



CITYWORKS NEIGHBORHOOD MATCHING GRANT PROGRAM

Manual and Application



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DEPARTMENT OF COMMUNITY DEVELOPMENT

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**CITY OF CLEVELAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITYWORKS MANUAL**

OVERVIEW

Cityworks is a neighborhood-based, matching grant program that has been developed to encourage new and creative efforts in partnership with small citizen groups such as block clubs, street clubs and resident organizations. Cityworks awards grants of up to \$3,000 to block clubs and other neighborhood groups for projects that improve the quality of life within Cleveland neighborhoods. All grants will require a dollar-for-dollar, matching contribution of cash, volunteer labor, or donated services. A \$3,000 grant would require a match of at least \$3,000.00.

ELIGIBLE APPLICANTS

Applications for the Cityworks Program are accepted from neighborhood-based organizations of residents or small businesses. A neighborhood-based organization is one with a majority of its members residing or doing business in a defined geographical area (**see Census Tracts map**), and whose purpose is to improve the quality of life in that area. An applicant organization cannot discriminate in admission of members, and must demonstrate active participation of neighborhood residents.

Awards are not made to individuals, single businesses, religious organizations, government agencies, City departments, or citywide groups. **Organizations who have failed to successfully carry out projects funded in preceding years are not eligible to apply without prior approval from the Department of Community Development, Cityworks manager.**

ELIGIBLE PROJECTS

Projects that will provide a public benefit to the community, and can be completed within one year will be considered for funding. Examples of projects frequently proposed include:

- a. Neighborhood Improvements – Projects that create or enhance specific physical improvements to a neighborhood, e.g. vacant lot improvements, neighborhood clean-up projects, and Safety Lamp Post Projects.
- b. Neighborhood Organizing - Projects that organize residents to undertake a specific project for the positive upgrading of the neighborhood, e.g. organizing a Safety Committee, a Block Watch Program, and a Community Participation Event.
- c. School/Children/Community Partnerships - Projects that involve an active relationship between the neighborhood group and local school. Examples include: Tutoring Programs, Mural Painting, School Gardens, Inter-Generational Program, Career Day Programs, and others.

ALPHABETICAL LISTING OF PROJECT EXAMPLES

All projects must be approved on an individual basis for eligibility

After School Recreation Program	Neighborhood Identification/Signage (<i>need written approval from streetscapes</i>)
Annual Clean-up by Residents/Merchants	Neighborhood Marketing
Beautification of Commercial District	Neighborhood Newsletter Projects
Block Club Organizing/Leadership Training	Neighborhood Policing/Crimewatch
Boy/Girl Scout Troop	Residential Security Yard Lights
Children's Safety Fair	Senior Yard Care / Snow Removal
Community Art/Mural Program	Street Beautification Project
Community Events/Neighborhood Organizing	Streetscape Improvements Temporary
Community Garden or Gardening Project	Vacant Lot Clean Up Program
Community Organizing/Outreach/Advocacy	Welcome Program for New Residents
Construct/Install Flower Boxes (<i>need written approval from streetscapes</i>)	Youth Gardening Projects
Crime Watch Organizing	Youth Involvement in Neighborhood Development
Environmental Awareness Activities	Youth Leadership Development
First Aid Training for Neighborhood Youth	Youth Literacy and Art Programs
Intergenerational Activities (delete)	Youth Safety Volunteer Program
Volunteer Neighborhood Safety Patrols	Youth Athletic
Neighborhood History Projects	Youth Cultural Activities
Neighborhood Beautification	Youth Tutoring Program
Neighborhood Clean-Up/Litter Control	

DISALLOWABLE COST FOR CITYWORKS PROJECT

The following is a list of specific project items or costs that are not allowable under the Cityworks Program. Whether or not a specific item is eligible will be determined during the review of applicant's proposal. Ineligible project costs include but are not limited to:

- Trophies/Awards and associated cost
- Awards and associated costs
- Food/Refreshments and associated costs
- Equipment and supplies related to food (i.e. popcorn machines, hotdogs machines, napkins, plates, cups, silver ware, table cloths, chaffing pan/dish, grill racks, sterno candles, etc.) any other associated cost
- Entertainment cost such as amusement, diversion, social activities and associated cost
- Balloons and others decorations and associated costs
- Parades with associated costs
- Amusement rides and associated costs
- Lodging fees and associated costs
- Fines, penalties and associated costs, and
- Fund raising, investment management cost or employee salaries and other associated cost

A) REGULATORY REQUIREMENTS

Physical Improvements: Various Federal and City regulations govern all Cityworks Projects. Projects that implement physical improvements to private properties, City owned properties, or public rights-of-way (e.g. tree lawns, street divider strips, traffic islands, etc.), even if delivered via volunteer labor, require regulatory review and sign-off. These guidelines apply only to projects that render an actual alteration or improvement and do not apply to activities such as clean up. There are three major types of projects that require such reviews. These are:

1. Improvements to Private Properties - Generally speaking such projects include: vacant lots clean up, to include planting flowers, neighborhood passive parks, and security yard lights. In any instance in which a contractor is used, the contractor is required to obtain permits. A good rule of thumb is to check with any contractor to be sure that permits will be obtained.

