



# **CITY OF PENSACOLA, FLORIDA**

FY 2018-2019

Pensacola Neighborhood Challenge Matching Grant Program

## **Application Instructions**

### **"Public Property" Improvements**

#### **Funds available for this grant**

1. This Grant will allow a maximum award of \$10,000 per project/application.
2. It will require a "1 to 2" match from any association applying for the monies. (This means the City of Pensacola will grant up to two dollars for every dollar matched for the project by the applicant or up to 2/3 of the total project cost).
3. **\*\* All Grants are subject to the availability of funds at the time of award.**

#### **Deadlines**

**\*Date your completed application packet is due\* ..... 4:00 pm on 10/31/2018**

***\*VERY IMPORTANT NOTE: Please BE SURE your application is complete and is submitted by the date/time shown above. Late or incomplete applications will NOT be considered!***

#### **Submit your completed application:**

- In person: Planning Services  
5th Floor, City Hall  
222 W. Main Street  
Pensacola, FL 32502
- Via Email: [lstatler@cityofpensacola.com](mailto:lstatler@cityofpensacola.com)
- Via Mail Service: Planning Services  
City of Pensacola  
PO Box 12910  
Pensacola, FL 32521

If you have questions about this grant or completion of this application, you may contact:  
Leslie Statler, Planning Services Department  
435-1670

[lstatler@cityofpensacola.com](mailto:lstatler@cityofpensacola.com)

# **-General Information-**

## **1. What types of projects are possible?**

Each application must consist of a single project with a clearly defined goal, one that has a direct benefit to the neighborhood and its residents. Applications for Phase I of a Two-Phase Project must be identified as such and must include information and costs for the entire project up front.

## **2. What are some examples of improvements that **WOULD** or **WOULD NOT** be considered "eligible"?**

Eligible projects include (but are not limited to):

- Improvements to government owned property and/or rights of way (such as park equipment, street lighting, sidewalk repair/construction, roadway enhancements and neighborhood entrance improvements and/or identification signs).
- Total replacement and/or rehabilitation of some existing physical improvements might be deemed eligible. (This would be based on the individual circumstances and available funding and will be judged on a case- by-case basis).

**Ineligible projects** include (but are not limited to):

- Routine maintenance or repair of existing physical improvements in a neighborhood (including, but not limited to: streets, fences, irrigation systems, storm water retention facilities, and entrance signs).
- Funding for ongoing programs or administrative expenses.
- Funding of printed brochures, guides, marketing and promotional materials.

## **3. How does the whole process of this Grant work?**

The Pensacola Neighborhood Challenge Grant Program (PNCG) makes funds available to associations/organizations (for qualified projects) to make improvements in neighborhoods.

- An organization obtains an application packet from the City of Pensacola website at [www.cityofpensacola.com](http://www.cityofpensacola.com), completes and submits along with supplemental information to Planning Services as outlined on the first page of this document.
- Applications are reviewed by the PNCG Technical Review Committee and recommendations are forwarded to the Office of the Mayor.  
*(NOTE: The applicant should be prepared to make a presentation on their project to the PNCG Technical Review Committee proposal after submission, if requested).*
- If approved, a PNCG funding agreement (contract) will be mailed to the applicant. The applicant will be required to submit a signed agreement (along with the check for any "matching" cash funds) to the City of Pensacola. The agreement will then be finalized and a copy returned to the applicant (along with the reporting forms needed to complete the project).
- Neighborhoods that have never received a PNCG grant will receive priority for funding.
- Grantees Must Submit "Before And After" Digital Photographs Documenting The Progress Of Their Project.**

## **4. What are the basic requirements for the grant?**

- Since funds for PNCG projects are limited, awards will be based on a project's competitive status.

