

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT TO ENTER INTO CONTRACTS WITH VARIOUS NEIGHBORHOOD ORGANIZATIONS FOR NEIGHBORHOOD PARTNERS PROJECTS AND RELATED ACTIVITIES AND INITIATIVES, FOR AN AMOUNT NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000.00).

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Administrator of the Economic and Community Development Department is hereby authorized to enter into contracts with various neighborhood organizations for Neighborhood Partners Projects and related activities and initiatives, for an amount not to exceed \$50,000.00. The list of the neighborhood associations is attached to this resolution.

ADOPTED: \_\_\_\_\_, 2013

/mms

# City of Chattanooga



## Resolution/Ordinance Request Form

Date Prepared: 11/18/13

Preparer: Anthony O. Sammons

Department: Economic and 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 Economic and Community Development to enter into contract agreements with neighborhood organizations for Neighborhood Partners Projects and related activities and initiatives in an amount not to exceed \$50,000.00. 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 \$ 50,000.00

Funds Budgeted? (YES or NO) Yes

Total City of Chattanooga Portion \$ 50,000.00

Provide Fund General Funds

City Amount Funded \$ 50,000.00

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: \_\_\_\_\_

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

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

Revised: 1/26/09





## NEIGHBORHOOD PARTNERS PROGRAM GUIDELINES 2013 – 2014

### Eligibility Requirement

*To be eligible for NPP:*

- The proposed project must benefit the neighborhood and residents.
- Project must be performed and implemented within the boundaries of the association.
- Applicants **may only submit one proposal** for the 2013-2014 funding cycle.
- Applicants must be a registered neighborhood association or group with the Department of Neighborhood Services and Community Development by **Monday, September 2, 2013**.
- Applicants **must attend at least one** scheduled Technical Assistance Workshop.
- Applicants must have a project team consisting of at least four (4) members responsible for managing and communicating about the project.
- Applicants **must submit a Letter of Intent** to the Department of Neighborhood Services and Community Development by **Monday, September 9, 2013 at 4:00 p.m.** Attach a copy of the organization's meeting minutes documenting the organization's approval of the project to be submitted to the Neighborhood Partners Program.
- If you have a project partner, such as, but not limited to, neighborhood association, community organization, a local business, attach a letter of commitment to the application.
- If working with another neighborhood association or group on the same project, there must be one lead organization requesting funds—there will be only one award amount per project.
- Submit one (1) original and fifteen (15) copies of the completed application and attachments. All applications and attachments must be **three-hole punched, and bound with paperclips or binder clips. Do not staple applications.**
- At least one (1) members of the project team must attend the selection committee interview to present project and answer questions.
- After **January 1, 2015**, each registered neighborhood association and/or neighborhood-base group applying to NPP must have at least one (1) member of their working project team to have graduated from the Neighborhood Leadership Institute.

#### RETURN COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:

**Lauren Lowery, Project Specialist**  
Department of Neighborhood Services and Community Development  
101 E. 11<sup>th</sup> Street, Suite 200, City Hall  
Chattanooga, TN 37402

COMPLETED APPLICATION AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY  
**TUESDAY, OCTOBER 8, 2013 AT 4:00 P.M.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

*The selection committee makes final recommendations for funding and has the right to recommend an alternate project.*

## About the Neighborhood Partners Program

The purpose of the Neighborhood Partners Program (NPP) is to provide assistance to neighborhood projects that substantially, positively and measurable impact the community. The program is open to neighborhood associations and neighborhood-based groups located within the Chattanooga city limits. A neighborhood association or neighborhood-based group is defined as a voluntary group of residents and/or property owners who advocate for common concerns or organize activities within defined neighborhood boundaries.

### Technical Assistance Workshops (Mandatory)

Wednesday, May 8, 2013	1:00 p.m. – 2:30 p.m.
Thursday, May 9, 2013	5:30 p.m. – 7:30 p.m.
Tuesday, May 14, 2013	10:00 a.m.—12:00 p.m.
Tuesday, May 14, 2013	5:30 p.m.—7:30 p.m.
Thursday, August 8, 2013	5:30 p.m. – 7:30 p.m.

