

City of Cedar Hill

Neighborhood Matching Grant Guidebook

Neighborhood Services



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OVERVIEW

The City of Cedar Hill has approximately \$10,000 available for neighborhoods that have improvement projects to beautify and enhance the public spaces in our neighborhoods. Your neighborhood project is eligible if it:

- Serves a public purpose/benefit
- Builds neighborhood cooperation and involves a significant number of neighbors
- Has a detailed budget reflecting accurate project costs and match sources
- Has a detailed and achievable timeline including a plan for long-term maintenance
- Meets applicable codes and has identified necessary permits

This grant is a matching grant, which means that your neighborhood has to put some investment into your neighborhood too. The match requirement can be met with cash, in-kind donations, and volunteer hours. Additionally, the neighborhood will act as the General Contractor for most approved projects, not the City of Cedar Hill (although all necessary permits maybe required).

GRANT SCHEDULE

Projects must be completed within 180 days of contract execution; additional time may be allowed on a staff-approved basis.

INFORMATION SESSION

Attendance at a Neighborhood Matching Grant Information Session by the Project Team Leader is required before submitting an application. Please contact city staff to discuss setting up an appointment at neighborhoods@cedarhilltx.com

ELIGIBLE GROUPS

Groups eligible to apply for the neighborhood matching grant must be:

- A neighborhood group registered with City of Cedar Hill, with information updated within the past year.
 - All groups/fiscal agents must be an established organization with a separate bank account for their organization, as well as an Employer Identification Number (EIN) issued by the IRS.
 - Membership in the organization must be open to all households within the neighborhood.
-

FUNDING LEVELS

Maximum funding levels are determined by the type of project applied for:

Neighborhood Group Type Maximum funding amount

Community Engagement	\$500
Capital Improvement	\$2,500

MATCH REQUIREMENTS

Grant funds must be met with a minimum 10% cash match and a 10% additional match, for a total 20% minimum match.

* The additional match can come in the form of volunteer labor, donated professional services, or donated materials.

Volunteer labor will come from the community to do the work for the project. The current volunteer labor rate is \$10/hour. Documentation of volunteer hours worked is required for grant reporting. Pledge sheets are not required for the application, but it is recommended that the Team Leader collect commitments from volunteers when planning the project.

Donated professional services can be anything you will hire a contractor to do, but for which they might offer to waive all or a portion of their usual fee. This includes work done by architects, landscape architects, engineers, sign contractors, electricians, etc. A letter from the professional on their letterhead documenting their usual fee and how much they are donating is required for the application.

Donated materials can be any material donated by a business or individual for the project. This includes items such as plant materials and signage. Documentation of these donations is required for the application.

* The City reserves the right to adjust this requirement on a case-by-case basis.

Match Requirement Calculator: Use this Calculator to estimate how much match you will need based on your planned grant request:

Match Requirement Calculator	
Neighborhood Matching Grant Request	
Required Cash Match (10%)	+
Additional Match (10%)	+
Total Project Cost:	

1. Enter the anticipated Neighborhood Matching Grant Request.
2. The Required Cash Match will auto-calculate.
3. The Required Additional Match will auto-calculate. This additional match can be in the form of Volunteer Labor, Donated Services, or Donated Materials.
4. If you expect to have any additional match provided, you can enter that on the "Additional Match" row.
5. The Total Project Cost will show how much the total cost of the project could be.

PERMITTING REQUIREMENTS

If a project involves any City departments, such as Parks and Recreation or Public Works and Transportation, groups should coordinate with them prior to submittal and document their input/coordination in the submittal.

Permits that may be required include fence, sign, and irrigation permits. Applications can be found online here: <http://www.cedarhilltx.com/403/Applications-Documents>. All permits must be issued to a registered contractor. Requirements for fencing or irrigation can be found online here: <http://www.cedarhilltx.com/DocumentCenter/View/9617>

MAINTENANCE REQUIREMENTS

Projects funded with a neighborhood matching grant are intended to have a long-term positive impact on your neighborhood. Applications must have a well-developed, long-term plan for maintaining and/or repairing any improvements you make on private property.

For projects on public property, provide documentation that any affected City departments have discussed your project with you and are able to take on the responsibilities of maintaining your improvements, if applicable. Documentation can include a letter or emails from the departments.

