

DEPARTMENT OF NEIGHBORHOODS
MATCHING GRANT PROGRAM 2018-19



City of Houston
Department of Neighborhoods
"The People's Department"
Working to uphold S.U.P.E.R. standards of
Service, Unity, Professionalism, Excellence and Responsiveness

APPLICATION AND GUIDELINES- 2018-19

Greetings neighbors!

Thank you for your interest in the Department of Neighborhoods Matching Grant Program! 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 to \$5,000. This program is administered in partnership through the City of Houston Department of Neighborhoods and the City of Houston Council Members' Offices. It is designed to build solid relationships among neighbors, cultivate the spirit of volunteerism, and to develop projects that build a sustainable and stronger community.



Our goal is simple. We want to improve the quality of life for Houston communities and partner with active residents to:

- Improve neighborhood organization and pride.
- Improve community appearance and beautification.
- Enlist and increase community participation.

This packet includes pertinent guidelines, the application and frequently asked questions. We are excited to help you enhance your communities, because everyone deserves a beautiful place to live!

In S.U.P.E.R. service,

TaKasha L. Francis, Director
Department of Neighborhoods

City of Houston
Department of Neighborhoods
"The People's Department"
Working to uphold S.U.P.E.R. standards of
Service, Unity, Professionalism, Excellence and Responsiveness

TABLE OF CONTENTS

Guidelines and FAQ'sPages 3-8
DON Matching Grant Process.....Pages 9-11
2018/2019 Application.....Pages 12-19
Application and Procurement ChecklistPage 20

Matching Grant Program Guidelines and Frequently Asked Questions

Program Guidelines

Department of Neighborhood Matching Grant Program

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 to \$5,000. The program is designed to cultivate the spirit of volunteerism to help neighborhood-based organizations learn the art of planning and community building through neighborhood projects.

How it works

The grant money represents a partnership between the City (through your Council Member's office) and an organization. The City will reimburse up to 50% (not to exceed \$5,000) of a project's total budget. The minimum project amount is \$1,000. The minimum matching grant award amount is \$500 and the maximum matching amount is \$5,000. The project must be completed by the project deadline and must be paid in full by the eligible organization in order to receive reimbursement. Original receipts/invoices and cancelled checks/credit card receipts must be submitted after project completion in order to receive your matching grant reimbursement on expenses incurred. Cash transactions or in-kind services (food, materials, volunteers or equipment) cannot be submitted for reimbursement.

Eligible Organizations

Eligible organizations must meet the following criteria:

- A neighborhood-based organization and/or civic club incorporated as a 501(c)(3) or 501(c)(4) non-profit organization through the State of Texas.
- If the applying neighborhood based organization is not 501(c)(3) or 501(c)(4), they must secure a 501(c)(3) or 501(c)(4) organization to partner with them for this project.
- Represent a specific geographic area located within the Houston city limits.
- Identify how the organization will fund and support the project in the future.

Political organizations and individuals are not eligible

Eligible projects

The program helps pay for physical improvements or projects that are accessible and beneficial to the community. The program will **not** pay for ongoing operation or maintenance such as upkeep of landscaping or a community garden. Funds received **through** this program may not be used to lobby or participate in political campaigns and/or elections. Completed projects or completed parts of a project are not eligible for reimbursement.

Proposed projects must meet the following requirements:

- Improve a neighborhood through a physical improvement.
- Involve neighborhood residents, have long-standing benefits.
- Be accessible to the public.

- Include a letter of permission from property owners and/or government agencies of the proposed site at the time of submittal. The property owner may be a government agency, the owner of private property, or an association if the property is a common area.
- Provide proof of ownership of proposed site (Ex: Copy of Deed, HCAD record, etc.)
- Photo of proposed site.
- Three letters of support for your project (Ex: Neighborhood or area organizations, businesses, elected officials, schools, super neighborhood council, etc.)
- If the proposed projects require approval and/or permitting from a City of Houston department, pre-approval from the appropriate city department is required. (Ex: Pre-approvals must be issued by, Parks & Recreation Department for the Adopt-An-Esplanade Program, Public Works & Engineering Department for Subdivision Markers, etc.) The application is ineligible without the pre-approval from the appropriate city department (s).
- Examples of approved projects include, but are not limited to, street sign toppers, entryway signage, entryway columns, esplanade landscaping and irrigation, park benches, electrical signage, walk ways with pavers, murals, etc.

