

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF NEIGHBORHOOD SERVICES AND COMMUNITY DEVELOPMENT TO ENTER INTO CONTRACTS WITH NEIGHBORHOOD ORGANIZATIONS FOR NEIGHBORHOOD PARTNERS PROJECTS AND RELATED ACTIVITIES AND INITIATIVES, FOR AN AMOUNT NOT TO EXCEED FIFTY-TWO THOUSAND DOLLARS (\$52,000.00).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That it is hereby authorizing the Administrator of Neighborhood Services and Community Development to enter into contracts with neighborhood organizations for neighborhood partners projects and related activities and initiatives, for an amount not to exceed \$52,000.00, as described below and as more outlined in the attached:

| ASSOCIATION | DISTRICT | AMOUNT |
|---|-----------------|---------------|
| Alton Park-Piney Woods Neighborhood Association | District 7 | \$1,800.00 |
| Ashwood Homeowner Association | District 4 | \$1,500.00 |
| Audubon Neighborhood Association | District 4 | \$1,100.00 |
| Belvoir Neighborhood Association | District 6 | \$2,550.00 |
| Brainerd Park North Neighborhood Association | Districts 5&6 | \$1,000.00 |
| Cedar Hills Improvement League | District 7 | \$1,500.00 |
| Clifton Hills Improvement League | Districts 7&8 | \$1,500.00 |
| Cloverdale Neighborhood Association | District 2 | \$1,800.00 |
| Community Association of Historic St. Elmo | District 7 | \$1,400.00 |
| East Lake Neighborhood Association | District 7 | \$4,000.00 |
| Fairfax-Bagwell Neighborhood Association | District 2 | \$3,500.00 |

| | | |
|--|---------------|--------------------|
| Fort Wood Neighborhood Association | District 8 | \$2,000.00 |
| Foxwood Heights Neighborhood Association | District 9 | \$2,000.00 |
| Glass Farms Neighborhood Association | District 6 | \$2,200.00 |
| Glenwood Neighborhood Association | District 9 | \$500.00 |
| King Oak Neighborhood Association | District 5 | \$2,000.00 |
| Menlo Park Neighborhood Association | District 9 | \$500.00 |
| Missionary Ridge Neighborhood Association | District 9 | \$2,000.00 |
| North Brainerd Sunshine Neighborhood Association | District 5 | \$1,400.00 |
| North Hixson Neighborhood Association | District 3 | \$2,000.00 |
| Ridgedale Community Association | Districts 7&8 | \$3,500.00 |
| Shepherd Community Action Council | District 6 | \$3,000.00 |
| Southside Cowart Place Neighborhood Association | District 7 | \$500.00 |
| Stuart Heights Neighborhood Association | District 2 | \$2,500.00 |
| Washington Hills Neighborhood Association | District 5 | \$1,500.00 |
| Wheeler Avenue Neighborhood Association | Districts 8&9 | \$3,400.00 |
| Woodmore Manor Neighborhood Association | District 5 | \$1,350.00 |
| PROJECT TOTAL | | \$52,000.00 |

ADOPTED: _____, 2012

/mms

City of Chattanooga



Resolution/Ordinance Request Form

Date Prepared: 11/29/12

Preparer: Anthony O. Sammons

Department: Neighborhood Services & Community Development

Brief Description of Purpose for Resolution/Ordinance:

Res./Ord. # _____ Council District # _____

See Attached List

A resolution authorizing the Administrator of the Department of Neighborhood Services and Community Development to enter into contracts with neighborhood organizations for Neighborhood Partners Projects and related activities and initiatives in an amount not to exceed \$52,000.00. Any unspent appropriations will be re-allocated for Neighborhood Partner Projects and related activities and initiatives.

Name of Vendor/Contractor/Grant, etc. Neighborhood Partners Program

New Contract/Project? (Yes or No) Yes

Total project cost \$ 52,000.00

Funds Budgeted? (YES or NO) Yes

Total City of Chattanooga Portion \$ 52,000.00

Provide Fund General Funds

City Amount Funded \$ 52,000.00

Provide Cost Center _____

New City Funding Required \$ -

Proposed Funding Source if not budgeted _____

City's Match Percentage % 0%

Grant Period (if applicable) _____

List all other funding sources and amount for each contributor.

Amount(s)

Grantor(s)

\$ _____

\$ _____

\$ _____

Agency Grant Number _____

CFDA Number if known _____

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

See attachment for listing of Neighborhood organizations and funding amounts.

