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# **ABOUT THE PROGRAM**

The Dallas Neighborhood Vitality Grant (DNVG) was created to encourage neighborhood organizations and nonprofits to identify and implement projects that address specific neighborhood needs while increasing resident engagement, promoting neighborhood pride, and building stronger organizations. *This grant is awarded on a reimbursement basis.* (This means that applicants must pay expenses and submit invoices to the City for reimbursement. Some specified exceptions may apply).

### **ELIGIBLE APPLICANTS**

Organizations who have previously received funding through this grant are eligible to apply, however, **new applicants** are defined as applicants who have not received a grant from the City's Planning & Urban Design department in the past two (2) fiscal years (FY17-18 and FY18-19). New applicants will receive 10 preference points.

Organizations defined as a neighborhood association, homeowner association, crime watch group, condominium association and nonprofits partnering with a neighborhood organization with 501 (c) 3, 501 (c) 4 or 528 Internal Revenue Service (IRS) tax exempt status are eligible to apply with the following:

- 1) Planning & Urban Design (PUD) Neighborhood Organization Map sign up
- 2) Certificate of Good Standing with the State of Texas

A neighborhood organization who **does not have IRS tax exempt status** can:

Partner with a nonprofit organization with 501(c)(3), 501 (c) 4 or 528 IRS tax exempt status and is in Good Standing with the State of Texas Note: The neighborhood organization must be an active participant in the project.

- Obtain a fiscal sponsor (See Fiscal Sponsor definition below)
- Apply for non-reimbursement eligible projects (See Non-Reimbursement Projects)

*Individuals or for-profit businesses are <u>not</u> eligible to apply.* 

### **FISCAL SPONSOR**

Applicants who do not have IRS tax exempt status may apply with a fiscal sponsor. A fiscal sponsor must have IRS tax exempt status and accept legal, contractual, and financial responsibility for successful completion of the DNVG project. A Fiscal Sponsor Agreement is a required application document if applicable. Examples of fiscal sponsors include non-profit organizations, universities, schools, hospitals, faith-based or governmental agencies.

### **PROJECTS**

### LOCATION

Projects must be located within Dallas city limits. Preference points will be given to:

- 1) Projects located within **Southern Dallas** (7.5 points) defined to the north by the Trinity River west of Downtown and IH-30 east of Downtown, and to the south, east and west by Dallas city limits.
- 2) Projects located within **Reinvestment Strategy Areas** (7.5 points) defined in the Comprehensive Housing Policy adopted by Dallas City Council on April 27, 2018 by Resolution No. 18-0704, or as amended. The Reinvestment Strategy Area neighborhoods are: Casa View, Forest Heights, LBJ Skillman, Red Bird, The Bottom, Vickery Meadow, West Dallas. PUD staff will determine if the project is located within the Reinvestment Strategy Area during the preliminary review process. <a href="http://bit.ly/dallasmva1">http://bit.ly/dallasmva1</a>

### **ELIGIBILITY**

Eligible DNVG projects must demonstrate:

- Free and open access to the public
- Project completion within one (1) year of executing a grant agreement
- Compliance with all city, state, and federal regulations
- Commitment to long term maintenance without additional funding from the City of Dallas

### **TYPES**

### Neighborhood Physical Improvement Projects

Up to \$10,000 is available to enhance a neighborhood's physical appearance. Physical improvement projects include the following:

- Art Installations: Art murals, sculptures or sidewalk art.
- **Signage:** Street sign toppers, crime watch signs, temporary signage and monument or subdivision signs (gateway signage).
- **Beautification:** Improvements to medians, traffic islands, or other publicly accessible sites (i.e. landscape, tree planting).
- Urban Gardens: Improvement to existing or new publicly accessible community gardens.
- Public Park or Trail Improvements: Improvements to city parks or trails including benches, picnic tables, landscaping or other related physical enhancements.
- Litter Abatement: Illegal dumping surveillance equipment and large-scale neighborhood cleanups.

- Pedestrian Improvements: Markings, crosswalks, signage, sidewalk replacement, and traffic calming improvements.
- Other: Additional projects may be considered if they meet eligibility requirements.
   Applicants are strongly encouraged to discuss projects with Planning & Urban Design staff.

