



COMMUNITY BEAUTIFICATION PILOT PROJECT

The Community Beautification Pilot project allocates CRA/TIF monies up to \$15,000 for neighborhood organizations located within the CRA boundary to complete and implement a neighborhood improvement plan. A neighborhood plan is a tool which establishes a set of specific recommendations on programs and improvements in a given area or "neighborhood," while effectively incorporating the goals and objectives established for the CRA as a whole through its adopted redevelopment plan.

Neighborhood organizations can get up to \$15,000 for a neighborhood improvement project. The CRA encourages projects that foster self-help and neighborhood pride, while enhancing and beautifying neighborhoods.

Funding is available for neighborhood improvements when matched by the community in cash, donated professional services, donated materials, or volunteer labor. The required match is 50% of the total project cost.

Examples of eligible projects include:

Physical improvements to the neighborhood located on publicly owned property, such as signage and lighting, tree removal and/or replacement, community gardens, landscaping and signage for neighborhood entrances, public art, specialty street corner signs installed by the neighborhood

with landscaping, a park pavilion constructed entirely by the neighborhoods, monumental street markers, entryway signs.

Project Requirements:

To receive funds, the project must meet the following criteria.

1. The project must have neighborhood support.
2. It must have written approval from all adjacent/affected property owners.
3. It must meet all city codes and conform to all departmental policies.
4. The project must obtain all city permits required for construction.
5. It must be designed for low maintenance or be maintained by neighborhood volunteers or a contractor hired by the neighborhood, and a maintenance agreement must be signed acknowledging this.
6. If the project includes any utility installation (e.g., lighting, irrigation, etc.), the CRA will not participate in the cost of that aspect of the project, nor will the CRA assume any ongoing costs (i.e., water, electricity, repairs, etc.). Residents cannot use moneys spent for installing such improvements as part of their 50% match.
7. It must be within the city's legal authority (e.g., cannot be on private property).
8. It must involve residents in all phases of implementation.
9. Completion must be feasible within the calendar year.
10. It must demonstrate that 50% of the project cost will come from the neighborhood.

Application Process:

Matching funds are available for community organizations located within the CRA boundary area on an annual basis. Applications are available by calling the City of Quincy CRA Office at 627-7681 Ext. 333

During an initial application period (Jan. 1 to Mar. 1) staff reviews applications, performs site visits, and completes cost estimates. The results of the staff's analysis are communicated back to applicants by April 1.

From the time they receive this communication from the CRA, applicants have 30 days to finalize details, garner further support for the project, and submit the final documents:

The Maintenance Agreement form; and The Commitment Form with the appropriate signatures detailing the neighborhood's contribution toward the project are due no later than May 1.

(Note) if the necessary support is not gathered by the May 1 deadline, the application will be considered for funding in a subsequent funding period).

CRA Staff will send award letters by May 15 and project implementation can begin.

Evaluation:

1. Project must be one that enhances and/or improves the neighborhood.
2. Projects that include volunteer labor from the neighborhood will be given highest priority.
3. Projects that will benefit a large number of people will have higher priority than those affecting a smaller number.
4. Projects will be further prioritized based on the percentage of residents in the area who are participating, the degree to which the project is designed and ready to go, as well as the level of demonstrated support for the project.
5. Neighborhoods receiving grants in the previous year will have lower priority.
6. Neighborhoods can not submit multiple projects.

Project Implementation:

Once the funds are awarded, a project manager from the City of Quincy CRA will work with a neighborhood coordinator (typically the project requestor) to finalize the project design, determine the schedule, and obtain any permits that may be required. Barring unforeseen circumstances, projects should be completed in the same calendar year in which the funds are awarded.

Maintenance:

Once projects are completed, it is the responsibility of the neighborhood, or other appropriate organization to maintain the improvements (except in locations where it would be impractical to do so). This is acknowledged prior to construction via a Maintenance Agreement, which must be signed by a minimum of three neighborhood representatives. The agreement simply states the City of Quincy CRA will participate in the construction of the project but will not assume any ongoing costs for maintenance unless specified otherwise.

Disbursement of Funds:

All project costs will be covered pro rata. Applicants will submit a detailed accounting of volunteer labor hours, total cash collected from residents, receipts showing value of donated professional services and/or receipts for purchased materials. The City of Quincy CRA reserves the right to deny payment for items deemed inappropriate for Program funding.

Qualifying Expenses:

In considering neighborhood requests, the city will disburse funds only for those expenses which are essential to the completion of the approved Match Project. **APPROVABLE EXPENSES include:** the cost of building or landscaping materials; the cost of refuse collection or dumping fees associated with the project; the cost of professional services for design or engineering; the value of donated labor for site preparation, construction, and clean-up; and the value of any donated professional services.

(Eligible labor hours are those physical hours spent on construction of the project.)

EXPENSES THAT WILL NOT BE APPROVED include: such items as: refreshments; volunteer labor for project planning and coordination; or any expenses not approved as part of the original Match Project award.