NEIGHBORHOOD RESOURCES
Neighborhood Programs

"When all is said and done, the real citadel of strength of any community is in the hearts and minds and desires of those who dwell there."

Everett Dirksen
U. S. Congressman

Homeowner's Association Matching Grant Program
Letter from the Director

Thank you for your interest in the City of Chandler's Homeowner's Association (HOA) Matching Grant Program. This program provides funding of up to $5,000 to registered homeowner associations within the City. Recipients are eligible to receive the grant once every five years.

Neighborhoods are the foundation of a community and Chandler's neighborhood grant program is committed to promoting strong, vibrant and involved neighborhoods.

Grant applications are accepted throughout the year and funding allocations are approved by the City Council. The City began the program in 2000, and has funded 91 neighborhood grants with 40 of those awarded specifically to HOAs. Currently the City of Chandler Neighborhood Grant Programs are funded at $18,000 annually.

The HOA Matching Grant Program empowers resident leaders, promotes resident participation and improves the quality of life in Chandler neighborhoods. The grants are designed to assist in strengthening and sustaining the social network of the Chandler community while dealing creatively to address cultural, security, beautification, recreation, and family/youth issues through resident-driven activities within each neighborhood.

The grants encourage and support neighborhood groups to invest in and build on the existing strengths and assets of each neighborhood. Grants are intended to spur small grassroots community efforts and improve the quality of life of each neighborhood through resident involvement.

The program is an opportunity for residents to learn the value of community and how neighborhood partnerships can be effectively invested to support strong and stable neighborhoods throughout the City of Chandler.

This packet contains information about the HOA grant process. **Please read the guidelines carefully.** If you have any questions regarding the grant application or process, please call the Office of Neighborhood Programs at 480-782-4348.

Thank you for your interest in the HOA Matching Grant Program and in your desire to make a difference in your neighborhood and the community.

Sincerely,

Jennifer Morrison

Jennifer Morrison
Director, Chandler Neighborhood Resources Division

City of Chandler
Neighborhood Programs
235 S. Arizona Ave.
PO Box 4008
Chandler, Arizona 85244-4008
480-782-4354

2015
Homeowner's Association Matching Grant Program Requirements

Thank you for your interest in the City of Chandler Homeowner's Association Matching Grant Program. This packet contains an overview of the grant process. Grant applications are accepted anytime throughout the year. Please call the Office of Neighborhood Programs at 480-782-4348 if you have questions regarding the grant application or process.

Program Description

Under the Homeowners' Association Matching Grant Program (the "HOA Program"), the City may provide a grant award to a homeowners' association ("HOA") for a small neighborhood improvement project. The amount of the grant award shall not exceed 50% of the cost of the project or $5,000, whichever is greater, and no grant funds shall be paid out by the City toward a project without receipt of documentation evidencing payment by the HOA of its proportionate share of the project costs (the "cash match").

Application Requirements

To be considered for an award under the HOA Program, an applicant shall comply with each of the following application requirements:

1. The neighborhood shall be an HOA, by which is meant an "association" as defined in A.R.S. § 33-1802
2. An active and current participant in the City of Chandler Neighborhood Registration Program.
3. The applicant shall have reviewed the grant requirements with a Neighborhood Programs Coordinator
4. The applicant shall not have been awarded a grant under any neighborhood grant program of the City of Chandler within the five-year period immediately preceding the date of the filing of the application for benefits under this HOA Program, and
5. The applicant shall not hold an uncompleted grant from the City of Chandler for any year prior to the date of the filing of the application for benefits under this HOA Program.
6. The project for which an award is sought shall be of an "eligible project type" as described in the next section below, and
7. The project for which an award is sought shall not have commenced prior to the City providing written approval of the grant award for the project. Any on-going project and any funding expended prior to approval of the grant are not eligible for the HOA Program.
8. A completed written application in such form as may be required by the City and signed by an authorized representative for the HOA shall be submitted to the Division office. In addition, where applicable, the following additional information/documentation shall be provided before the application is deemed complete:
    - In all cases, a site plan drawing indicating the site location of the proposed project must be submitted with the application. Where the proposed project is such that a permit -- either a building permit, a special use permit or both – must be issued by the City prior to commencing construction of the project improvements, the more detailed site plan normally required for such a permit may be also be submitted as part of the HOA Program application.
    - If construction or other work for the proposed project will be done by a contractor retained by the HOA, three (3) written proposals or bids for construction or service must be attached with the application, together with a copy of the contract agreement executed or to be executed by the HOA with the contractor selected for the work.