All workshops will be in City Hall, 101 E. 11<sup>th</sup> Street, 3<sup>rd</sup> Floor Training Room. Parking is at your expense and is available at the Warehouse Row's parking garage or at a metered space at City Hall.

### Categories and Types of Projects Eligible for Funding

*(List is not all inclusive)*

#### Neighborhood Development

- Projects that increase membership and/or capacity of the organization to have a positive effect on the community.
- Neighborhood directories, newsletters, brochures, event flyers, meeting notices and signs.
- Promotional items (pens, magnets, key chains, etc).
- Neighborhood association meeting supplies (easels, flip pads, markers, etc).
- Neighborhood stationary package (letterhead, envelopes, postcards, and memo pads)
- Neighborhood apparel (limited only to T-shirts, Vests, and Caps—**\$500 maximum**)
- City-Sponsored National Night Out promotional items (**\$1,000 maximum**).
- Activities focusing on neighborhood histories (research/archives/books).
- Safety Fair (Similar to National Night Out; an event with vendors and/or booths from, but not limited to, the police department, fire department, and health department discussing their resources that may be helpful to neighborhoods. Provides marketing, promotional materials, and etc).
- Information Kiosk and Community Bulletin Board.
- Activities promoting responsible citizenship and/or stewardship.
- Activities promoting recruitment and engagement of current and new members of the neighborhood applicant (**\$1,500 maximum**).

### Neighborhood Beautification

- Beautification and/or landscaping to improve the appearance of blighted areas and open spaces.
- Neighborhood clean-ups and educational programs to enhance community and cleanliness.
- Community flower garden to be maintained by the neighborhood applicant—flowers, shrubs, and garden nourishment only.
- Community food garden to be maintained by the neighborhood applicant— food production and related planting needs only.
- Storm water management and rain gardens to be maintained by the neighborhood applicant.
- Community passive parks or community gathering space to be maintained by the neighborhood applicant.

### Neighborhood Streetscape

- Neighborhood identity programs such as banners, sign toppers that do not exceed 8" x 24" and small scale community markers that do not exceed 3' x 4' that exclusively identify a neighborhood. *Boundaries of other neighborhood associations will be taken into consideration when determining the location of proposed neighborhood/community markers.*
- Neighborhood Informational or Historical Markers.
- Furnishings such as concrete, metal, or wooden benches, birdbath, and birdhouses, etc. for non-city owned passive parks.
- Welcoming paths (labyrinth paths, etc.)
- Community flower boxes, benches/street furniture, etc.
- Community Artwork.
- Neighborhood Pride Kit (install flower boxes, utilize decorative planters, create a distinctive neighborhood characteristic (such as a welcoming pathway, garden, etc), partner with a City of Chattanooga program initiatives such as, but not limited to, Scenic Cities Beautiful, the Urban Forestry, the Water Quality Program—**\$3,00 maximum**)

### **Applicants Ineligible for Funding**

*(List is not all inclusive)*

- Organizations that are city wide.
- Organizations that are district wide.
- Organizations made up of more than one neighborhood association (neighborhood councils, neighborhood coalitions).
- Private, for-profit businesses, churches, schools and governmental entities (federal, state, city, county).
- Chambers of commerce, merchant associations, civic organizations, and individuals.
- Fraternities, sororities, and benevolent organizations (Elks, Masons, Lions, etc.).