- Extra consideration will be given to: first-time applicants; projects improving public rights of way or public property; a project that can be completed within the term of the grant agreement (1 year); and associations that show they are able/prepared to address any ongoing maintenance created by the project.
- All applications will be reviewed using the following criteria:

Quality and scope of the project:

- a. The application must be for a "single project" with a budget that is documented, reasonable and cost effective. The applicant must provide 3 quotes for each component of the project or item to be purchased.
- b. The project must be well planned, clearly understood and ready to be executed.
- c. The project must be completed within the term of the grant agreement.
- d. The association must prove it is able/prepared and committed to address any ongoing maintenance created by the project.

Neighborhood participation and benefit:

- a. We look for a significant number of people with diverse interests to be involved in (and who will benefit from) the project.
- b. The project should create opportunities for self-help.
- c. We look at past performance on PNCG (or similar) grants.

General "Match" information:

In order to qualify for this grant, the association is required to prove that it is able to "match" the City's cash contribution with any combination of volunteer labor, in-kind donations and/or cash. The match must meet the minimum requirement, be secured and ready to be expended.

Bonus points may be assigned if a group is a first time applicant, the application was submitted previously and revisions were made as advised or the project is innovative or unique.

**\*\*\* Grantees Are Responsible To Provide Before And After Digital Photographs Documenting The Project. \*\*\***

## **5. Can you give me specific information on the "1 to 2" match?**

For the purposes of this grant a "1 to 2" match is required. The total of all forms of match must equal at least 50% of the grant amount requested from the City. This means that for every dollar granted by the City of Pensacola, the applicant will be required to supply fifty cents of match to the project. The match may be accomplished with a combination of any one or more of the following: cash, donated materials or service or volunteer labor. The match must meet the minimum requirement, be secured and ready to be expended.

Volunteer Labor:

- a. We give credit for "Volunteer labor" at a value of \$20 per hour.
- b. If a professional (such as an electrician or a carpenter) donates "volunteer labor", you may calculate the value of this labor by using the hourly rate normally paid for this service. (Remember- your volunteer hours will not be accepted by vendors as payment for goods or services. The combined total of your grant and cash match must cover your project's cash costs. (From Form "A").

In-kind donations: We give credit for donated professional services, materials or supplies at their "reasonable and customary" rates. Professionals who donate their services as part of the match cannot also receive compensation from the award money. This is intended to ensure that persons hired to provide

services or skilled labor are selected on the basis of their qualifications, experience or fees, not on their willingness or ability to donate services.

Cash: Must be deposited with the City before the project may begin.

**Examples:**

The cash cost of the project may be covered by a variety of combinations including the following:

Let's say the total cash needed for the applicant's proposed project is \$9,000. If approved, the City could award a cash grant of \$6,000 and the applicant could "match" that award with \$3,000 in cash (i.e. a "1 to 2" match).

-or-

The applicant association could request that the City award a cash grant of \$7,500, and provide a cash match (or secure a donation in services or materials) of \$1,500 plus provide 150 hours (valued at \$2,250) of volunteer labor to the project for a total match of \$3,750.

-or-

The applicant association could request that the City award a \$9,000 cash grant, with the association providing 300 hours (valued at \$4,500) of volunteer labor to the project.

-or-

Other combination of "match" equaling half the total amount of the requested grant.

**\*PLEASE NOTE: Your vendors and contractors will not accept volunteer hours as payment but will require actual cash. Your association must be sure all cash costs to be incurred for the project are covered (even if you do not have a cash match).**

- a. The amount and type of match must be appropriate to the needs of the project.
- b. The proposed match must be spent during the implementation/construction of the project. (Costs incurred prior to an award or after the contract has ended will not be eligible as a match).
- c. On-going maintenance (or volunteer hour match) following the contract period will not be eligible.
- d. At least 25% of the association's match must come from the association itself (as opposed to other funding sources (such as community partners or non-member businesses)).
- e. Partner match must not only be pledged, but also secured. *Secured* means that the donor has specifically valued and described the contribution, and has signed the "Letter of Intent" (Form E) to confirm the commitment.
- f. Be sure to include fees for any required permits, and liability insurance\*for signs or structures to be placed in the public right-of-way in your total project cost calculations.
- g. Activities that are NOT eligible as a "match" include:
  - Time spent preparing the PNCG Matching Grant Application
  - Time spent fund raising
  - Assistance from City staff or funds from other City departments
- h. Your association will be responsible for keeping track of all volunteer hours donated for your project.
- i. A neighborhood organization, in carrying out a PNCG project, must make a good faith effort to ensure they are in compliance with the American Disabilities Act. This Act extends the same civil rights protection to persons with disabilities which have already been granted on the basis of race, color, religion, sex and national origin.