Approved by: Beverly P. Johnson

DESIGNATED OFFICIAL/ADMINISTRATOR

Reviewed by: FINANCE OFFICE

Please submit completed form to @budget, City Attorney and City Finance Officer

Revised: 1/26/09

| Association | District | Project Description | Awarded Amount |
|--|----------|--|----------------|
| Alton Park-Piney Woods Neighborhood Association | 7 | Neighborhood Development: Branding Package | \$1,800.00 |
| Ashwood Homeowner Association | 4 | Neighborhood Beautification | \$1,500.00 |
| Audubon Neighborhood Association | 4 | Neighborhood Development: Meeting Signs | \$1,100.00 |
| Belvoir Neighborhood Association | 6 | Neighborhood Development: "Responsible Pet Ownership" Branding | \$2,550.00 |
| Brainerd Park North Neighborhood Association | 5&6 | Neighborhood Development: Branding Apparel | \$1,000.00 |
| Cedar Hills Improvement League | 7 | Neighborhood Development: Branding Package | \$1,500.00 |
| Clifton Hills Improvement Committee | 7&8 | Neighborhood Development: Branding Package | \$1,500.00 |
| Cloverdale Neighborhood Association | 2 | Neighborhood Development: Branding Package | \$1,800.00 |
| Community Association of Historic St. Elmo | 7 | Neighborhood Development: Informational Kitchen Magnet | \$1,400.00 |
| East Lake Neighborhood Association | 7 | Neighborhood Development: House Banners | \$4,000.00 |
| Fairfax-Bagwell Neighborhood Association | 2 | Neighborhood Development: House Banners | \$3,500.00 |
| Fort Wood Neighborhood Association | 8 | Neighborhood Development: Historical Tour Brochure | \$2,000.00 |
| Foxwood Heights Neighborhood Association | 9 | Neighborhood Development: Sign Toppers | \$2,000.00 |
| Glass Farms Neighborhood Assoc. | 6 | Neighborhood Development: Community Booklet | \$2,200.00 |
| Glenwood Neighborhood Association | 9 | Neighborhood Development: Branding Apparel | \$500.00 |
| King Oak Neighborhood Association | 5 | Neighborhood Beautification | \$2,000.00 |
| Menlo Park Neighborhood Association | 9 | Neighborhood Development: Branding Apparel | \$500.00 |
| Missionary Ridge Neighborhood Association | 9 | Neighborhood Development: Develop a Proposed Park Master Plan | \$2,000.00 |
| North Brainerd Sunshine Neighborhood Association | 5 | Neighborhood Development: Meeting & Event Signs | \$1,400.00 |
| North Hixson Neighborhood Association | 3 | Neighborhood Development: Meeting & Event Signs | \$2,000.00 |
| Ridgedale Community Association | 7&8 | Neighborhood Development: Meeting & Event Signs | \$3,500.00 |
| Shepherd Community Action Council | 6 | Neighborhood Development: Community Murals | \$3,000.00 |
| Southside Cowart Place Neighborhood Assoc. | 7 | Neighborhood Development: Community Calendar | \$500.00 |
| Stuart Heights Neighborhood Association | 2 | Neighborhood Development: Branding Apparel | \$2,500.00 |
| Washington Hills Neighborhood Association | 5 | Neighborhood Development: Meeting & Event Signs | \$1,500.00 |
| Wheeler Avenue Neighborhood Association | 8&9 | Neighborhood Development: Memo Boards | \$3,400.00 |
| Woodmore Manor Neighborhood Association | 5 | Neighborhood Development: House Banners | \$1,350.00 |
| | | Neighborhood Development: Neighborhood Directory | |