Once the project is completed, the eligible organization will pay for the project in full, and submit **original** receipts/invoices and cancelled checks/credit card receipts to the appropriate DON Grant Coordinator within 5 business days of the project completion. The project must be completed by the project deadline and must be paid in full by the organization in order to be eligible for reimbursement.

The DON Finance Office will process the reimbursement to the vendor within 30 business days of receipt in the approved grant amount from the Council member with DON funds. Checks will only be made payable to the organization listed on the Purchase Order, which must be the sponsoring 501 (c) (3) organization. Once the Purchase Order is complete, no changes can be made. Please verify that all information on the Purchase Order is correct (ex. Name, Address, etc.); checks will be mailed to the Name and Address listed on the Purchase Order only.

Frequently Asked Questions

How do we apply?

Complete the application contained in this document. Submit the completed application and required documents to your City Council Member's office.

How can I get a copy of the application?

To access the application and guidelines, go to www.houstontx.gov/neighborhoods. Click on "Matching Grant Program" under the "Neighborhood Links" section.

When can we apply?

Application packages will be accepted by Council Member's offices July 1, 2018 through Friday, November 2, 2018.

What expenses are covered for reimbursement?

- Project management costs: Not to exceed 10 percent of the total award amount.
- Professional Services: Permits (construction, special events, etc.)
- Professional consultants: (landscape architect, graphic designer)
- Services: (translation, interpretation, printing, advertising, etc.)

Cash transactions or in-kind services (food, materials, volunteers or equipment) cannot be submitted for reimbursement.

When can the project start? When must the project be completed?

The funded part of a project can be started only **AFTER** a Purchase Order with the City of Houston has been issued to your organization. The project must be completed by the last business day of June each year. The completion date this year is **Friday, June 28, 2019**.

What is a Purchase Order and why do I need it?

A Purchase Order is a contract between the vendor and the City of Houston. This document allows the vendor to proceed with services and receive payment or reimbursement in full for services rendered.

How do we obtain a Purchase Order?

You must submit a Supplier Registration Form and an IRS W-9 form to:

Martha Ramirez

Strategic Procurement Division

Phone: 832.393.8718

Fax: 832.393.8758

Email: martha.ramirez@houstontx.gov

If you have problems registering, call the Supplier Assistance Desk at (832) 393-8800.

How will the project be selected?

The Council Member's office will review and select all proposals for selection.

We've participated in the Neighborhood Matching Grant program before and already have a vendor number. Do we need to reapply?

No, but please confirm that your vendor number is still active if it's been more than one year since you applied for one. Please contact:

Martha Ramirez

Strategic Procurement Division

Phone: 832.393.8718

Fax: 832.393.8758

Email: martha.ramirez@houstontx.gov

What do we do if we are unable to raise enough funds for the entire project cost?

The organization should scale down to the project to fit a budget they can meet (**\$1,000 minimum project cost**).

Who is an organization's legal signatory to a contract (Purchase Order)?

The sponsoring 501(c)(3) or 501(c)(4) organization is the legal signatory to the contract.

Can the project period be extended beyond the deadline?

No. The project must be completed by the last business day of June.

NOTE: The project must be completed by the project deadline and must be paid in full by the organization to be eligible for a matching grant reimbursement. Original receipts/invoices and cancelled checks/credit card receipts must be submitted after project completion in order to receive your matching grant reimbursement on expenses incurred. **Failure to comply will result in non-reimbursement for project cost.**

Can an organization count its association dues towards its fund-raising requirement?

Yes. Any funds that the association has are eligible towards the match.

If a selected project fails after an award is made, what happens?

In the unlikely event of project failure, the organization will not receive a matching grant on expenses incurred.

Are projects less than \$1,000 eligible?

No, the minimum project amount is \$1,000. The minimum matching grant award amount is \$500 and the maximum matching amount is \$5,000.

My organization has a 501(c)(4) classification. Can we still apply?

Yes, 501(c)(4) organizations are now eligible for this program, excluding political action committees (PAC). You will be required to sign a statement on the application stating that your organization is not a PAC and that grant monies will be used for a project that will benefit the community.

Will donations of equipment be counted as part of the match?

No. In-kind donations (food, materials, volunteers or equipment) cannot be used to match the City's funds.

Can I apply for funding for a project that's already underway?

Yes, however, completed parts of the project are not eligible for a matching grant. Only new additions to the project are eligible for a matching grant.

Can a project qualify if only a part of it has a definite physical product?

Yes. Only apply for funding for the part of the project that will display physical results.