## **6. How is each of the vendors paid?**

- a. First - each vendor is required to submit an original invoice to the association representative for review and/or approval.
- b. Next - each month (on or before the 25<sup>th</sup>) the association representative is then required to submit (to Neighborhood Revitalization) a completed and signed "Certification for Payment" at the bottom of the Monthly Report Form with the original vendor invoices and vendor's W-9 form attached.
- c. Finally - the Request will be reviewed and, if approved, a check will be issued directly to each vendor on the 10<sup>th</sup> of the following month.
- d. Applicants may not contract with vendors who are also City of Pensacola employees on PNCG funded projects.\*

## **7. How often may a neighborhood apply for funding?**

Each neighborhood association will be eligible for one grant every other grant cycle. The only exception will be for a project identified in advance as a two-phase project. The project will be awarded funding for both cycles, pending annual allocation. Any association awarded phased funding will then be ineligible for funding for the following 2 grant cycles.

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Americans with Disabilities Act (ADA): A neighborhood organization, in carrying out a PNCG project, must make a good faith effort to ensure they are in compliance with the Americans with Disabilities Act of 1991. This act extends the same civil rights protection to persons with disabilities, which have already been granted on the basis of race, color, religion, sex, and national origin.

# Pensacola Neighborhood Challenge Grant Application FY 2018-2019

## "Public Property" Improvements

Total amount of PNCG funds requested: \$ \_\_\_\_\_  
(Get this information from line # 6, column B, Form C)

### ASSOCIATION INFORMATION

1. Neighborhood Association (Corporate name if applicable) \_\_\_\_\_
2. Project title: \_\_\_\_\_
3. Association President: \_\_\_\_\_  
*(this person will be the designated contact for all project matters)*
4. Contact information:  
Mailing address: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (fax) \_\_\_\_\_
5. City Council District: \_\_\_\_\_
6. Registered with City and all information up to date: YES/ NO
7. Attach the following to the back of the application:
  - A copy of the current Association's By-Laws (or governing policies)
  - A copy of the procedures and minutes from the Association or Board meeting -showing the vote to go forward with the PNCG project.

### SPECIFIC PROPERTY INFORMATION

*This information will be used to keep our database system up-to-date with the most current information about your association.*

1. Neighborhood Association boundaries: (must include areas within the City of Pensacola)  
Northern boundary: \_\_\_\_\_ Southern boundary: \_\_\_\_\_  
Eastern boundary: \_\_\_\_\_ Western boundary: \_\_\_\_\_
2. Attach the following:
  - A map showing the boundaries of the neighborhood.
3. When was Association organized? \_\_\_\_\_

4. How many total members are in the Association? \_\_\_\_\_

These members are: *(check all that apply)*

\_\_\_\_\_ Homeowners \_\_\_\_\_ Renters \_\_\_\_\_ Business Owners \_\_\_\_\_ Other (specify) \_\_\_\_\_

5. When does the Association meet? \_\_\_\_\_

6. Who are association's elected officers (chairman, president, treasurer), term of office and any other committee positions? (Standing committees, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Please list the most important needs, issues, or concerns in the neighborhood:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED GRANT PROJECT**

1. Provide a detailed description of the proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How will the project specifically address the needs, issues and concerns of the neighborhood?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Attach the following specific information to the back of the application:

- Site plan, drawing or rendering of the proposed project - detailing the location (placement), size and measurements.
- Photographs of the project area(s).

