City of Houston Matching Grant Program

Sponsored by the Department of Neighborhoods Regulation & Neighborhood Affairs (RNA) Committee Presentation-March 23, 2017
What is a matching grant?

- The Neighborhood Matching Grant Program helps neighborhoods fund various beautification and improvement projects by providing a dollar-for-dollar matching grant reimbursement ranging from $500.00 to $5,000.00 dollars. This program is administered in partnership through the City of Houston Department of Neighborhoods and the City of Houston Council Member’s Offices.
What is an eligible project?

* Proposed projects must meet the following requirements:
  * Improve a neighborhood through a physical improvement.
  * Involve neighborhood residents, have long-standing benefits.
  * Accessible to the public.

* What is not eligible?
  * The program will not pay for ongoing operation or maintenance such as upkeep of landscaping or a community garden.
City of Houston Matching Grant Program

Shenandoah Civic Association (2014)
Subdivision Marker & Esplanade Improvement

Project Cost: $1,316.44
Grant Awarded: $658.22
Examples of eligible projects

- Street sign toppers
- Entryway signage
- Entryway columns
- Esplanade landscaping and irrigation
- Park benches
- Electrical signage
- Walk ways with pavers
- Murals, etc.
City of Houston Matching Grant Process
Phase I - Application

- APPLICATION COMPLETION
- DON DIRECTOR’S APPROVAL
- LEGAL & MAYOR’S OFFICE APPROVAL
- CNL NOTIFICATION & PROCUREMENT PHASE BEGINS
Application packet checklist:
ALL questions answered.
- 501 (c) (3) or a 501 (c) (4) Certificate of Incorporation from the State of Texas
- Council member approval of funds
- Letter of permission from owner of the proposed site
- Proof of ownership of proposed site
- Photo of proposed site
- 3 letters of support for your project
- ALL required City of Houston approval(s)
If there is already a vendor chosen there must be a city vendor number assigned for future payments.

If assistance is needed choosing a vendor the DON liaison will solicit bids.

Purchase order will be forwarded to the eligible organization, via the DON Finance Office.

Once the purchase order is received the project may begin.

Once completed, the eligible organization will pay for the project in full.

Submit original receipts/invoices to DON liaison within 5 days of completion.

The project must be completed by the project deadline and paid in full by the organization in order to be eligible for reimbursement.

DON Finance office will process the reimbursement to the vendor within 30 business days of receipt.
Procurement phase

Procurement checklist:
- Approved application packet
- City vendor number
- Proof of services and payment (Original receipts/completed invoices and cancelled checks/credit card receipts)
## DON Matching Grant Contacts

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<thead>
<tr>
<th>Council District</th>
<th>DON Grant Coordinator</th>
<th>Contact</th>
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