### Neighborhood Engagement Projects

Between \$1500 and \$5,000 is available for neighborhood engagement. Neighborhood Engagement Projects include the following:

- Events: Public events or activities that promote resident involvement and public awareness. Examples include events associated with:
  - Beautification/cleanups, Operation Beautification, Branch Out Dallas, It's My Park Day, block parties, and National Night Out.
- Capacity Building: Neighborhood organizations who desire to strengthen their organization may seek funding for professional services for:
  - Marketing, communications and branding (website design, logos, media templates) to increase public awareness, communications, membership and fundraising.
- Other: Additional events or capacity building may be considered if they meet eligibility requirements. Applicants are strongly encouraged to discuss projects with Planning & Urban Design staff.

### **PLANNING PROJECTS**

Applicants are strongly encouraged to discuss projects with PUD and appropriate City departments prior to application submission to fully understand program requirements, approval processes, permits, and insurance requirements. City Departments to consider contacting include: Real Estate, Park & Recreation, Office of Risk Management, Dallas Environmental Quality & Sustainability, Sustainable Development and Construction, Public Works, Sanitation, Code Compliance, and Department of Transportation.

## **TYPES OF GRANTS**

### REIMBURSEMENT

**The DNVG is a REIMBURSEMENT grant.** The grantee is responsible for paying for allowable project expenses and for submitting invoices and supporting documentation prior to receiving grant funds.

### **NON-REIMBURSEMENT**

In each grant cycle, a limited number of **non-reimbursement** grants may be awarded for the following project types:

- **Signage** Street sign toppers, crime watch signs and temporary signs in collaboration with the Department of Transportation.
- Litter abatement litter abatement equipment (i.e. gloves, reflective vests, trash bags) in collaboration with PUD/Sanitation and surveillance cameras in collaboration with and purchased by the Dallas City Marshal's Office for illegal dumping sites.
- Public parks or trail improvements amenities (benches, dog clean-up stations, tables) purchased in collaboration with the Dallas Park & Recreation Department. Prior to the execution of the grant contract agreement, a Park & Recreation Maintenance Agreement is required. Insurance will not be required only if any maintenance and installation work is being done by City staff.
- Neighborhood pedestrian improvements Crosswalks, restriping done by the Department of Transportation.

### Notes:

- Non-reimbursement grants are awarded for projects that can be implemented by the city, thus not requiring payment to the project grantee.
- Applicants applying for non-reimbursement consideration are not required to have the IRS Tax Exempt status.

### **EXPENSES**

### **ELIGIBLE EXPENSES**

Eligible expenses must be directly related to the project and fall within the following six (6) categories:

- 1. **Supplies** tangible property that is *used or consumed* within 12 months or less and has a unit cost of \$200 or less (e.g., office supplies, fuel, wood, nails, hardware, etc.)
- 2. **Materials** tangible property with a unit cost of \$100 or less that is not consumed (e.g., tools such as shovels, hammers, etc.)
- 3. **Professional Services** Expenses related to consultants, artists, vendors, and third-party contractors.
- 4. **Marketing** Expenses related to marketing, communications, branding and advocacy activities.
- 5. **Permits, Fees & Licenses** Expenses associated with city permits, licenses, construction permits and fees.
- 6. **Construction & Capital** Expenses associated with construction and renovation.

Note: Approximately 3 draws will be made during the grant period. Reimbursement checks will be made out to the primary applicant and sent to primary address on record or deposited into grantees bank account.

PUD is committed to processing and reimbursing grantees with **approved** reimbursement packages in approximately 30 days.

### **INELIGIBLE EXPENSES**

Grant funds may <u>not</u> be used for the following:

- Payments made prior to execution (Notice to Proceed) or after the end date of the grant contract agreement with the City of Dallas
- Operating and ongoing maintenance expenses
- Travel and transportation, catering, gift cards
- Payment to individuals other than those who provide professional services for the project
- Salaries or stipends
- Purchase of land
- Payment of rental space leased for a period longer than 48 hours