**NOTE:** Approval and any required permits for projects in the public right of way must be obtained from the City Engineering and Building Inspections Departments prior to commencing work.

- *An application will be considered incomplete and will NOT be approved if the above information is omitted.*
- *Written permission must be obtained from the appropriate government agency for the use of public rights-of-way.*

## PROJECT MAINTENANCE AND SUPPORT

*Maintenance of the project is an important aspect of this grant. It is not the intent of the Pensacola Neighborhood Challenge Grant Program to increase maintenance by the City. The applicant is required to provide any initial and ongoing maintenance made necessary by the project.*

1. Describe what type of initial and ongoing maintenance (such as tree trimming, painting signs, repairs to equipment, service contract, etc.) will be required upon completion of the project and how it will be achieved.

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2. Because support and maintenance is critical to project success, consent of the owners of property immediately adjacent to proposed physical improvements must be secured. Please complete the information below as needed. *(For example: Support of a proposed sign in the right-of-way next to a residence, or support and ongoing maintenance of landscaping improvements adjacent to the owner).*

| <b>Owner's name</b><br><i>(Please print)</i> | <b>Address</b> | <b>Support and/or maintain project*</b><br><i>(Circle all that apply)</i> | <b>Signature</b> |
|--|----------------|---|------------------|
|  |                | Support - Maintain  |                  |
|  |                | Support - Maintain  |                  |
|  |                | Support - Maintain  |                  |
|  |                | Support - Maintain  |                  |

*Approved projects may require additional documentation of pledge/commitment from the affected property owner.*

3. How will neighborhood residents be involved in the project? Who will perform maintenance and what is the maintenance schedule for each element? (Example: association members, residents adjacent to the project, a contractor hired by the association, etc.) Please be specific! Broad neighborhood participation is highly encouraged in all PNCG Awards.

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4. List five (5) association members who will serve as the association's project team:

| Position          | Name | Address | Telephone |
|-------------------|------|---------|-----------|
| 1. Project Leader |      |         |           |
| 2. Coordinator    |      |         |           |
| 3.                |      |         |           |
| 4.                |      |         |           |
| 5.                |      |         |           |

## PROJECT COSTS AND CONTRIBUTIONS

1. Attach the following specific information as part of the application (make additional copies if necessary):

- Project Costs Breakdown (form A) – **REQUIRED**
- Volunteer Hours Pledged (Form B) – If applicable
- Project Grant / Match Computation (Form C) – **REQUIRED**
- Project Plan and Time-line (Form D) - **REQUIRED**
- Partner's Letter Of Intent (Form E) - If applicable

## PROJECT PROGRESS REPORTS

1. The City of Pensacola requires monthly status reports from PNCG grant recipients. (Once your application has been approved, you will receive these blank "status report" forms from us.)
  - a. Each month, until the completion of the project, the Association President will fill out one of the "monthly status reports, review it, sign it and submit it to the City. This must be done monthly until completion of the project.
  - b. This report should detail the project's activities. It must be submitted with copies of all receipts, invoices, Volunteer Hour sheets, and documentation of Partners' in-kind and cash contributions occurring in that particular month.

**APPLICATION SUPPORT**

1. We certify that the \_\_\_\_\_ neighborhood association membership voted and approved this PNCG application on \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

2. We pledge a matching contribution totaling \$\_\_\_\_\_ (as outlined on Form B of this application) for this Pensacola Neighborhood Challenge Program grant request).

\_\_\_\_\_  
Signature of person preparing application

\_\_\_\_\_  
Signature of association President

\_\_\_\_\_  
Print name of person preparing application

\_\_\_\_\_  
Print name of association President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Form "A" - Required!