Ultimately, it is important that projects funded by the neighborhood matching grant look just as good 5-10 years from now as they do when you finish the project. We imagine that you probably want the same thing for your neighborhood.☺

ELIGIBLE PROJECTS

Eligible projects must meet a public purpose and benefit a neighborhood. Eligible project types include (but are not limited to):

ELIGIBLE PROJECTS LIST

Community Engagement

Capacity Building

- Block Party
- National Night Out
- Communication/outreach tools
- Historic preservation projects
- Neighborhood clean up
- Public art

Crime and Safety

- Crime prevention activities
- Crime Watch programs

Beautification

- Neighborhood Clean Up
- Recycling/composting programs

Capital Improvement

Capacity Building

- Historic preservation project
- Public Art
- Community Gardens
- Landscaping to screen fencing along arterial streets
- Park development/improvement

Natural Preservation

- Native plant restoration
- Planting along creeks to create a buffer for water

Capital Improvements

- Playgrounds
- Safe Routes to School Programs
- Sidewalks and pedestrian curb cuts
- Street lights Streetscape improvements
- Traffic calming (speed humps, etc)

Signage

- Neighborhood entrance signs
- Street sign toppers

***Creative ideas beyond this list are encouraged, if appropriate for your neighborhood**

INELIGIBLE PROJECTS

Generally, projects that only benefit an individual or restricted group of people are ineligible for funding. Ineligible projects and expenses include:

- Projects inside a gated community
- Private community amenities (example: pools, club houses, etc.)
- Projects that only benefit individual property owner(s)
- Purchase of equipment for other City programs
- Projects that are not accessible to the public
- Projects that fund a current or ongoing activity
- Requests to replace current funding being received
- Projects that do not have support of the neighborhood
- Projects that conflict with City improvements or do not comply with local, state, or federal law
- Projects that duplicate an existing public or private program
- Expenditures incurred prior to award of grant funds
- Projects that fix a self-imposed code violation
- Educational/social services
- Salaries or operating expenses
- Fencing not along arterials, not in complete sections, or not meeting code requirements
- Contributions to political campaigns
- Purchase of alcoholic beverages or other illegal substances

GRANT PROCESS

The grant process involves pre-application, application, review, approval, and reporting.

1. Schedule and attend an Information Session with Neighborhood Services.
2. If project is an eligible project that can meet all grant requirements, complete and submit an application.
3. Once submitted, NS staff will check all applications for completeness and prepare the applications for review by the Neighborhood Advisory Board (NAB).
4. The NAB will independently and collectively review the grant application and prepare a recommendation to City Council.
5. The recommendation will be presented to City Council for approval.
6. Once approved, neighborhood organizations will be notified.
7. Once the contract is signed and executed, your neighborhood organization can begin their approved project. When the project is approximately 50% complete, the City requests a mid-project report on the progress of the project. You should reach 50% completion in approximately 90-120 days.
8. When your project is complete, you must “close out” the grant within 30 days. Failure to do this will result in future ineligibility to apply for Neighborhood Matching Grants by the association and fiscal agent. Refer to the “Reporting Requirements” section for details on reporting documentation.

NOTE: Neighborhood groups must ensure that any damages to adjacent personal property, rights of way, or any other locations, as a result of this project are repaired. Documentation of such repairs must be submitted to the City as part of the project closeout.

REPORTING REQUIREMENTS

Two reports will be required during the grant project: one report when your project is approximately 50% complete (mid-project) and a final report within 30 days of project completion. Requirements for each report are below:

Mid Project:

- Documentation of expenses paid: receipts and invoices
- Documentation of volunteer hours
- Photographs of the project progress
- Narrative of project status

End of Project:

- Documentation of expenses paid: receipts and invoices
- Documentation of volunteer hours
- Post-completion photographs of the project site
- Narrative of project completion

Samples of all reporting documents will be available on the Neighborhood Matching Grant website at questions on the reporting requirements, submit your questions via email to neighborhoods@cedarhilltx.com

COMPLETING GRANT APPLICATION

The application and supplemental forms are available at www.cedarhilltx.com/neighborhoods/grant. Complete instructions for completing the application are below. If you have any questions on how to fill out the application, please submit your question(s) by email to neighborhoods@cedarhilltx.com

PAGE 1:

1. Enter the Neighborhood Group Name and the Project Name.
2. The Neighborhood Matching Grant Summary will auto-calculate based on the Budget Worksheet on page 4.
3. Ensure all items for the red section are met, as these are required for all applications.
4. If your grant request is for less than \$500, ensure the red section item is met.
5. If your grant request is for less than \$2,500 ensure the red and black section items are met.
6. The Project Team Leader and an Authorized Signature from the Fiscal Agent, if applicable, must sign the application **once it is complete**, so move on to the next page and come back to the first later.

PAGE 2:

1. The Neighborhood Group Name will fill in from the first page.
2. Select the Organization Type applicable to your group.
3. Enter all fields as applicable.