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Eligible Projects

There are four eligible project types for which a grant may be awarded. They are:

- Improvement of monument entry signs
- Painting of planned development perimeter walls
- Enhanced landscaping in development common areas
- General enhancement projects

The improvements to be constructed, repaired, replaced or maintained as part of the eligible project must occur in areas of the development that are viewable by the general public. All such projects must be in compliance with applicable City zoning and development requirements. The award of a grant under this program does not constitute any required zoning or development approval or building or use permit approval, and the award may be conditioned upon any such approvals being obtained by the HOA within a reasonable period of time, not to exceed 6 months, following the making of the award.

Selection Process

An application filed under the HOA Program shall be processed as follows:

1. A Division staff member will review the grant application for completeness and basic eligibility. Deficiencies will be noted and must be corrected by the applicant prior to the application being deemed completed.
2. A completed application will be submitted to the Grant Review Committee, which is comprised of select City staff members, who will review the proposed project and overall impact it will have on the applicant's neighborhood and the general community. The committee will use a point system to rate each application based on the following:
    - Is there substantial community involvement in the project?
    - To what extent will the project contribute to the long-term sustainability of the neighborhood or avoid slum or blighted conditions from occurring?
    - Is there a need for grant funds in order for the project to be undertaken/completed or are other means of funding available?
    - Is there documentation to verify the HOA's financial condition in the preceding two years?
    - To what extent will the project enhance the appearance of the neighborhood and improve the quality of life in and around the neighborhood?
    - To what extent will the general-public be impacted by the enhanced visual appearance of the neighborhood resulting from the project? (E.g., a project involving improvements along an arterial road within the city limits will generally be considered to impact the general public to a greater extent than a project whose improvements are more localized.)
3. The Grant Review Committee will forward the application, together with its recommendation and rating of the application, to the City's Neighborhood Advisory Committee (NAC). NAC will hold a meeting at which the applicant may speak in support of the application and answer any questions, after which NAC will make a recommendation to Council on the application. The applicant will be notified of the time, date and place of the NAC meeting.
4. NAC will forward the application, together with its recommendation, to the City Council for final action. The applicant will be notified of the time, date and place of the Council meeting at which the application will be considered. Council may approve the application (with or without special conditions) or deny the application.
5. Neighborhood Resources Division staff will provide written notice by email of the action taken by the City Council. Notice of approval will be deemed to constitute grant approval and the date of such notice shall

constitute the "award date." If an application is denied, the applicant may reapply on or after the 31 st day following the date that the notice of denial is transmitted.

Standard Conditions of Grant Award

Approval of an application shall be deemed to include the following standard conditions to be completed during the 12-month period following the award date:

1. **Neighborhood Safety**
   The HOA must be an active participant in the City of Chandler Block Watch Program. If the HOA is already enrolled in Block Watch, then the HOA must participate in the annual GAIN Event held every October. Up to $150 of the cost incurred by the HOA to install the Block Watch signs and/or hold a GAIN Event can be used to offset the cash match required for the project as long as proper documentation is provided (e.g., expense report, proof of payment, etc.).
2. **Neighborhood Outreach**
   The HOA must provide evidence of resident involvement and outreach through community meetings, neighborhood events, sweat equity activity, volunteerism and/or communication tools such as newsletters, fliers, neighborhood web page site, etc. Up to $150 of the cost incurred by the HOA for neighborhood outreach can be used to offset the cash match required for the project as long as proper documentation is provided (e.g., expense report, proof of payment, etc.).
3. **Neighborhood Education**
   A minimum of 10 residents from the neighborhood must participate in a City-sponsored event such as the Congress of Neighborhoods, or hold an approved educational event, such as an HOA education class. Such a class must be open to all residents and written notice must be provided to the members of the HOA at least two weeks prior to the date of the class. A minimum participation of 10 members/residents is required. The educational class, time and location must be coordinated through the Neighborhood Programs Section of the Division. Up to $150 of the cost incurred by the HOA to offer this class can be used to offset the cash match required for the project as long as proper documentation is provided.
4. **Presentation and Report to the NAC**
   Once grant activities are completed, a Project Completion presentation and report must be provided to NAC in order to highlight and share successes of the Program. Both the presentation and the report must clearly outline resident activities that supported an increase in the neighborhood's social network. The HOA will be notified of the time, date and location of the NAC meeting.
5. **Cash Match**
   The HOA must complete the payment of its proportionate share of the total project cost and provide evidence thereof to the City.

Project Completion

Timeline

The project must be completed within 12 months from the award date. If the project is not completed within this time frame, the HOA may be requested to provide a written statement as to why the project has not been timely completed. If the HOA has not provided such written statement within fourteen (14) days of the request, the grant award will be deemed forfeited and the HOA will have to reapply. The 12 month period is a maximum time period; many projects can and should be completed in a shorter time frame.

Payment Requirements

The HOA must meet such payment requirements as set by the Division in order to comply with any federal or state tax requirements.

NEIGHBORHOOD RESOURCES
Neighborhood Programs

2015
Neighborhood Grant Program Application

Please review the Grant Requirements carefully to ensure eligibility for the appropriate grant.