2. Improvements to City-Owned Properties - Such projects may include a passive park on a vacant City owned lot; erecting a temporary facility such as a tent, booth, or kiosk for an event or events; or, erecting a temporary artwork or sign. In such instances the approval of the City Agency that owns the property must be obtained. In addition, all requirements of City's Building Codes, including the review of plans or specifications and obtaining necessary permits, must also be followed. Generally speaking, low intensity beautification (i.e. the planting of flowers, etc.) is exempt from permit requirements. No Federal or City funds can be used for any improvement with a life expectancy of more than one year. Improvements to vacant City owned properties in special districts or business districts require design review. The complete address and parcel number of property must be included in your proposal.

3. Improvements to Public Rights-of-Way - These projects typically involve residential area streetscape beautification efforts on tree lawns, as well as neighborhood identity banners and other more permanent signage. All streetscape beautification and banner/signage projects must be reviewed and approved by the Streetscape Review Committee. In residential districts this review is needed to insure that species of plants or trees meet City guidelines and their placement does not pose any problems for city appurtenances, or in any way affect safety or visibility. Area identity banners, as well as more permanent signage, are reviewed from the standpoint of design characteristics and for conformance with City standards.

4. Projects Prohibited in Rights-of-Way and on City Owned Properties – Permanent improvements to rights-of-way or to City owned land can only be implemented by a licensed construction contractor hire by the City. Such works cannot be implemented by non-profit entities. "Permanent" is defined as any improvement with a use-life exceeding one year. Thus trees, shrubs and other long term planting, as well as non-moveable wood, stone, metal or composite landscaping materials, are prohibited. However, certain temporary or moveable equipments or appurtenances can still be eligible. If you are proposing this type of project, you must first obtain clearance from the Division of Neighborhood Services.

B) EQUIPMENT PURCHASES AND LIABILITY

1. Equipment Purchases: When Cityworks funds are to be used to purchase equipment having a useful life of more than one year and/or an acquisition cost of \$500.00 or more, a selection process that considers competitive bids must be used. This process must be documented. **In addition, all purchases of \$500 or more must be detailed and described in your program budget and receive prior approval from the Division of Neighborhood Services.**

2. Equipment Operation / Liability Insurance: Regardless of cost, when funds are to be used to purchase equipment that could cause injury to the operator of the equipment, or to persons and property in the area in which the equipment is being operated, the contractor will agree to abide by the requirements set forth in the Contract Terms and Conditions. Examples of such equipment include, but are not limited to, lawn mowers, weed wackers, trimmers, hedge trimmers, and snowblowers. **Proof of liability insurance coverage must be presented before equipment cost can be reimbursed.**

C) SECURITY PATROLS

Any group that plans to have a contracted security firm, as part of its Neighborhood Security Patrol project, must adhere to specific requirements. A copy of these requirements can be obtained by calling the Cityworks Manager at 664-2045.

D) NEIGHBORHOOD MATCH: Matching Funds/Resources Requirements

1. Matching Fund Requirements: Each Cityworks project must include a minimum match of one dollar in local funds or resources for every dollar received in grant funds. Therefore a grant of \$3,000 must be matched with a neighborhood contribution of equal amount. The following paragraphs define match guidelines.

2. Volunteer Labor: The value of neighborhood volunteer services of a general, non-specified labor. Examples of Volunteer Labor are clean-up workers, chaperones, volunteer literacy tutors, and other non-professional services. Volunteer labor will be valued at a rate of \$12.00 per hour.

3) Donated Professional or Skilled Services or Labor: Donated services or labor from a professional or skilled technician such as an athletic coach, attorney, carpenter, elder care technician, landscape architect, landscaper, mural artist/designer, nurse, nutritionist, theater director, etc. will be valued at the rate these individuals would be paid for services.

4) Donated or Discounted Materials and Supplies and Donated Equipment: Project materials, supplies or equipment used to complete projects will be valued at the retail market rate these materials or equipment would cost if purchased. In cases of discounted materials made available at a reduced rate by retailers, the difference between the retail and the discount price may be counted as matching funds. In the case of loaned equipment, the retail cost of equipment rental may be used as matching funds.

E) CRITERIA FOR SELECTION

Once the applications are submitted, they are reviewed and scored by the Cityworks staff.

- 1) Will the project be implemented in a Community Development Block Grant eligible area or for an eligible service population?
- 2) Does the project provide a positive neighborhood benefit?
- 3) Does the project promote interaction among diverse segments of the community?
- 4) Were residents and/or property owners in the project's service area involved in the planning of the project? And will they be involved in the delivery of the project?
- 5) Does the project have innovative aspects that can be replicated in other neighborhoods?
- 6) Can the project be completed within a twelve month contract period?
- 7) **Projects cannot be an extension or duplication of a Social Service Agency or Community Development Corporation program.**

Note: If your project involves any activities that require permits or regulatory reviews, be sure to build these steps into your project schedule. When in doubt as to the applicability of any such City requirements contact the Cityworks Manager at 664-2045.