## ***Project Costs Breakdown***

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

Neighborhood Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

1. Attach signed, written project estimates from at least three (3) separate vendor/contractors. (Remember - each of these estimates must include an itemized breakdown of the all the project costs with all labor and materials included.)
2. Once you have selected a vendor for your project, please provide a detailed breakdown of all project costs from that vendor (including material costs and/or services).
  - a. You will need to complete this form - using your contractor's information.
  - b. These are project expenditures to be paid from the GRANT AWARD and any CASH matched by the Association. Do not include volunteer labor or other in-kind donations. The items on this breakdown should be the items that require cash expenditure only.
  - c. Be sure the amounts you are requesting combined with any cash will cover your cash expenditure.

| Description of Materials, Services, or Labor  | Quantity | Unit Cost | Total Cost |
|---|----------|-----------|------------|
| 1.  |          |           |            |
| 2.  |          |           |            |
| 3.  |          |           |            |
| 4.  |          |           |            |
| 5.  |          |           |            |
| 6.  |          |           |            |
| 7.  |          |           |            |
| 8.  |          |           |            |
| 9.  |          |           |            |
| 10.   |          |           |            |
| 11.   |          |           |            |
| 12.   |          |           |            |
| <b>13. Total project CASH costs</b> <i>(Put this figure in the space on line "9" in Form "C")</i> |          |           | <b>\$</b>  |

# Form "B"

## Volunteer Hours Pledged

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

Neighborhood Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

| Name                                       | Address/Zip                              | Phone number | Hours pledged  | Task(s) |
|--|--|--------------|--|---------|
| 1.   |  |              | hrs.   |         |
| 2.   |  |              | hrs.   |         |
| 3.   |  |              | hrs.   |         |
| 4.   |  |              | hrs.   |         |
| 5.   |  |              | hrs.   |         |
| 6.   |  |              | hrs.   |         |
| 7.   |  |              | hrs.   |         |
| 8.   |  |              | hrs.   |         |
| 9.   |  |              | hrs.   |         |
| 10.  |  |              | hrs.   |         |
| 11.  | Total hours from extra attached sheet(s) |              | hrs.   |         |
| <b>12. Total number of volunteer hours</b> |  |              | _____ hrs. X \$20.00/hr =<br>\$ _____<br><i>(Put this figure in the space on line "5" in Form "C", column "A" &amp; "B")</i> |         |

# Project Grant / Match Computation (Form C) - REQUIRED

Neighborhood Association: \_\_\_\_\_ Project Title: \_\_\_\_\_

Requested PNCG Grant Amount: \_\_\_\_\_ (Get this information from line 8 below)

Cash Needed for this project: \_\_\_\_\_ (From Form A, line #13) Match required for this grant: \_\_\_\_\_ (Line 7 below)

**Summary of Association's Grant Match:**

| <b>Cash Contribution(s):</b> <i>(these funds must be deposited with City of Pensacola Finance Department upon execution of PNCG grant contractual agreement.)</i> |   |                  |        |
|---|---|------------------|--------|
|   |   | Form(s) required | Amount |
| 1   | Neighborhood Association  |                  |        |
| 2   | Partner(s)  | Form E           |        |
| 3   | <b>Total Cash Contribution(s)</b> (add item 1 & 2):   |                  |        |
| <b>In-kind Contribution(s):</b>   |   |                  |        |
| 4   | Volunteer labor: _____ hrs. at \$20 per hour <i>(Volunteer hours are valued at a rate of \$20 per hour for determination of match value only. Vendors will not accept them for payment. )</i> | Form B           |        |
| 5   | Materials/Supplies/Services   | Form E           |        |
| 6   | <b>Total In-kind Contribution(s)</b> (add item 4 & 5):  |                  |        |
| 7   | <b>TOTAL ASSOCIATION MATCH</b> (add item 3 & 6): <i>Equal to half the PNCG Grant</i>  |                  |        |

**City of Pensacola's Contribution**

|   |  |  |
|---|--|--|
| 8 | <b>Pensacola Neighborhood Challenge Program (PNCG) Grant</b> , Equals up to 2X the total Association Match (item 7). <i>Association match may be greater than \$10,000, however City's grant will not exceed \$10,000.</i> |  |
| 9 | Total <b>cash</b> available for Project (add item 3 & 8) <b>Must equal 'Total Project Costs' on Form A</b>   |  |