## Projects Ineligible for Funding

(List is not all inclusive)

- Projects promoting religious activities.
- Large scale neighborhood/community marker structures which exceed 3' x 4' in dimension.
- Infrastructure projects eligible for funding under City's capital improvement programs (e.g. sidewalks, streetlights, road improvements, traffic calming devices, speed humps, etc.) or capital improvements on association/organization owned property.
- Projects requiring on-going funding or multi-year projects.
- Neighborhood or community-based training programs (neighborhood strategic plan development).
- Projects that duplicate an existing public program such as the *Take Root* project, *Sweet Diversity*, etc.
- Projects that include overnight activities.
- Startup costs for businesses and resale of items purchased with City funds.
- City, County, or State-owned properties.
- Property improvements to privately-owned land.
- Musical groups, etc. (musician fees, staging, lights, etc.).
- Playgrounds and related equipment.
- Promotional or award-recognition items such as plaques or certificates.
- Computers, printers, camera, video recorders, televisions, automated telephone dialing systems and related equipment.
- Landscaping equipment (lawnmowers, weed eaters, etc.).
- Neighborhood association incorporation or tax-exempt application.
- Website development.
- Similar projects previously funded under this program within the same neighborhood association boundaries.
- Projects requiring personnel costs.
- Projects that conflict with City policy.
- Capital improvement expenses such as irrigation systems and electricity.

## Funding Limit

Applicants may apply for funds up to \$5,000 for a project.

## Cash Matching Levels

Applicants may be asked to make a cash match depending on their funding amount. The cash match dollar amount is based on the approved purchased amount.

Up to \$3,000 (First time applicant).....	Cash Match: 0%
Up to \$3,000 (Previously funded applicant).....	Cash Match: 5%
From \$3,001 to \$5,000 (First time applicant and previously funded applicant).....	Cash Match: 10%

No public funds, i.e. tax dollars, from any government (federal, state, city, county) entity may be used forwards their cash match. The cash match must be paid by the group before any NPP dollars are spent. All expenditures, including the required cash match, are subject to approval.

### **Tier Level Eligibility**

Applicants will be awarded based on their tier level.

*Note: Organization(s) who have participated in NPP since January 1, 2009, will be grandfathered into the project funding tiers as described in the Project Tier section of these guidelines. Grandfathered status for neighborhood associations and neighborhood-based groups will remain active if neighborhood associations and neighborhood-groups participate annually in at least one of the following Department of Neighborhood Services and Community Development and/or a City of Chattanooga's program initiatives sponsored events: National Night Out (must be a registered organization), the Great American Clean-Up, Neighborhood Partners Program, and the Neighborhood Leadership Institute.*

- Organizations that have consecutively participated in NPP since January 1, 2009, are categorized as a Tier III organization. Tier III organizations may seek funding from Tier I, Tier II, or Tier III Project Funding Tiers.
- Organizations that have consecutively participated in NPP since January 1, 2010, are categorized as a Tier II organization. Tier II organizations may seek funding from Tier I or Tier II Project Funding Tiers.
- Organizations that have consecutively participated in NPP since January 1, 2011, are categorized as a Tier I organization. Tier I organizations may seek funding from Tier I Project Funding Tiers.
- Organizations that have not consecutively participated in NPP since January 1, 2009, will be categorized as a Tier IV organization. Tier IV organizations may seek funding from Tier I Project Funding Tier only.
- If an organization is a new NPP applicant as of January 1, 2012, they will be categorized as a Tier I organization and is only eligible to seek funding from Tier I Project Funding Tiers.

### **Projects Available Per Tier Level**

#### **Tier I Projects**

*Applicants applying for funding for projects in Tier I must have participated in NPP for 0-2 consecutive years.*

#### **Neighborhood Development**

- Projects that increase membership and/or capacity of the organization to have a positive effect on the community
- Neighborhood directories, newsletters, brochures, event flyers, meeting notices, and/or signs.
- Neighborhood association meeting supplies (easels, flip pads, markers, etc).

- Neighborhood stationary package (letterhead, envelopes, postcards, and memo pads).
- City-Sponsored National Night Out promotional items (**\$1,000 maximum**).
- Activities promoting recruitment and engagement of current and new members of the neighborhood applicant (**\$1,500 maximum**).