# **EVALUATION CRITERIA**

Application Section	Evaluation Criteria	Explanation	
ı	Applicant Qualifications (25 points)	<ul> <li>New Applicant (10 pts)</li> <li>Southern Dallas area (7.5 pts)</li> <li>Reinvestment Areas (7.5)</li> </ul>	
II	Project Description – Feasibility & Readiness (30 points)	<ul> <li>Clearly describe the DNVG project in detail.</li> <li>Provide brief history of neighborhood organization and its current leadership. Will there be a leadership change during the contract term?</li> <li>If there is a fiscal sponsor, describe the relationship and roles of both parties.</li> <li>Describe partners involved in the completion of the project and their roles.</li> <li>Why and how was the project selected and what need does it serve?</li> <li>What will DNVG funds be used for?</li> <li>Describe the project planning which has been done prior to the application submission.</li> <li>What City Departments did you speak with?</li> <li>What types of approvals, permits, licenses, insurance, etc. are needed?</li> <li>Was a contractor selected? Do you have quote?</li> <li>Do you have funding for the first reimbursement package?</li> </ul>	
II	Project Timeline (Required as part of Section II)	Provide a step by step outline on how the project(s) will be completed.  • Who will be responsible for significant task(s)  • Who will be responsible for anticipated reimbursement schedule?  NOTE: Up to three (3) reimbursement packages are allowable during the 12-month grant term.	
III	Neighborhood Benefits (15 points)	<ul> <li>Describe the neighborhood – demographics, culture, physical assets, etc.</li> <li>What is the public purpose this grant serves related to neighborhood?</li> <li>How will project impact, improve, and enhance the neighborhood?</li> </ul>	
IV	Resident Involvement (20 points)	Describe how residents will be engaged in each phase (planning, implementation/participation and on-going maintenance) of the project.  • What strategies will be used to continue engagement after the grant period?	
V	Project Budget (10 points)	Complete itemized budget to demonstrate how grant funds will be used. Identify other committed sources of funds, if applicable.	
VI	Attachments	<ul> <li>Required and preferred documentation to support the project's feasibility.</li> </ul>	
	Total - 100 points		

# **APPLICATION PROCESS**

Applicants must complete an application found on the PUD website at:

### bit.ly/dnvgrant (case sensitive)

Applications will be reviewed by PUD staff for completeness. If an application is determined incomplete, it will not be evaluated by the Internal Review Committee. Interviews are conducted if needed.

Grant Process*	
Grant Process	
Application Deadline	Monday, November 18, 2019 @ 4pm CST
PUD Review	Nov. – Dec.
Interviews (if necessary)	January 2020
Draft Scope of Work with additional requirements	January/February 2020
Execute Scope of Work	February 2020
Risk Management Approval	February/March
Grant Agreement Execution	Late March/Early April 2020
City of Dallas Signatures (City Attorney, City Manager, City Secretary	April 2020
	Late April/Early May 2020
Notice to Proceed	* No work can begin, and no purchases can be made until the grantee receives the Notice to Proceed (NTP)

<sup>\*</sup>Timeline is subject to change based on the responsiveness of grantee

# **GRANT MANAGEMENT**

Disbursement package for reimbursement consists of:

- The Disbursement Request Form signed by Authorized Representative.
- ONLY original receipts are accepted
- Disbursement packages require hand delivery to PUD Office

**Note:** PUD has 30 days for reimbursement from the date of approval of disbursement package by PUD Business Office; not when the disbursement package was submitted by grantee.

# **APPLICATION DEFINITIONS**

- 501(c)(3), 501(c)(4) 528 An Internal Revenue Service (IRS) designation required of DNVG fiscal sponsors or applicants to receive reimbursements.
- Authorized Representative The leader of the neighborhood organization and/or fiscal sponsor who has authority to enter into a legally binding grant contract/agreement with the City of Dallas.
- Board/Member Meeting Minutes Documentation from a formal meeting indicating the neighborhood organization members/board approve the submission of the DNVG application to the City of Dallas.
- Certificate of Insurance General liability insurance from the contractor performing work is required and must be approved by the Office of Risk Management prior to executing the grant agreement.
- City of Dallas Fees and/or Permits City of Dallas reserves the right to collect fees or require permits for projects affecting City property. It is the responsibility of the applicant to inquire about these requirements prior to submitting a DNVG application. Fees should be added to the grant application budget. Example: Monument signage fees include: \$100 application fee, \$100 license, \$50 recording and a \$20 process fee all should be added to the project budget.
- City of Dallas Beautification or Maintenance Agreements Park and Recreation related projects, alley way improvements or right-of-way projects may require agreements with the respective department(s). In some cases, a fee may be associated with the agreement.
   Agreements must be obtained prior to submitting a DNVG application.
- Certificate of Good Standing —A DNVG applicant and/or fiscal sponsor with an IRS tax exempt designation-must be in good standing with the State of Texas at the time of the DNVG application submission. If awarded a grant, the grantee must remain in good standing throughout the duration of the grant period. Visit the Texas Comptroller of Public Accounts website for Taxable Entity Search at: https://mycpa.cpa.state.tx.us/coa/search.do
- City of Dallas Conflict of Interest and Transparency Statement DNVG applicants must sign
  this document stating members and/or staff of the organizations do not have direct or
  indirect financial interest in the DNVG funds or use such funds for private, personal or nonpublic purposes.

