dollar amount received, and the status of the project.

11. If there is a conflict of interest of a person(s) associated with your proposed project, please describe the situation with names of the parties involved.

12. Attachments

Attachments should demonstrate that your match is in place, your project is well planned and ready to go, and your community supports your proposed project.

- Attach documentation of neighborhood support for the proposed project
- Attach required permits, approvals, and certificates to show you have the authorization for your project by the appropriate governing body.
- Attach copies of maps, site plans, and/or construction drawings, as appropriate
- If there is anything else the review board should know about your project, you may attach a brief (1 page or less) narrative.
- Attach documentation of in-kind match (labor and items) and cash match, as appropriate

Examples:

--**Volunteer hours** must be documented on the Volunteer Commitment form and then totaled on the Volunteer Hours Computation form.

--**Pledge letters from individuals** promising to donate a certain time and/or services

--**Pledge letters on company letterhead** pledging a specific material donation and its retail value

--**Invoice or bid form** showing type of donation and value

--**Photocopies of bank statements or checks** showing cash match or money collected for the project

--**Copies of commitment letters;** If your project has been granted or promised funding from other sources, you can provide letters of commitment from the donors or funders on their letterhead.

--**Fundraising plan;** Provide a detailed fundraising plan, including a timeline, intended fundraising methods, and how much you expect to raise.

--**Construction Specifications; If** this project will require construction of any sort, attach construction specifications and the estimates based on those specifications.

Volunteer Commitment Form

Housing and Neighborhood Development Grant Programs

Supporting information for grant application

Name of Neighborhood Organization:_____

Name of Project for volunteer commitment:_____

Date:_____

Name:_____

Resident Address:_____

_____

Contact number:_____

☐ I agree to commit (number)_____ hours as a volunteer for the above project.

- - - -

Volunteer Hours Computation Sheet

Housing and Neighborhood Development Grant Programs

Applies to grant application and submission of actual volunteer hours

Name of Neighborhood Organization:_____

Name of Project:_____

Date of Activity	Name of Volunteer	Task	Hours Volunteered
Total Hours			

Notes: