



# MEMORANDUM

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*"...meeting community needs...enhancing quality of life."*

TO: Community and Economic Development Committee  
FROM: Matt Rehbein, Economic Development Specialist  
DATE: July 14, 2014  
RE: Neighborhood Grants Procedure

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## **Background:**

Council approved the Neighborhoods Program in October of 2012, at that time two grants were created:

The Neighborhood Grant Program(TNGP):

The TNGP would provide grant funds up to \$5,000.00 once every five years (as funds allow) to successful grantee(s). The grants would assist in strengthening and sustaining the social network of the Appleton community while dealing creatively to address cultural, security, beautification, recreation, and family/youth issues through resident-driven activities within each neighborhood.

The Neighborhood Engagement Grant (TNEG):

This grant would provide up to \$500.00 grant once a year (as funds allowed) for Neighborhood Education, Neighborhood Clean Up or Neighborhood Safety.

Approval of these grants, as originally proposed includes a six (6) step process including; Staff review, Grant Review Committee, Neighborhood Advisory Committee, Community and Economic Development Committee, Council and back to Staff for administration.

In the interest of streamlining this process, and in light of the only current funding source being Community Development Block Grant (CDBG) monies, the following creates one Neighborhood Grant Program under the following proposed terms.

## **Proposed Neighborhood Grant:**

**The Neighborhood Grant Program (TNGP)** is open to all Appleton registered neighborhoods that participate in the City's Neighborhood Program. The

Neighborhood Grant Program (TNGP) provides grant funds once every three years (as funds allow) to successful grantee(s). The grant(s) assist in strengthening and sustaining the social network of the Appleton community and may be applied to projects that enhance cultural, beautification, recreation, education, neighborhood clean up, neighborhood safety and family/youth issues through resident-driven activities within each neighborhood. The grants encourage and support neighborhood groups to invest in and build on the existing strengths and assets of each neighborhood. Grants are intended to spur small grassroots community efforts and improve the quality of life of each neighborhood through resident involvement. The program is an opportunity for residents to partner with the City and promote the value of community and how neighborhood partnerships can be effectively invested to support strong and stable neighborhoods throughout the City of Appleton.

### **Grants Application and Review:**

Grant applications will be processed twice per year on August 1 and February 1. Staff shall reserve the option, but not an obligation, to process applications at other times when warranted. Applications will be made available for approximately one month and should be submitted to the Community and Economic Development Department (CEDD). All applications must be received by the announced deadline; no exceptions will be made. CEDD staff will perform an administrative review of each proposal, per HUD rules and regulations. CEDD staff will offer guidance on evaluation and analysis of all applications to the Community & Economic Development Committee and Council. All grants will be subject to funding source (s) and availability.

### **Grant Requirements and Scoring Criteria:**

Grant requests will be reviewed twice per year and must be submitted to the CEDD by August 1 or February 1 for each grant review cycle. In the event a project takes more than 6 months to complete, the neighborhood will not have to re-apply unless substantial changes to the project are proposed. All grants will be subject to the requirements of the funding source (Ex: CDBG, General Funds, partner businesses, etc.). The following are additional requirements and scoring criteria for award:

- Only Registered Neighborhoods will be considered for TNGP
- Each application must have a minimum of three (3) households within the registered neighborhood "signed on" as supporters of the project. Preference will be given to those neighborhoods that have engaged a higher percentage of their residents.
- Preference will be given to neighborhoods that have actively participated in the programs offered by the City's Neighborhood Program.
- Each grant will be reviewed against how well it "would assist in strengthening and sustaining the social network of the Appleton community".

Grant funds will not be provided directly to the neighborhood, rather funds will be paid to the provider of the service/materials directly upon submittal of the proper documentation

to CEDD. The City of Appleton Procurement Policy applies to all CDBG and General Fund activities that involve the purchase of equipment, materials, supplies and/or services. A copy of this policy will be distributed to all TNGP recipients.

### **Qualifying Projects Under CDBG**

At present, funds available for Neighborhood Grants are exclusively through CDBG. These funds come with restriction of use area and use type. The attached Low to Moderate Income (LMI) map indicates use areas. The following list is a summary of possible project types that could qualify:

#### **IN LMI AREAS ONLY**

- Improvements to "Publically Accessible" property:
  - Publically accessible is typically parks/schools/etc..
  - Examples: benches, lighting, signage, artwork, play equipment, plantings
  
- Projects that qualify as an "Area Benefit" to all residents of an LMI area:
  - Infrastructure
  - Paving of streets/curb & gutter
  - Neighborhood Facilities
  - Commercial facade improvements in primarily residential areas

#### **SPOT BLIGHT REMOVAL (Does not have to be in LMI area)**

- Spot blight removal includes:
  - Clearance
  - Demolition of vacant/deteriorated and abandoned building(s)
  - Rehabilitation, only to the extent necessary for safety
  - Historical Preservation
- If under \$25,000, can be property specific and benefit individual property owner.
- If over \$25,000 must consider end use and who benefits from the improvements.

