

City of Moline
Neighborhood Grant Program Application



City Program Year – FY 2009
Federal Funding – FY 2009

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. Neighborhood groups that are interested in applying must complete the attached forms and submit them to Maureen E. Riggs, Deputy City Attorney, City of Moline, 1616 6th Avenue Moline, IL 61265. **Application deadline is April 30, 2009.** The applications must be complete in all respects including requested attachments. If there are any questions or you need technical assistance please contact Frankie L. Atwater at (309) 797-0710.

Applicants are advised to read the Application Instructions before completing the attached forms.

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BACKGROUND

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

The following describes the application process for funding of neighborhood grant projects.

- I. Neighborhood Grant Program Activities: Proposals for funding of neighborhood grant projects, including but not limited to, neighborhood beautification, improvements, operational expenses, and crime awareness are accepted once a year. The deadline for all neighborhood grant applications in the next CDBG funding cycle is April 30, 2009.

If you have questions about this application, please call (309) 797-0466 or 797-0710.

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APPLICATION INSTRUCTIONS

Application Overview

The enclosed application form includes an Application Summary Form, application questions, and attachments included for your information.

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 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

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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. After you have saved it on your computer, complete the application, print it and mail to the City of Moline Law Department so that it is received prior to the application deadline.

Application Deadline

Applications must be received no later than 5:00 p.m. on Thursday, April 30, 2009 at the Law Department.

Submit application to: City of Moline
 Law Department
 Attn: Maureen E. Riggs
 1616 6th Avenue
 Moline, IL 61265

Technical Assistance

The City will provide technical assistance to any neighborhood group planning to submit a proposal. To request assistance; contact Maureen E. Riggs at (309) 797-0467 or Frankie L. Atwater at (309) 797-0710.

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

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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: _____

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PART II - PROJECT NARRATIVE (Not to exceed one single spaced typed page)

- A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address.
- B. Target Population: Describe the characteristics of the neighborhood to be served and the area to be benefited.
- C. Project Goal and Objectives: State the overall goal of the project and list objectives. Please follow the attached guidelines for writing goals and objectives (Attachment A Page 7).
- D. Project Description:
 - 1. Describe the proposed project (work to be performed, activities to be undertaken, or services to be provided), and specifically describe the use of the NGP funds requested.
 - 2. Describe project location in as much detail as possible, including street address, cross streets.
 - 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 April 2008. **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.

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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.

7. Finances:
 - a. Describe how the project will be funded.
 - b. Include letters of commitment from other funding sources, if applicable.
 - c. Discuss plans for maintaining the project beyond the period supported by NGP funds.
 - d. Include a copy of a summary of the agency's current Accounts.

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PART III - AGENCY INFORMATION (Not to exceed one typed page)

A. Background

1. Describe the purpose of the neighborhood group and sources of funding.
2. Indicate the length of time the neighborhood group has been in operation, and include the date of incorporation.
3. Describe the type of services/activities currently provided by the neighborhood group.

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.

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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.

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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. Predominately benefit 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.)