I. Neighborhood

Name of Registered Neighborhood _____

Approximate number of homes _____ Approximate number of residents _____

Have you updated your Neighborhood Registration contact information in the last six months? In order to participate in the Neighborhood Grant Program, you must update neighborhood information with the Neighborhood Programs Division.

II. Grant Type

Please check the type of grant you are requesting and amount

- ☐ HOA Matching Grant (Up to $5,000 every 5 years) Amount _____ Match _____
- ☐ Traditional Neighborhood Grant (Up to $5,000 every 5 years) Amount _____
- ☐ Annual Jump Start Grant (Up to $500 one per year) * Amount _____

** The Neighborhood Resources Director can approve an Annual Jump Start Grant request up to $1,000 in cases where the neighborhood size or scope of the project requires additional funds. Applicants will be required to provide adequate justification** for the exception.*
***Adequate justification for the exception would require information on the number of homes notified of the cleanup efforts and a map indicating locations for dumpsters.*

III. Neighborhood Contacts

1. Neighborhood Leader and/or Grant Coordinator - Must physically reside in neighborhood

Name _____ E-mail_____

Address _____ Chandler, AZ Zip_____

Preferred Phone _____ Alternate Phone _____

2. Neighborhood Grant Supporter or Secondary Contact

Name _____ E-mail_____

Address _____ Chandler, AZ Zip_____

Preferred Phone _____ Alternate Phone _____

3. Community Management Company – (If applicable)

Management Company _____ Phone _____

Community Manager _____ E-mail_____

Address _____ City _____, AZ Zip_____

IV. Eligible Category (Jump Start Grant Applicants Only)

1. The Jump Start Grant requires a minimum of 10 resident participants. How many neighbors will be involved? ____

2. Indicate the eligible project category your neighborhood is seeking. Describe the project and the level of neighborhood involvement (Please use additional pages for the questions below.)

☐ Neighborhood Education- Describe the project and neighborhood involvement

☐ Neighborhood Clean-up- Describe the project and neighborhood involvement

☐ Neighborhood Safety- Describe the project and neighborhood involvement

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V. Project Description (Traditional and HOA Matching Grant Applicants Only) (Please use additional pages for more detail)

1. Please describe your project: _____

_____

2. What specific issue(s) are you trying to address with this project? How will this project contribute to the long-term sustainability of the neighborhood? _____

_____

3. Is there a need for grant funds in order for the project to be undertaken/completed? Are there other means of funding available? (You may be asked to provide two years of financial statements)_____

_____

4. How will the proposed project enhance the appearance of the neighborhood and improve the quality of life in and around the neighborhood? To what extent will the general public be impacted by the enhanced visual appearance resulting from this project? _____

_____

5. If your project requires on-going maintenance, how will this be accomplished? _____

_____

6. How will neighbors be involved in the planning and implementing of this project? Describe how the project was chosen and the process used to gather neighborhood support (i.e. neighborhood meetings, door-to-door surveys, etc)?

_____

_____

VI. Standard Conditions of the Grant Award (Traditional and HOA Matching Grant Applicants Only)

How will the neighborhood accomplish the standard conditions of the grant award in each of the following areas: (Please use additional pages for more detail)

1. Neighborhood Safety (Describe the activity) _____

_____

2. Neighborhood Outreach (Describe the activity) _____

_____

3. Neighborhood Education (Describe the activity) _____

_____

VI. Program Specifics

1. Projects must be completed within 12 months of the awarded date. What are the estimated start and completion dates for this project? Start date _____ Completion date _____
2. Projects requiring contractor services require 3 bids (like for like) attached with this application. If an HOA is tied to a contract agreement, a copy of the contract agreement must be attached to the application.
3. The Neighborhood Commitment Form indicating resident support towards the Neighborhood Program Grant and the proposed project must be attached to the application.
4. All applicants must provide the Neighborhood Advisory Committee with a final presentation and report upon the projects completion. Do you agree to this condition? ☐ Yes ☐ No

If this project is approved, the City will enter into an agreement with the grantee to ensure completion of the project, as described in this application.

The undersigned certifies that the information in this application is true and complete and has been provided for the purposes of obtaining financial assistance from the City of Chandler for the project described.

_____

Neighborhood Leader/ Project Coordinator Signature Date

Please submit 1 copy of this application and all attachments to:
Neighborhood Programs
Mail Stop 600
PO Box 4008
Chandler, AZ 85244-4008 (Incomplete or unsigned applications will not be considered and will be returned to the neighborhood leader.)

2015
Neighborhood Grant Program Commitment Form

List neighborhood participants that have agreed to commit time to the project and their specific roles.

Project Title	Name	Address	Telephone	E-Mail
Example Project Historian	John Doe	111 S Road Chandler, 85244	480-111-1111	johndoe@road.com
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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