# Form "D" - Required! Project Plan and Time-line

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

Neighborhood Association: \_\_\_\_\_

Project Title: \_\_\_\_\_

|    | Description of activity | Project team-member responsible | Estimated # of hours to complete task | Anticipated expenditures, In-kind contribution and Volunteer hours |
|----|-------------------------|---------------------------------|---------------------------------------|--|
| 1. |                         |                                 |                                       |  |
| 2. |                         |                                 |                                       |  |
| 3. |                         |                                 |                                       |  |
| 4. |                         |                                 |                                       |  |
| 5. |                         |                                 |                                       |  |
| 6. |                         |                                 |                                       |  |
| 7. |                         |                                 |                                       |  |
| 8. |                         |                                 |                                       |  |
| 9. |                         |                                 |                                       |  |

**Form "E"**  
**Partner Letter of Intent**  
**(Donated materials/supplies/services)**

Page \_\_\_\_\_ of \_\_\_\_\_  
*(Make additional copies if necessary)*

This letter is to confirm that \_\_\_\_\_ will participate as a partner  
*(Company/Agency)* )  
with the \_\_\_\_\_ neighborhood association in the implementation of its  
*(Association Name)*

Pensacola Neighborhood Challenge Program Grant project.

**The contribution will consist of the following:**

1. Cash amount of \$ \_\_\_\_\_

**3.** The following in-kind services valued at \$ \_\_\_\_\_

*Please itemize (or attach list of) in-kind contribution(s):* \_\_\_\_\_

4. The following in-kind materials/supplies valued at \$ \_\_\_\_\_

*Please itemize (or attach list of) in-kind contribution(s):* \_\_\_\_\_

4. We will donate a total of \$ \_\_\_\_\_ (in cash and/or in-kind services  
**(Put this amount on line 7 in Form "C")**  
and/or in-kind materials/supplies – see # 1 – 3 above).

-----  
Name: \_\_\_\_\_  
*(Signature)* *(Please print your name)*

Company/Agency: \_\_\_\_\_  
*(Please Print)*

Mailing Address: \_\_\_\_\_  
*(Please Print)*

City/State/Zip: \_\_\_\_\_  
*(Please Print)*

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Date: \_\_\_\_\_

# Application Checklist

Please complete the attached checklist to help insure that the application is finished.

## **Association Information**

- Association information complete?
- Association membership list attached?
- Association / Board meeting minutes attached? (last two meetings)
- Association map attached?
- Association by-laws or governing policies/procedures attached?

| <b>Yes</b> |
|------------|
|            |
|            |
|            |
|            |
|            |

## **Proposed Grant Project**

- Project information/details complete?
- Site plan attached?
- Drawings attached?
- Photographs attached?

| <b>Yes</b> |
|------------|
|            |
|            |
|            |
|            |

## **Project Maintenance and Support**

- Ongoing maintenance identified?
- Maintenance adequately addressed?
- Adjacent Property Owner(s) consent secured?

| <b>Yes</b> | <b>N/A</b> |
|------------|------------|
|            |            |
|            |            |
|            |            |

## **Neighborhood Participation**

- Participation Information complete?
- Project team identified?
- Appropriate organization signatures?

| <b>Yes</b> | <b>N/A</b> |
|------------|------------|
|            |            |
|            |            |
|            |            |

## **Forms**

- Form "A" (Cost Breakdown Sheet) completed and attached?
- Form "B" (Volunteer Hours Pledges) completed and attached?
- Form "C" (Grant / Match Computation Sheet) completed and attached?
- Form "D" (Project Plan and Time-line) completed and attached?
- Form "E" (Partner Letter(s) of Intent) completed and attached?
- Computation Sheet, Cost Breakdown and Project Description/site plan all correspond?

| <b>Yes</b> | <b>N/A</b> |
|------------|------------|
|            |            |
|            |            |
|            |            |
|            |            |
|            |            |
|            |            |