City of Houston
Matching Grant Program

Sponsored by the Department of Neighborhoods
Regulation & Neighborhood Affairs (RNA) Committee Presentation-September 19, 2019
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.
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Application and Process

To obtain an application, visit the Department of Neighborhoods website located at www.houstontx.gov/neighborhoods

Look for “Neighborhood Matching Grants” under the section entitled “Our Programs”.

Application packages will be accepted yearly beginning August 1st through the council member’s office and due the first Friday in November. Only completed applications will be accepted.

This is a firm deadline—no exceptions.
First step: Obtain CM’s approval.

Please do not pursue the rest of the application without securing the approval of the CM for your proposed project.
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.
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.

Before

Street sign toppers

After
2018-2019 Program recipients and projects

• Community Garden Game Tables - Alief Super Neighborhood Council

• Cherryhurst Street Sign Toppers - Cherryhurst Civic Association

• Yale Green Corridor Street Signage - Houston Heights Association

• Hogg Outdoors –Track and Field– Learn Local App

• Hillcroft Beautification-Maplewood South-North

• Pine Brook Baseball Field Lighting – Pine Brook Community Association

• Neighborhood Marquee-Washington Terrace Civic Association

• Soccer goals to Sneed Elementary’s Spark Park-Westchase District Community

• Westmoreland Triangle Park Improvement -Westmoreland Civic Association
City of Houston Matching Grant Process
Phase I - Application

1. APPLICATION COMPLETION
2. DON DIRECTOR’S APPROVAL
3. LEGAL & MAYOR’S OFFICE APPROVAL
4. 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
❖ 12-month operating budget for 501 (c) (3) or a 501 (c) (4) organization
❖ 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)
❖ Scope of Work/Quote (complete with total dollar amount and services to be rendered and/or goods to be provided by vendor)
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.

The project must be completed by the last business day of June. This year's due date is Friday, June 30, 2020. NO exceptions.

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)
Department of Neighborhoods

Q & A

Department of Neighborhoods

The People's Department

working to uphold S.U.P.E.R. standards of Service, Unity, Professionalism, Excellence and Responsiveness