Is a project aimed at providing playground equipment eligible?

Yes, if the equipment is accessible to the entire neighborhood. The organization will need to obtain a letter of approval from the Parks and Recreation Department to ensure that the equipment meets Parks and Recreation Department standards. See the department's website for more information:

www.houstontx.gov/parks/greenspace.html. For information on how your group or business can participate in this program, contact Marilu De La Fuente, Greenspace Adoption Coordinator at (832) 395-7029 or marilu.delafuente@houstontx.gov.

What types of materials are allowed in project construction?

The materials used must meet City of Houston and have adequate permits (if required) from the pertinent department. Projects must take place on property that are in compliance with ALL applicable city codes. Documentation is required from the appropriate department.

What can we do if land ownership is unclear for a site?

The City requires that permission is provided for use of private or public land. This information is required for eligibility.

Where can I get information on esplanade projects?

The Parks and Recreation Department, through their *Adopt-An-Esplanade* program, can provide information on esplanade projects. A letter of approval is required from the department. See the department's website for more information and visit- www.houstontx.gov/parks/greenspace.html For information on how your group or business can participate in this program, contact Marilu De La Fuente, Greenspace Adoption Coordinator at (832) 395-7029 marilu.delafuente@houstontx.gov.

The link to the brochure for the Adopt-An-Esplanade program is:

www.houstontx.gov/parks/pdfs/adoptanesplanade.pdf.

Where can I get information on subdivision markers?

The Public Works & Engineering Department reviews applications for subdivision markers. See the department's website for more information and visit

<https://edocs.publicworks.houstontx.gov/engineering-and-construction/subdivision-marker-registration-form.html>.

Who do we contact for more information?

Contact the appropriate Council Member's office or DON Grant Coordinator. (See contacts below.)

Council District	DON Grant Coordinator	Contact
A, B, E, F	Mr. Alvin Byrd	Phone: (281) 914-1950 E-mail: Alvin.Byrd@houstontx.gov
D, I, H, J	Mrs. Mayra Hypolite	Phone: (832) 394-0701 E-mail: Mayra.Hypolite@houstontx.gov
C, G, K,	Mr. Rashad Cave	Phone: (832) 393-0970 E-mail: Rashad.Cave@houstontx.gov

The Matching Grant Process

Phase I-Application Process

- Eligible organization completes application with all applicable signatures, city department approvals, and required documentation. The DON Grant Coordinator for that district will assist the Council district office in identifying and contacting the appropriate city departments for approval.
- If the request involves using Council District Service Funds to pay for **subdivision markers**, the Public Works and Engineering Department (PWE) has to approve the installation of subdivision markers in the City's right-of-way, via the application. In this instance, Council District Service Funds may be used for the reimbursement of costs for installing subdivision markers by the eligible organization.
- If the project is aimed at providing **playground equipment**, it is an eligible project if the equipment is accessible to the entire neighborhood. The organization will need to obtain approval from the Parks and Recreation Department, via the application, to ensure that the equipment meets Parks and Recreation Department standards. See the department's website for more information. www.houstontx.gov/parks/adoptedparks.html.
- Once the application packet is complete with all required signatures and documentation, it is submitted to the Director of the Department of Neighborhoods for approval. Prior to submission, the DON Grant Coordinator will check the package to ensure it is correct and complete. Once approved by the Director of the Department of Neighborhoods, the application is forwarded to Vernita Jones, Administrative Office of City Council (AOCC) to forward to Deidre Penny in the Legal Department and the Mayor's office for approval.
- Once approved by the Legal Department and the Mayor's Office, Vernita Jones will forward the approved application back to the Council member's office and the eligible organization may begin the procurement process to begin the project. **The organization MUST NOT begin work on their project prior to receipt of a Purchase Order.**