Project Total \$52,000.00

Neighborhood Partners Program 2012-2013

Wednesday, November 27, 2012

| Project Description | Applicant Request | Committee Recommendation | Discussed Amount | Score |
|---|--------------------|--------------------------|--------------------|--------------|
| Neighborhood Development: Branding Package | \$2,082.15 | \$1,898.00 | \$1,800.00 | 73.25 |
| Neighborhood Development: Branding Package | \$1,575.00 | \$1,500.00 | \$1,800.00 | 80.00 |
| Neighborhood Development: Branding Package | \$3,150.00 | \$1,500.00 | \$1,500.00 | 56.00 |
| Neighborhood Development: Branding Package | \$1,000.00 | \$1,500.00 | \$1,500.00 | 74.50 |
| Neighborhood Development: Meeting Signs | \$1,111.00 | \$1,125.00 | \$1,100.00 | 55.75 |
| Neighborhood Beautification | \$5,514.00 | \$1,755.00 | \$1,500.00 | 73.00 |
| Neighborhood Beautification | \$2,041.73 | \$2,675.00 | \$2,000.00 | 78.50 |
| Subtotal | \$47,850.00 | \$2,075.00 | \$4,500.00 | 77.50 |
| Neighborhood Development: Meeting & Event Signs | \$2,620.80 | \$2,436.50 | \$2,500.00 | 85.75 |
| Neighborhood Development: Meeting & Event Signs | \$1,071.00 | \$1,380.00 | \$1,400.00 | 85.00 |
| Neighborhood Development: Memo Boards | \$2,056.00 | \$1,945.00 | \$1,500.00 | 78.00 |
| Neighborhood Development: Area Signs | \$1,360.80 | \$949.00 | \$500.00 | 54.75 |
| Neighborhood Development: Meeting & Event Signs | \$2,998.57 | \$1,949.64 | \$2,000.00 | 71.00 |
| Neighborhood Development: House Banners | \$3,882.00 | \$3,495.90 | \$3,500.00 | 72.25 |
| Neighborhood Development: House Banners | \$2,058.00 | \$2,265.00 | \$3,400.00 | 80.75 |
| Neighborhood Development: House Banners | \$4,250.00 | \$4,081.25 | \$4,000.00 | 75.00 |
| Subtotal | \$38,506.05 | \$32,520.29 | \$31,500.00 | |

Tuesday, November 23, 2012

| Project Description | Applicant Request | Committee Recommendation | Discussed Amount | Score |
|--|--------------------|--------------------------|--------------------|--------|
| Neighborhood Development: Branding Apparel | \$560.00 | \$500.00 | \$500.00 | 89.40 |
| Neighborhood Development: Branding Apparel | \$1,050.00 | \$700.00 | \$500.00 | 86.40 |
| Neighborhood Development: Branding Apparel | \$524.00 | \$500.00 | \$500.00 | 100.00 |
| Neighborhood Development: Community Calendar | \$4,866.00 | \$3,800.00 | \$3,000.00 | 93.40 |
| Neighborhood Development: Community Calendar | \$2,535.00 | \$2,407.00 | \$2,200.00 | 85.80 |
| Neighborhood Development: Informational Kitchen Magnet | \$1,451.22 | \$1,382.12 | \$1,350.00 | 94.80 |
| Neighborhood Development: Informational Kitchen Magnet | \$1,501.50 | \$1,430.00 | \$1,400.00 | 99.50 |
| Neighborhood Development: Sign Toppers | \$2,730.00 | \$2,096.00 | \$2,000.00 | 93.00 |
| Neighborhood Development: Architectural and Historical Tour | \$5,500.00 | \$2,500.00 | \$2,000.00 | 0.00 |
| Neighborhood Development: Community Murals | \$3,850.00 | \$3,500.00 | \$3,500.00 | 90.40 |
| Neighborhood Development: "Responsible Pet Ownership" Branding | \$2,813.42 | \$2,550.00 | \$2,550.00 | 97.20 |
| Neighborhood Development: Develop a Proposed Park Master Plan | \$5,000.00 | \$2,500.00 | \$2,000.00 | 0.00 |
| Neighborhood Development: PSA Billboard | \$150.00 | \$0.00 | \$0.00 | 0.00 |
| Subtotal | \$32,531.14 | \$23,865.12 | \$21,500.00 | |

Total Based on Committee Recommendation **\$56,385.41**
 Total Based on Discussion **\$53,000.00**

Grand Total **\$51,500.00**

Tree Grant Funding will be utilized

**CITY OF CHATTANOOGA
DEPARTMENT OF NEIGHBORHOOD SERVICES AND
COMMUNITY DEVELOPMENT**

**NEIGHBORHOOD PARTNERS PROGRAM (NPP) CONTRACT
Program Year 2012 – 2013**

THIS CONTRACT, is made and entered into by and between the City of Chattanooga, Tennessee acting through the Department of Neighborhood Services and Community Development, 101 E. 11th Street, City Hall, Suite 200, Chattanooga, Tennessee 37402 (hereafter “City”), and **Shepherd Community Action Council**, with principal offices at 2124 Shepherd Road, Chattanooga, TN 37421 (hereafter “Association”).

Project Award

The DNSCD will make available up to \$3,000.00 for the Association to complete the project.

Project Description

The Association will:

- Develop a neighborhood directory.