PAGE 3:

1. Respond to all questions as applicable.

PAGE 4:

1. Note: Please see the sample budget sheet on page 12 to see a completed budget.
2. On the Budget Worksheet:
 - a. Enter each expense item on a new line.
 - b. For each item, enter all fields in a grey box.
 - i. Enter the Expense Description and Unit Type (each, hour, etc)
 - ii. Enter the Quantity and Cost per Unit. The Total Cost column will auto-calculate.
 - iii. If any portion of that expense will be donated in the form of services, materials, or cash, enter the value donated in the appropriate column. The Grant Portion column will auto- calculate using these values.
 - iv. If no materials, services, or cash are pledged for an expense, the Grant Portion will be the full amount for that expense.
 - v. Note: No field should be red (negative). If anything is red, please check the math for each line. The sum of Donated Services, Donated Materials, and Donated Cash Match cannot be more than the Total Cost for that item.
 - vi. For each line, the fields will auto-calculate using these formulas:

$$\begin{array}{r}
 \text{Quantity} \\
 \times \text{ Cost per Unit} \\
 \hline
 \text{Total Cost}
 \end{array}
 \leftarrow \text{equal to} \rightarrow
 \begin{array}{r}
 + \text{ Donated Services Value} \\
 + \text{ Donated Materials Value} \\
 + \text{ Volunteer Match} \\
 + \text{ Cash Match} \\
 + \text{ Grant Portion} \\
 \hline
 \text{Total Cost}
 \end{array}$$

- c. Note: Your donated cash must be spread out among all your expenses. For example, if you have \$400 in cash donations, but your expenses are \$1,000 and \$200, you can allot all the cash towards the \$1,000 item:

Expense Description	Unit Type	Quantity	Cost per Unit	Total Cost	Donated Services Value	Donated Materials Value	Donated Cash Match	Grant Portion
Expense 1	each	1.0	x \$ 1,000.00	= \$ 1,000.00	=	+	+ \$ 400.00	+ \$ 600.00
Expense 2	each	1.0	x \$ 200.00	= \$ 200.00	=	+		+ \$ 200.00

Or, split it between the two expenses:

Expense Description	Unit Type	Quantity	Cost per Unit	Total Cost	Donated Services Value	Donated Materials Value	Donated Cash Match	Grant Portion
Expense 1	each	1.0	x \$ 1,000.00	= \$ 1,000.00	=	+	+ \$ 200.00	+ \$ 800.00
Expense 2	each	1.0	x \$ 200.00	= \$ 200.00	=	+	+ \$ 200.00	+ \$ 0.00

It is up to you how you divide up your cash, but all cash must be accounted for and available in your bank account.

- a. On the Volunteer Labor line, enter the total number of volunteer hours pledged towards this project. The volunteer labor rate is set at \$10/hour.
 - i. Note: no pledge forms for volunteer hours are required for the application, but you are encouraged to get commitments from your neighbors.
1. The Grant Summary section will auto-calculate based on the expenses entered. The match percentages meet the minimum requirements.

PAGE 5:

1. Describe how you arrived at the budget estimates and the make-up of your match.

SUBMITTAL INSTRUCTIONS:

1. Ensure the application form and budget worksheet is completely filled out.
2. Print the first page of the application, and obtain signatures from the Team Leader and Fiscal Agent Authorized Official, if applicable. Scan the page and include it with all other required documents.
3. Ensure all Required Documents listed on the bottom of page 5 are scanned if needed and ready to be sent.
4. Save the application and attach it to an email to be sent to neighborhoods@cedarhilltx.com or click the red button in the center of page 5 automatically attach it.
5. Attach all required documents to the same email. Please note that the maximum attachment size is 10 MB. If you need to send any documents in an additional email, ensure the email includes the Neighborhood Group name and the Project Name.
6. If technical issues prevent emailing the required documents, supporting documents can be either:
 - a. Brought into the Neighborhood Services Office on the second floor of the Government Center at 285 Uptown Blvd., or
 - b. mailed to:
Neighborhood Matching Grant
Neighborhood Services
285 Uptown Blvd
Cedar Hill, TX 75104
 - c. Please note: the application **must** be emailed to neighborhoods@cedarhilltx.com

