

City of Moline  
Neighborhood Grant Program Application



City Program Year – FY 2011  
Federal Funding – FY 2011

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Neighborhood Grant Program funds are made available through the City of Moline Community Development Block Grant (CDBG) entitlement funds allocated by the U. S. Department of Housing and Urban Development.

### **BACKGROUND**

The Neighborhood Grant Program (NGP) provides funds annually to all approved neighborhood groups in the City of Moline target areas. NGP funds are used to eliminate blighted conditions, increase the quality of life and provide for a stable neighborhood environment.

The following are eligible grant activities under the NPC grant program:

- a. Neighborhood beautification
- b. Operational expenses
- c. Crime awareness
- d. Infrastructure improvements

If your neighborhood group is developing a project that is outside the scope of the above listed activities please contact the City to discuss your project before submitting an application.

### **APPLICATION INSTRUCTIONS**

#### **Application Overview**

A complete application will include the following items and be presented in the following sequence:

1. Part I - Application Summary Form
2. Part II – Project Narrative (not to exceed **one single-spaced page**)
3. Part III – Neighborhood Association Information (not to exceed **one single – spaced page**)
4. Part IV – Documentation:
  - a. Summary of applicant’s current year of Accounts;
  - b. List of Board of Directors, including names and addresses if applicable;

- c. Articles of Incorporation and Bylaws if applicable;
- d. Proof of existing non-profit status if applicable;

**If any of the information in part IV doesn't pertain to your organization, please provide a brief explanation.**

### **Specific Application Instructions**

Please read through the application prior to completion

- Please keep responses to questions as brief and concise as possible.
- **All forms need to be submitted in a typed format.**
- Please submit one copy of the application for each proposed project

### **Application Available on City Website**

For those who are interested, the NGP application can be downloaded from the following City website: [www.moline.il.us](http://www.moline.il.us). The application is in a interactive PDF format, The application can be completed electronically and can be submitted electronically to [cvollman@moline.il.us](mailto:cvollman@moline.il.us) by the grant deadline.

### **Application Deadline**

**Applications must be received no later than 4:30 p.m. on Friday June 10, 2011, at the Planning Department.**

Submit application to:           City of Moline  
  Planning Department  
  Attn: Colleen Vollman  
  619 16<sup>th</sup> Street  
  Moline, IL 61265

### **Technical Assistance**

The City will provide technical assistance to any neighborhood group planning to submit a proposal. To request assistance contact Colleen Vollman at (309) 524-2042.

### **Attachments**

The following Attachments are included for your information:

- A. Guidelines for the Preparation of Goals and Objectives
- B. Statement of City of Moline Community Development Objectives
- C. Application Review Process
- D. Project Eligibility

**CITY OF MOLINE**  
**Neighborhood Grant Program**

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**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**APPLICATION FOR NEIGHBORHOOD ASSOCIATIONS**

Instructions for completing this application are provided on Pages 2, 3. The instructions include directions for downloading this application from the City's website.

**PART I – APPLICATION SUMMARY (Please type)**

A. ASSOCIATIONS NAME \_\_\_\_\_

B. CONTACT PERSON \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

C. PROPOSAL

1. Specific use of requested NGP funds: \_\_\_\_\_  
\_\_\_\_\_

2. NGP Funds Requested \$ \_\_\_\_\_ 4. Total project Cost\$ \_\_\_\_\_

3. Matching funds pledged by Association (amount/source): \$ \_\_\_\_\_

On behalf of the above-named Neighborhood Association, I certify that this application is true and correct to the best of my knowledge and belief. The Association hereby agrees to abide by all regulations of the Neighborhood Grant Program (NGP) and consents to make available to the City any documents or records which are directly pertinent to the use of NGP funds, as deemed necessary by the City for evaluation or audit purposes.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



3. Describe the relationship of the proposed activity to other local neighborhood groups or cities and services addressing the same or similar problem.
  
4. Provide a detailed time line for the implementation of the proposed project, assuming the availability of NGP funds in June 2011. **NGP requests must be limited to activities that can be implemented and NGP funds spent within 12 months.**
  
5. If this is a collaborative project, name the neighborhood groups involved and explain their involvement. Provide letters of intent from each participating neighborhood group specifying the neighborhoods role and contribution to the project.
  
6. Previous Accomplishments: For those neighborhood groups that have previously received City of Moline CDBG funding, describe the accomplishments achieved. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives, describe how that will be overcome in the future. If the project has not previously received NGP funding, describe accomplishments achieved through other funding sources.



B. Qualifications

1. Discuss the neighborhood group's capability to develop, implement and administer the proposed project.

*Attachment A*

**GUIDELINES FOR THE PREPARATION OF  
GOALS AND OBJECTIVES**

**GOALS**

A goal is a general statement of how a system, organization, community, or group of individuals will be different as a result of your project. The statement describes who/what will be affected, in what respect they will be changed/improved, and how this change will be accomplished.

**OBJECTIVES**

An objective is a specific statement of what will be done to accomplish the goal. It answers the basic questions of who, what, how, and when. Objectives are specific, measurable and time limited. Often a single goal has multiple objectives.

*Attachment B*

**NEIGHBORHOOD GRANT PROGRAM  
STATEMENT OF COMMUNITY DEVELOPMENT OBJECTIVES**

1. Provide for the orderly development of Neighborhoods, recognizing priorities of the City.
2. Stimulate economic development and community reinvestment.
3. Provide public services or facilities necessary for the direct support of housing or neighborhood revitalization activities, as opposed to social services not directly related to those activities.

*Attachment C*

**NGP APPLICATION PROCESS**

The following review and recommendation process will be used for preparation of the NGP funding of neighborhood grant projects:

1. Assigned City staff will annually solicit neighborhood grant proposals within the City of Moline through community meetings, mailings and media releases.
2. Neighborhood Partnership Committee (NPC) staff will review all neighborhood grant proposals submitted for compliance with federal grant eligibility requirements, obtaining additional information from the applicants as required, to determine:
  - a. Whether the proposed project appropriately addresses the identified problem;
  - b. Whether the proposed project complies with existing state and City laws, ordinances, regulations and policies;
  - c. Feasibility of timely implementation of the project;
  - d. Accurate cost estimates; and,
  - e. Departmental priority recommendations.
3. Following the review of neighborhood grant proposals, including consideration of all relevant information available, staff will develop a listing of all community development proposals received. The listing shall be presented to the neighborhood partnership committee for consideration.
4. NPC decides on allocation of funds to approved applicants. Applicants that are approved for funding will receive a notification of their award and award amount.
5. Upon approval, each approved applicant will receive a packet containing the Subrecipient Agreement and attached addendums. The Subrecipient Agreement is a binding contract between the City of Moline and the neighborhood group that has been approved to receive NGP funds. To receive awarded funds the Subrecipient Agreement must be signed by the appropriate person(s) and returned to the City of Moline. Failure to comply will result in a delay of allocation.

*Attachment D*

**PROJECT ELIGIBILITY**

Projects must be an eligible activity and must meet at least one of the following national objectives:

1. Predominate benefit to low or moderate income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income persons is required of

every project funded under this objective. Activities, that benefit all residents within a defined geographic area, can meet the low/moderate income benefit requirement if the area contains a minimum of 51% low or moderate-income residents.

2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. Please contact NPC staff to determine if your project is eligible under this objective.
3. Meet an urgent community need. Generally, this objective is used in the case of serious natural disasters (e.g. earthquake, flooding, etc.)