Phase II-Procurement Process for Reimbursement

- **If the eligible organization does not need assistance choosing vendors**, the vendors must **first** have a City vendor number in order to establish a purchase order for future payment. You must submit a Supplier Registration Form and an IRS W-9 form to Martha Ramirez, City of Houston Strategic Procurement Division, Phone: 832.393.8718 Fax: 832.393.8758 Email: martha.ramirez@houstontx.gov. If you have problems registering, please call the Supplier Assistance Desk at (832) 393-8800. Once your organization has received a vendor number you must then submit the completed application which includes a Scope of Work and associated cost to the DON Grant Coordinator, who will then submit to the DON Finance Office for purchase order processing. The purchase order process will take from 5 – 7 business days after receipt for request. After issuance, the purchase order will be forwarded to the eligible organization, via the DON Finance Office. Once the purchase order is received, the work on the project may begin. Once the project is completed, the eligible organization will pay for the project in full, and submit **original** receipts/invoices and cancelled checks/credit card receipts to the appropriate DON Grant Coordinator within 5 business days of the project completion. The project must be completed by the project deadline and must be paid in full by the organization in order to be eligible for reimbursement. NO EXCEPTIONS! The DON Finance Office will process the reimbursement to the vendor within 30 business days of receipt in the approved grant amount from the Council member with DON funds. Checks will only be made payable to the organization listed on the Purchase Order, which must be the sponsoring 501(c)(3) organization. Once the Purchase Order is complete, no changes can be made. Please verify that all information on the Purchase Order is correct (ex. Name, Address, etc.); checks will be mailed to the Name and Address listed on the Purchase Order only.

- **If the eligible organization needs assistance choosing vendors for the work needed**, the Council office will contact the DON Grant Coordinator to solicit bids for the work needed through the DON Finance Office. Once the vendors have been selected, a city vendor number will be assigned in order to establish a Purchase Order for future payment. The Purchase Order process will take from 5 – 7 business days after receipt for request. After issuance, the Purchase Order will be forwarded to the eligible organization, via the DON Finance Office. Once the Purchase Order is received, the work on the project may begin. Once the work is completed, the

eligible organization will pay for the project in full, and submit original receipts/invoices and cancelled checks/credit card receipts to the appropriate DON Grant Coordinator within 5 business days of the project completion. The project must be completed by the project deadline and must be paid in full by the organization in order to be eligible for reimbursement. NO EXCEPTIONS!

The DON Finance Office will process the reimbursement to the vendor within 30 business days of receipt in the approved grant amount from the Council member with DON funds. Checks will only be made payable to the organization listed on the Purchase Order, which must be the sponsoring 501(c)(3) organization. Once the Purchase Order is complete, no changes can be made. Please verify that all information on the Purchase Order is correct (ex. Name, Address, etc.); checks will be mailed to the Name and Address listed on the Purchase Order only.

**City of Houston
Neighborhood Matching Grant Program
2018/2019 Application**

Please print or type. Please answer each question briefly. You may use one additional 8 1/2" x 11" sheet to complete your answers. Be sure to number the question/answer on the extra sheet. If the question does not apply to your project, put NA (Not Applicable).

APPLICATION PACKET DEADLINE: 5:00 p.m., Friday, November 2, 2018.

Part I - General Information

Required Documents Needed:

- 501(c)(3) or a 501(c)(4) Certificate of Incorporation from the State of Texas**
- Operating budget for 501(c)(3) and/or (4) the last 12 months.**
- Council member approval of funds as indicated by signature below.**

1. Neighborhood Association: _____

2. Contact person name/title: _____

3. Address: _____ Zip: _____

4. Phone (Day): _____ (Evening): _____

5. E-mail Address: _____

6. What Council District is your project located in? _____

7. Is your organization a part of a super neighborhood council? **Yes** **No**

If yes, please indicate the name and number of the council.

8. Title of Project: _____

9. City Match Requested (**Not to exceed \$5,000**) \$ _____

10. Have you ever received funding from the Neighborhood Matching Grant Program?

Yes **No**

If yes, what was the matching grant year/amount awarded? If more than once, please list.

Year _____ Amount \$ _____

11. *Please give a brief project description:*

Certification by City Council Member:

By signing this application, I declare that I have approved the use of my council district service funds towards this proposed project. I also understand and agree to the requirements of the Neighborhood Matching Grant Program. I understand that I may reimburse up to 50% of a project's total budget and that the minimum project amount is \$1,000. I also understand the minimum matching grant award amount is \$500 and the maximum matching amount is \$5,000. I hereby approve \$ _____ of these funds towards the requested project.

Council Member Name: _____

Signature: _____ Date: _____

Certification by Organization:

By signing this application, I/we certify that the information contained in this application is true and correct to the best of my/our knowledge. I/we certify that the applying organization supports this project and have approved it as a body. I/we also understand and agree to the requirements of the Neighborhood Matching Grant Program and to invite the City to any promotional activities associated with our project.

President/Board Chair Name: _____

Signature: _____ Date: _____

Phone: Email: _____

Project Manager Name: _____

Signature: _____ Date: _____

Phone: Email: _____

Qualifying Information for Organizations

Your organization must be a Neighborhood Association/Civic Club with a 501(c)(3) or a 501(c)(4) Certificate of Incorporation from the State of Texas to qualify for this grant.