### Neighborhood Beautification

- Beautification and/or landscaping to improve the appearance of blighted areas and open spaces.
- Neighborhood clean-ups and educational programs to enhance community pride and cleanliness.
- Community flower garden to be maintained by the neighborhood applicant—flowers, shrubs, and garden nourishment only.

### **Tier II Projects**

*Applicants applying for funding for projects in Tier II must have participated in NPP for 3-4 consecutive years.*

### Neighborhood Development

- Neighborhood promotional items (**\$1,000 maximum**)
- Neighborhood apparel (limited only to T-shirts, Vests, and Caps—**\$500 maximum**)
- Activities promoting responsible citizenship and/or stewardship.

### Neighborhood Beautification

- Storm water management and/or rain gardens to be maintained by the neighborhood applicant.
- Installation of community passive parks or community gathering space to be maintained by the neighborhood applicant.
- Community food garden to be maintained by the neighborhood applicant— food production and related planting needs only.

### Neighborhood Streetscape

- Furnishings such as concrete, metal, or wooden benches, birdbath, and birdhouses, etc. for non-city owned passive parks.
- Welcoming paths (labyrinth paths, etc.)
- Community flower boxes, benches/street furniture, etc.
- Neighborhood Pride Kit (install flower boxes, utilize decorative planters, create a distinctive neighborhood characteristic (such as a welcoming pathway, garden, etc), partner with a City of Chattanooga program initiatives such as, but not limited to, Scenic Cities Beautiful, the Urban Forestry, the Water Quality Program—(**\$3,000 maximum**))
- Neighborhood identity programs such as banners, sign toppers that do not exceed 8" x 24" and small scale community markers that do not exceed 3' x 4' that exclusively identify a neighborhood. *Boundaries of other neighborhood associations will be taken into consideration when determining the location of proposed neighborhood/community markers.*

### **Tier III Projects**

*Applicants applying for funding for projects in Tier III must have participated in NPP for 5 or more consecutive years.*

### Neighborhood Development

- Activities focusing on neighborhood histories (research/archives/books/cd/dvd).
- Outdoor Health/Recreation (walking, biking, running) events.
- Safety Fairs or Emergency Preparedness Fairs.

- Information Kiosk and Community Bulletin Board.

### Neighborhood Streetscape

- Community Artwork.
- Neighborhood Informational or Historical Markers.

### **Tier IV Projects**

*Applicants applying for funding for projects in Tier IV have not consecutively participated in NPP since January 1, 2009. Applicants are eligible to apply for Tier I projects only.*

### **Projects will be Based on the Following Criteria**

*As you plan your project and write your application, keep these criteria in mind and be sure that your application addresses each item.*

- 1) **Project Capacity (10 points):** Projects should be designed relative to the organization's ability to adequately staff and implement the scope of the work. In essence, does your organization have proven ability to complete the project?
- 2) **Project Impact (25 points):** Projects should clearly and measurably benefit the community by improving the neighborhood quality of life through organizational development, beautification, education, economic development, or other enhancement(s).
- 3) **Project Implementation (20 points):** Projects should significantly involve residents in design, implementation and evaluation. Projects should be reflective of the diverse population residing in the neighborhood and include support from organizations that have a vested interest in the community.
- 4) **Project Evaluation (20 points)** Projects should include a process to measure its effectiveness i.e. did the project accomplish its goals?
- 5) **Project Sustainability (25 points):** Projects should be well structured and should present a plan for sustainable development and long-term growth.

### **Awarded Funding Requirements**

- Sign a contract with the City with timelines and benchmarks for project activities prior to project implementation.
- Secure necessary permits, clearances, and supporting documentation if required. All associated fees are the responsibility of the recipients and may be counted towards cash match, if required.
- Coordinate project activities and ongoing performance evaluation with assigned Neighborhood Relations Specialist.
- Obtain approval of your assigned Neighborhood Relations Specialist prior to making any purchases.
- Spend no personal funds. Spending funds before authorization by your Neighborhood Relations Specialist may result in forfeiture of funding.
- Follow the city's requirements pertaining to vendor selection.