SAMPLE BUDGET WORKSHEET

Budget Worksheet									
Expense Description	Unit Type	Quantity	Cost per Unit	Total Cost	Donated Services Value	Donated Materials Value	Donated Cash Match	Grant Portion	
Soil Prep Labor	each	1.0	x \$ 500.00	= \$ 500.00	= \$ 125.00	+	+	+ \$ 375.00	
Soil Prep Materials	each	1.0	x \$ 250.00	= \$ 250.00	=	+	+ \$ 250.00	+ \$ 0.00	
Greggs Salvia	each	12.0	x \$ 8.00	= \$ 96.00	=	+	+	+ \$ 96.00	
Broom Sedge	each	15.0	x \$ 8.00	= \$ 120.00	=	+	+	+ \$ 120.00	
Purple Trailing Lantana	each	12.0	x \$ 2.50	= \$ 30.00	=	+	+	+ \$ 30.00	
Mountain Sage	each	12.0	x \$ 30.00	= \$ 360.00	=	+	+	+ \$ 360.00	
Wood Violet	each	50.0	x \$ 3.00	= \$ 150.00	=	+	+	+ \$ 150.00	
Coral Berry	each	24.0	x \$ 20.00	= \$ 480.00	=	+	+	+ \$ 480.00	
Decorative Rock and Stone	each	8.0	x \$ 70.00	= \$ 560.00	=	+	+	+ \$ 560.00	
Sign Installation	each	1.0	x \$ 300.00	= \$ 300.00	=	+	+ \$ 100.00	+ \$ 200.00	
New Sign	each	1.0	x \$ 600.00	= \$ 600.00	=	+	+	+ \$ 600.00	
VA			x	= \$ 0.00	=	+	+	+ \$ 0.00	
			x	= \$ 0.00	=	+	+	+ \$ 0.00	
			x	= \$ 0.00	=	+	+	+ \$ 0.00	
Volunteer Labor	hours	20.0	x \$10.00	= \$ 300.00	= \$ 300.00				
				Totals	\$ 3,746.00	= \$ 425.00	+ \$ 0.00	+ \$ 350.00	+ \$ 2,971.00
Grant Summary									
Neighborhood Matching Grant Request		\$ 2,971.00							
Cash Match		+ \$ 350.00							
Additional Match		+ \$ 425.00							
Total Project Cost		\$ 3,746.00							
			Cash Match Provided (minimum 10%)				11.8%		
			Total Match Provided (minimum 20%)				26.1%		

CONTACT INFORMATION

Project Types	Responsible Department	Contact Information
General Grant Information	Neighborhood Services	<p>(972) 291-5100 ext. 1094 stacey.graves@cedarhilltx.com</p> <p>(972) 291-5100 ext. 1099 michelle.ebanks@cedarhilltx.com</p>

FREQUENTLY ASKED QUESTIONS**Q: How do I register my Neighborhood Group?**

A: Use the form found on the bottom of this page: www.cedarhilltx.com/neighborhoods/grant

Q: How does my neighborhood group get an Employer Identification Number (EIN)?

A: An EIN is free to obtain from the Internal Revenue Service online, by fax, mail, or telephone by visiting www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN.

Q: Can time spent preparing application count towards match?

A: No. While we want you to take sufficient time to put together the best proposal for your neighborhood, this time cannot be counted towards your match requirement as volunteer time.

Q: Can volunteer hours completed before grant awarded count?

A: No. The project that you apply for grant funds for is considered its own, independent project by the City, so no hours completed towards a complementary project can be counted towards the match requirement as volunteer time for this project.

Q: What is public property?

A: Public Property includes rights-of-way, parks, City-owned recreational facilities, or any other property owned by a public entity.

Q: What is private property?

A: Private Property is any property owned by a private entity, individual, or homeowner's association.

Q: How can I find a fiscal agent?

A: Common fiscal agents are religious organizations, local non-profits, and other neighborhood groups. You can use the IRS's website to confirm if a group is a non-profit using this webpage: [www.irs.gov/Charities-&- Non-Profits/Exempt-Organizations-Select-Check](http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check)

Q: We're not a non-profit and we can't find a fiscal agent, how can we apply for grant funds?

A: As long as your organization has an EIN number and a separate bank account (not a personal checking/savings account), you are eligible to apply for up to \$2,500.

Q: How are projects selected?

A: All project applications will be reviewed by the grant review committee, comprised of the Neighborhood Advisory Board. A recommended project list will be compiled based on the merit of the application and the capacity of the neighborhood group to carry out and complete the proposed project. The recommended project list will then be presented to the City Council for their final approval. Once approved by Council, contracts with each neighborhood organization will be signed so the project can begin.

Q: Our group previously received NMG funds. Can we apply again?

A: Yes! With the update of this program we want to encourage all neighborhood groups to apply for projects they are excited about. However, if a previous grant project was not completed or the reporting requirements were not met, please discuss with City staff how you will address these issues for the new project.