- ◆ Donor letter If the total cost of the project exceeds the grant amount, the applicant must supply a document from the donor providing the "gap" funding. Example: project cost \$12,000; grant amount \$10,000; donor letter needed indicating how the \$2000 gap will be met.
- **DNVG Information Session Certificate** Applicant must attend a DNVG Information Session and receive certificate of completion. This is a required DNVG attachment.
- **Fiscal Sponsor** An organization with 501(c)(3), 501(c)(4) or 528 status in good standing with the State of Texas who is partnering with a grant applicant to provide grant administration and project management. The fiscal sponsor accepts legal, contractual, and financial responsibility for successful completion of DNVG project.
- **Fiscal Sponsor Partnership Agreement** A required DNVG document outlining the agreed upon relationship between the grant applicant and fiscal sponsor as it pertains to the DNVG project.
- Non-reimbursement A type of grant which does not require the grantee to expend funds. This grant authorizes PUD to purchase materials and/or supplies on behalf of the grantee. In some cases (sign toppers, park amenities), PUD will pay respective department directly.
- **Reimbursement Grant** A type of grant which requires the grantee to expend money for allowable project expenses prior to receiving grant funds.
- Reinvestment Strategy Areas Areas defined in the Comprehensive Housing Policy adopted by Dallas City Council on April 27, 2018 by Resolution No. 18-0704, or as amended. The neighborhoods are: Casa View, Forest Heights, LBJ Skillman, Red Bird, The Bottom, Vickery Meadow and West Dallas. PUD staff will confirm if the project location is within a Reinvestment Strategy Area. Preference points are given for projects in the Reinvestment Strategy Areas.
- Neighborhood Organization Map The neighborhood organization applying for the grant must be signed up on PUD's neighborhood organization map prior to DNVG Application submission. Sign up can be done at: http://bit.ly/dallasneighbororgmap
- Property Owner's Written Permission A letter from the public or private property owner stating the applicant has permission to use the property for the DNVG project is required.

• New Applicants - Applicants who have not received a grant from the City's Planning & Urban Design department in the past two (2) fiscal years (FY17-18 and FY18-19).

### **BUDGET DEFINITIONS**

- Capital Equipment a non-expendable property item of considerable value and durability that is used to provide a service, or to make, keep or transport goods.
- **Consultant an** individual who primarily provide professional advice. They have a separate skill or knowledge not generally available.
- **Equipment** a tangible, non-expendable property item having a useful life of more than one year and with a unit cost of more than \$100 (e.g., auger, tiller, etc.)
- Materials tangible property with a unit cost of \$100 or less that is not consumed (e.g., tools such as shovels, hammers, etc.)
- Operating & Maintenance Expenses an expense incurred in carrying out the organization's
  activities not associated with the project being proposed (e.g., transportation, travel, repairs,
  office supplies, etc.)
- Overhead fixed costs of running an operation that is not linked to creating or producing the service. Expenses an operation incurs to stay in business regardless of the project (e.g., rent, electricity).
- Professional Services technical or unique functions performed by independent contractors or consultants whose primary occupation is the rendering of such professional service (e.g., consultant, architect, attorney, accountant, appraiser, artist, etc.)
- Supplies tangible property that is *used or consumed* within 12 months or less and has a unit cost of \$200 or less (e.g., office supplies, fuel, wood, nails, hardware, etc.)

# For more information:

Planning and Urban Design 1500 Marilla St. 1FN Dallas, Texas Visit: bit.ly/dnvgrant (Case sensitive)

Email: pud@dallascityhall.com

Call: 214-671-8900





