



**CITY OF BELLE SLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: May 2, 2017

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Belle Isle Neighborhood Grant (BING) Policy

Background: Belle Isle Neighborhood Grants (BING) provide funding for neighborhood improvements that address neighborhood needs and improve the quality of life in City of Belle Isle neighborhoods. The purpose of the grant program is to provide the neighborhood organization with resources to implement neighborhood enhancement projects that the neighborhood would not normally be able to fund.

At the April 18 Council Meeting, Council reviewed the policy and requested several changes be made to the policy regarding a change in the dollar amount, grammatical changes, allowing districts to combine funds for a project, and add the email of the City Manager, and to put the policy in final form.

Staff Recommendation: Council to adopt the revised policy by motion.

Suggested Motion: I move that we adopt the BING Policy.

Alternatives: Do not adopt the policy as written and provide further direction or suggest changes that would allow for the policy to be adopted.

Fiscal Impact: 2016-2017 Budget authorizes \$70,000 total: \$10,000 per District

Attachments: BING policy final form.



BELLE ISLE NEIGHBORHOOD GRANT “BING” PROGRAM GUIDELINES

1. **Definition:** Only Neighborhood improvement projects in the municipal limits for the City of Belle Isle proposed by a group of homeowners or by neighborhood or homeowners’ associations within registered and operating limits of the City of Belle Isle shall be considered and eligible for funding under this program.

PROJECT CRITERIA

2. In order to be eligible, proposed neighborhood projects **shall:**
 - a. Be located or take place within the boundaries of the city or is contiguous right of way within Belle Isle City limits.
 - b. Provide a public benefit to the neighborhood;
 - c. Shall not endorse or promote any religious or political affiliation or beliefs;
 - d. Involve neighborhood residents directly in all phases;
 - e. Be limited to capital improvements, and not association’s operating expenses or budget, or fees and costs of consultants, attorneys or accountants or any other professional services (costs of consultants, attorneys or accountants or any other professional services are considered in-kind as stated in 2.n.,below);
 - f. Not conflict with or modify, existing or proposed public improvement projects (Curb, sidewalk, drainage structures or pipes, utilities), unless approved by the City Manager or City Council:
 - g. Represent the neighborhood property owners;
 - h. Designate a person, association, or a responsible entity to perform the administration and maintenance for the next ten years.
 - i. Not count the maintenance effort as part of the applicant’s match. It is NOT the intent of this grant program for the City to provide or pay for future maintenance.
 - j. Be able to award construction contract within 1 month of grant allocation approval by City Council
 - k. Provide a 50/50 match of the total cost of the project, including cash, volunteer effort, materials, or any combination (based upon availability)
 - l. Provide project cost estimate and project schedule. Petitioners must use Orange County estimate forms.
 - m. Include a signed letter of agreement with City assuming all liability, insurance, maintenance and holding city harmless; letter of agreement will provide applicant with city’s acceptance of project and confirmation of project grant allocation.
 - n. Consider as part of the project cost at full market value, in-kind contributions received by the neighborhood. Such contributions shall include items of the total project cost when provided by residents possessing specific skills as an in-kind contribution (i.e. a licensed

- plumber providing plumbing work at a discounted rate or at no charge; a lawyer rendering legal services, a surveyor providing survey work. Non-skilled labor contributions are allowed to benefit the project at the minimum hourly wage. Federal labor and wages will apply.
- o. Neighborhood improvement grants shall be limited to \$10,000.00 per District per year; however the amount of funds available will be determined by the City Council at adoption of the annual City Budget. A District Commissioner may agree to hold over any spending on one year to the next year. .
 - p. Prior to receipt of a grant through this program, Applicants shall make every effort to secure funding from Orange County neighborhood grants before consideration will be given to their application. Grants are limited to one per year per neighborhood group.

TYPES OF PROJECTS

- 3. The types of projects include but are not limited to capital improvements, but may include playground and minor park improvements; benches; neighborhood beautification; neighborhood identification signs, neighborhood walls and fences, landscaping of common areas, common area improvements, irrigation of common areas landscaping, lighting, etc.
- 4. All projects will be conducted in accordance with all applicable federal, state and local laws. Those having projects involving private property must have the written permission of the property owners involved. **It is the responsibility of the grant recipient to obtain any permits normally required (e.g. building permits).**
- 5. **Applications will be evaluated by the City Manager. The City Manager will inform the Council Commissioner for the District of the application. The City Manager will consider each grant application based on the following:**
 - a. The quality and scope of the proposed project;
 - b. Level of neighborhood participation in the project;
 - c. Need for the project, and;
 - c. Neighborhood's matching contribution.
- 6. **Requirements: To participate in the BING Program, applicants must;**
 - a. meet all requirements listed in item
 - b. meets all requirements under eligible projects;
 - c. submit the proposed Project Budget (projected expenses and contributions), Project Title Plan/Timeline, Volunteer Hour Pledge Sheets, documentation of the required match, and a copy of the association's meeting minutes reflecting the membership vote of approval for the grant (if applicable) or petition of support from majority of affected residents; One bid required for mini grants \$1,500 or less and, three bids required for grants over \$1,500.
- 7. **Payment**

City Manager shall review and approval all payments under this Program, when a detailed budget is submitted, invoices are provided and W-9s are signed and delivered for any check greater than \$600.00 made out to an individual.

8. Submit the completed BING application to the City Manager
City of Belle Isle City Hall
1600 Nela Avenue
Belle Isle, Florida, 32809.
9. Application for funding shall include a description of the project or improvement that is to be made, budget for the project (which includes in-kind contributions and projected costs, project plan which estimates amount of time from start to completion of project), and evidence of support for project through signature petition of majority of residents in impacted area.
10. For the purposes of determining the maximum matching grant money for which a project is eligible the applicant must document residents' volunteer labor at minimum wage, in-kind donations at actual retail value, and skilled labor at normally billed hourly rate.
11. The City Council will consider each project individually on its own merit and determine if the project shall receive funding and the level of financial support warranted. The maximum per district for any one project shall be \$10,000.00 on a dollar for dollar (50/50) match.
12. Projects may be shared between districts and will be given a high priority for funding
13. Grant monies may be paid by the City directly to vendors for services or materials or at the end of the project to the homeowners' group in reimbursement for monies expended, provided sufficient supporting documentation is provided.
14. The intent of the minor project grant program is to provide assistance for neighborhood improvements to as many neighborhood groups within the City as possible. Due to funding limitations there is no guarantee that any project will receive the maximum grant. Rather, it is the intent of this program to ensure that as many qualified projects as possible receive some level of financial support.
15. Applications shall be submitted to the: City Manager
Belle Isle City Hall
1600 Nela Avenue
Belle Isle, Fl. 32809
-or-
bfrancis@belleislefl.gov
16. For more information call: Bob Francis, City Manager
Phone: 407-851-7730
bfrancis@belleislefl.gov