Terms and Conditions

The Association will:

- Develop a plan to collect contact information from all residents.
- Develop plan to distribute the directory to all residents.
- Provide the DNSCD with a copy of completed directory before it’s mass produced.
- Be responsible for selecting all vendors.
- Provide DNSCD with written description of Association’s operating boundaries.
- Recognize DNSCD in all public statements and media releases regarding project.

- Work closely with your assigned Neighborhood Relations Specialist (NRS) to properly document and appropriately manage project activities and maintain compliance with City Code and applicable governing policies. **Your assigned NRS is Ty Armour whose contact information is 423-425-3712 and armour_ty@chattanooga.gov**
- **Meet cash match requirement of \$150.00.** Under no circumstances with the Association receive funding in excess of the amount approved. The Association shall be responsible for paying expenses that exceed the award amount.

| | |
|--|-------------------------|
| NPP Funds | \$3,000.00 |
| <u>Association Cost Sharing Match</u> | <u>\$ 150.00</u> |
| Total Project Cost | \$3,150.00 |

Pre-Award Costs. Any items that may have been purchased prior to the execution of this contract are the sole responsibility of the Association. Any items purchased without approval of the Assigned NRS are the sole responsibility of the Association.

Use of Funds. Funds will not be used for any purpose other than the purpose set forth in this Contract.

Project Timeline. The Association shall adhere to the timelines and benchmarks as agreed to by the Association and the DNSCD.

| | |
|---|--|
| • Submit project implementation plan | |
| • Submit project budget | |
| • Submit plan for collecting contact information from residents | |
| • Submit plan for distributing the completed directory to residents | |
| • Submit written description of Association's operating boundaries | |
| • Implement project | |
| • Submit copy of directory, final report and project evaluation | |

Project Team. The following team members: **Ivy Strickland, Thaddeus Oliver, Jennifer Maffett, and Yanetta Bowman** agree to adhere to this Contract, respect the project timeline and benchmarks, and notify the DNSCD of any changes in team members. Failure to do so could cause funding to be terminated.

_____ Association
initial here

Term of Contract. The term of this contract shall begin on the date that the *Notice to Proceed* Letter is signed by the Administrator of the DNSCD or designee and shall end **December 1, 2013.**

Record Keeping, Reporting and Monitoring Requirements. The DNSCD and the Association shall maintain records of project expenses and work performed. The DNSCD reserve the right to performed announced or unannounced progress reports and periodic inspections of items funded.

Addendums. The DNSCD and the Association may, as needed, request changes in the scope of the project and obligations to be performed hereunder by the parties. Such changes shall be incorporated in writing as an addendum to this Contract.

Suspension or Termination of Project. In accordance with the policies of the Neighborhood Partners Program, the Association agrees to adhere to any recommendations, which may not be outlined in this Contract but are necessary to ensure the successful implementation of the project. Failure of the Association to perform services or work under this Contract shall constitute a material failure to comply with this Contract and may invoke the Suspension or Termination provisions.

The Association agrees that if it fails to comply with any terms of this Contract, the DNSCD may temporarily withhold funding for the project pending correction on the deficiency. If corrective action isn't taken, the DNSCD may terminate the current award for the recipient's project. In the best interest of the program in order to better serve the people in the target areas and fulfill the purposes of the Act, either party may terminate this Contract upon giving thirty (30) days notice in writing of its intent to terminate stating its reasons for doing so. In the event the DNSCD terminates this contract, the DNSCD shall pay approved expenses incurred after the execution of the Contract.

Notices and Correspondence. Standard, day-to-day communication regarding your project should be directed to your assigned Neighborhood Relations Specialist.

For official correspondence, such as notice that the Association cannot complete the project, must be in writing sent by certified United States mail, return receipt requested, addressed to:

Beverly P. Johnson
Administrator
Department of Neighborhood Services and Community Development
101 E. 11th Street, Suite 200
Chattanooga, TN 37402

Official correspondence from the DNSCD will also be sent certified United States mail, return receipt requested, to the Association at the address listed in the first paragraph of this contract.

In witness whereof, the parties hereto have executed the Contract on the respective dates under each signature, signed by the Administrator of the DNSCD or designee, which each party is authorized to execute.

ATTEST:

**WOODMORE MANOR
NEIGHBORHOOD ASSOCIATION**

**DNSCD
CITY OF CHATTANOOGA, TN**

Ivy Strickland, Project Coordinator

Beverly P. Johnson, Administrator

Date

Date

WITNESS:

Signature

Date

CC: Daisy Madison, Administrator, Chief Financial Officer