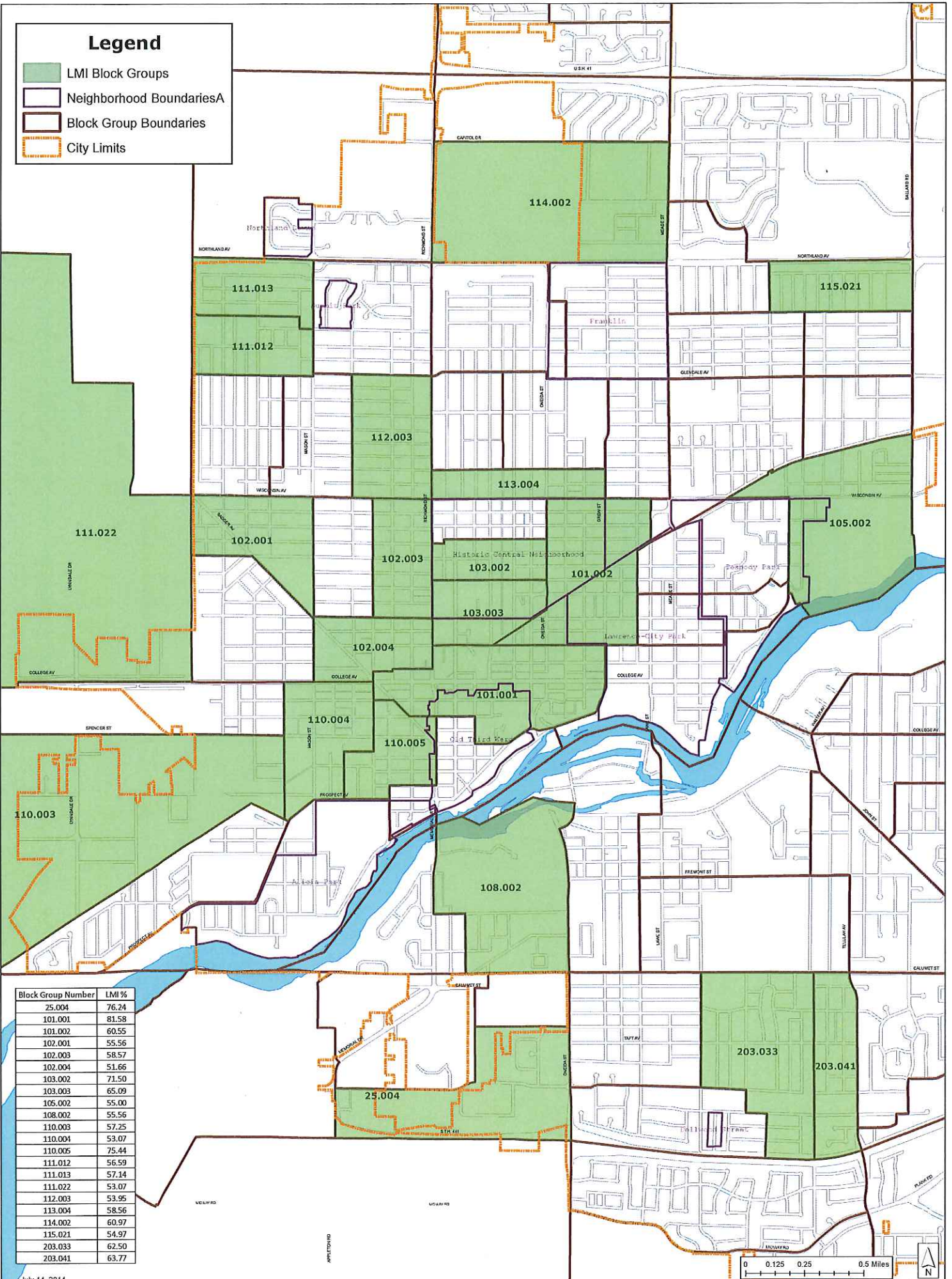
General Funds have been requested in the 2015 budget to support TNGP. The availability of these funds would be available to all neighborhoods, not just those qualified by HUD. To strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Examples could be; polls of neighborhoods, neighborhood newsletters, community gatherings and other opportunities to promote communication and identify needs.

### **Staff Recommendation:**

The Community and Economic Development Committee approve the proposed guidelines and approval process for the Neighborhood Grant Program (TNGP). Staff anticipates a September 15, 2014 due date for applications to ensure timely processing this year.

# Legend

- LMI Block Groups
- Neighborhood Boundaries
- Block Group Boundaries
- City Limits



Block Group Number	LMI %
25.004	76.24
101.001	81.58
101.002	60.55
102.001	55.56
102.003	58.57
102.004	51.66
103.002	71.50
103.003	65.09
105.002	55.00
108.002	55.56
110.003	57.25
110.004	53.07
110.005	75.44
111.012	56.59
111.013	57.14
111.022	53.07
112.003	53.95
113.004	58.56
114.002	60.97
115.021	54.97
203.033	62.50
203.041	63.77