PLEASE MAIL OR DELIVER COMPLETED APPLICATION  
**by Tuesday, October 8, 2013, at 4:00 p.m. to:**

**Lauren Lowery, Project Specialist**  
Department of Neighborhood Services and Community Development  
101 E. 11<sup>th</sup> Street, Suite 200, City Hall  
Chattanooga, TN 37402

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

For additional information about the application process, contact Lauren Lowery at (423) 425-3718 or [lowery\\_l@chattanooga.gov](mailto:lowery_l@chattanooga.gov), and for individualized help during the application process, contact your neighborhood relations specialist at (423) 425-3700.



## **DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

### **NEIGHBORHOOD PARTNERS PROGRAM (NPP) CONTRACT Program Year 2013 – 2014**

**THIS CONTRACT**, is made and entered into by and between the City of Chattanooga, Tennessee acting through the **Department of Economic and Community Development**, 101 E. 11<sup>th</sup> Street, City Hall, Suite 200, Chattanooga, Tennessee 37402 (hereafter “DECD”), and **Audubon Neighborhood Association** with principal address at 1221 Panorama Drive, Chattanooga, TN 37421 (hereafter “Association”).

#### **Project Award**

The DECD will make available up to \$500.00 for the Association to complete the project.

#### **Project Description**

The Association will produce up to 4 newsletters for the year to be mailed to Association residents.

#### **Terms and Conditions**

The Association will:

- Be responsible for creating newsletter design template. Design template must be reviewed and approved by the DECD before being mass produced to ensure the design is aesthetically acceptable and professionally designed.
- A draft of each issue of the newsletter must be submitted to the DECD for review and approval prior to printing.
- Develop and submit plan to the DECD for mailing/distributing newsletter.
- Submit a final newsletter quarterly to the DNSCD to be placed on file.
- Be responsible for selecting all suppliers.
- Recognize DECD in all issues of the newsletter regarding project using the following statement:  
*All or partial funding for this project was provided by the Neighborhood Partners Program, administered by the City of Chattanooga Department of Economic and Community Development.*

- Be restricted from receiving future funding for this or a similar project in the Association’s operating boundaries.
- Not sell any ads or raffle any items purchased with NPP funds during the program year.
- Will submit a project evaluation at the conclusion to the 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.
- **Meet cash match requirement of \$150.00.** Under no circumstances will the Association receive funding in excess of the amount approved. The Association shall be responsible for paying expenses that exceed the award amount.

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

**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 DECD.

• Complete and submit pre-award survey of Association to DECD.	
• Submit newsletter design template to DECD.	
• Submit distribution plan to DECD.	
• All approvals have been received and the NRS gives you the go ahead to implement project.	
• Implement project.	
• Submit a final draft of each quarterly newsletter.	
• Complete and submit post-award survey(s) to DECD.	
• Submit project evaluation.	

**Project Team.** The following team members: **Steve Clowdus, Joe Birchfield, Melinda Birchfield, and Barbara Reeves** agree to adhere to this Contract, respect the project timeline and benchmarks, and notify the DECD 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 DECD or designee and shall end **December 1, 2014.**

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

**Addendums.** The DECD and the Association may, if 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 DECD may temporarily withhold funding for the project pending correction on the deficiency. If corrective action isn't taken, the DECD 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 DECD terminates this contract, the DECD 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:

Anthony O. Sammons  
Deputy Administrator  
Department of Economic and Community Development  
101 E. 11<sup>th</sup> Street, Suite 200  
Chattanooga, TN 37402

**Official** correspondence from the DECD 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 DECD or designee, which each party is authorized to execute.

**ATTEST:**

**AUDUBON  
NEIGHBORHOOD ASSOCIATION**

**DECD  
CITY OF CHATTANOOGA, TN**

\_\_\_\_\_  
Steve Clowdus, Project Lead

\_\_\_\_\_  
Donna C. Williams, Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**WITNESS:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CC: Sherryl Appleberry, Finance and Administration