Does your organization fit these criteria? **Yes** **No**

If yes, please provide a copy of your organization's State Certificate of Incorporation and IRS Department of Treasury tax exempt status. If no, please have your partnering 501(c)(3) or 501(c)(4) organization complete and attach the following: A copy of your organization's State Certificate of

Incorporation and IRS Department of Treasury tax exempt status, or that of your partnering organization, if applicable. Please also attach the operating budget for the last 12 months.

1. Partnering Organization: _____
Contact person name/title: _____
Address: _____
Phone (Day): _____ (Evening): _____
E-mail Address: _____

2. Please list the current officer(s), name(s) and title(s). Also list committees and chairpersons.

3. Organization's annual operating budget: \$ _____ Year: _____

4. Organization's Federal Identification No. _____

Select One: We are a **501 (c) (3)** **501 (c) (4)**

Certification by a 501(c)(4) Organization:

By signing this application, I declare that our organization is not a political action committee. I/we certify that the applying organization supports this project and have approved it as a body. All grant monies will be used for a project that will benefit the community.

President/Board Chair Name: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

Part II- Qualifying Information for Projects

Required Documents needed:

- Letter of permission from owner of the proposed site
- Proof of ownership of proposed site (Ex: Copy of Deed, HCAD record, etc.)
- Photo of proposed site

****The property owner may be a government agency, the owner of private property, or an association if the property is a common area. Property and project must be accessible to all residents of Houston for eligibility. ****

1. Title of Project: _____

2. Briefly describe your project:

3. What is the physical address of your project?

4. The property is owned by:

5. Do you have permission of the property owner to make the proposed improvements?

Yes No

6. Does your project require upkeep/maintenance beyond the grant period? If so, how will you maintain the project (funding, volunteers, etc.)? Please be specific.

Part III- Project Information

Required Items needed:

- 3 letters of support for your project**

(Ex: Neighborhood or area organizations, businesses, elected officials, schools, super neighborhood council, etc.)

- ALL required City of Houston approval(s)**

Note- The application is ineligible without the pre-approval from the appropriate city department(s) (Ex: Pre-approvals must be issued by, Parks & Recreation Department for the Adopt-An-Esplanade Program, Public Works & Engineering Department for Subdivision Markers, etc.)

1. With your project in mind, describe the current condition of project site? How will your proposed project improve it? Please be specific.

2. Describe your project after completion. What is your end goal or visible result?

3. How will the proposed project contribute to improving the quality of life of the neighborhood?

4. List the ways in which you involved the rest of the neighborhood in **selecting** and **planning** this project? How did you get their input (Ex: Meetings, door-to-door surveys or flyers, etc.)?

5. Describe how the residents and organization members will be involved in achieving this project. Include fundraising efforts, implementation of the project, maintenance of the project, and celebrating the completion of the project. Please be specific.

6. Has your organization obtained permission or pre-approval from the appropriate City Department(s) to conduct the proposed project? **Yes** **No**

Department Approvals

Certification by City of Houston Department (s):

By signing this application, I/we certify that I am authorized to sign on behalf of the department listed in this signature. I/we understand and agree to the requirements of the Neighborhood Matching Grant Program. I/we certify that the applying organization has met the requirements for my department for this project and the project is approved. **Please indicate if you are signing by permission of the authorized person.**

Department name- _____

Name: _____ Position: _____

Signature: _____

Department name- _____

Name: _____ Position: _____

Signature: _____

Department name- _____

Name: _____ Position: _____

Signature: _____

Part IV-REQUIRED CITY APPROVALS

Certification by City of Houston Department(s):

By signing this application, I/we certify that I am authorized to sign on behalf of the department listed in this signature. I/we understand and agree to the requirements of the Neighborhood Matching Grant Program. I/we certify that the applying organization has met the requirements for my department for this project and the project is approved. **Please indicate if you are signing by permission of the authorized person.**

Department of Neighborhoods

TaKasha L. Francis
Director

Legal Department *(Signature above)*

(Printed Name)

(Position)

Office of Mayor Sylvester Turner *(Signature above)*

(Printed Name)

(Position)

DON NEIGHBORHOOD MATCHING GRANT PROCESS CHECKLISTS

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)

Procurement checklist:

- Approved application packet
- City vendor number
- Proof of services and payment (Original receipts/completed invoices and cancelled checks/credit card receipts)