***SPECIAL NOTE: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions**

- 1) Title 24 of the Code of Federal Regulations, Part 24, requires that the City not enter into contract with any agency, corporation, partnership or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by the Federal Government for participating in transactions involving Federal Funds.
- 2) Copies of the Certification form and instructions are attached after the last page, page 6, of the Cityworks Proposal Application.
- 3) This form must be completed and signed by your fiscal agent's authorized officer and returned with your proposal. Proposals lacking this certification will not be accepted.

Submit a signed original and four (4) copies of your application to:



CITYWORKS
Division of Neighborhood Services
Department of Community Development
Cleveland City Hall – Room 302
601 Lakeside Avenue
Cleveland, Ohio 44114

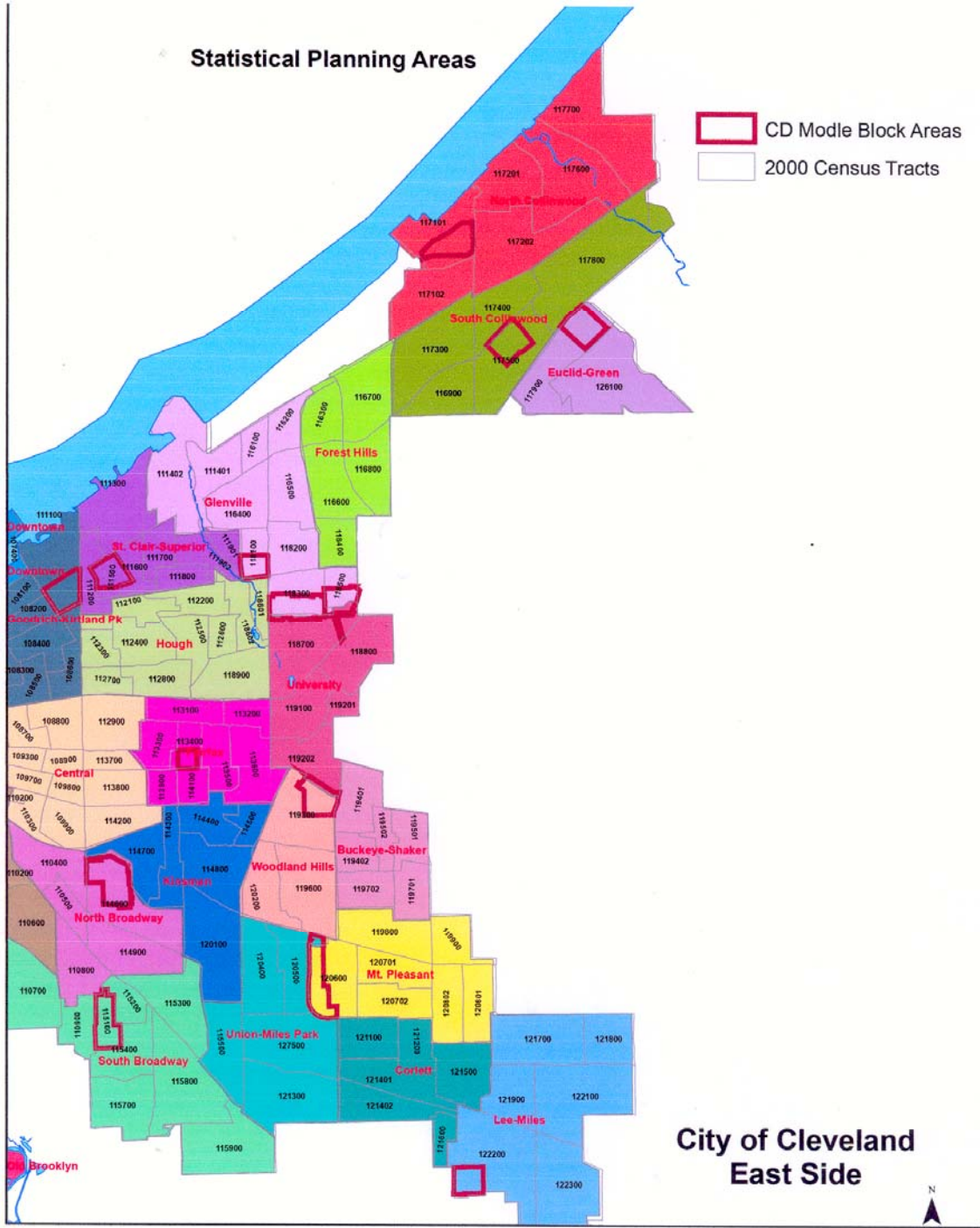
Submit pages 1– 6 only; you do not need to copy or send the cover or these instructions

All Applications must be received by 5:00 p.m., Friday, April 30, 2010

Those eligible applicants applying for funding for more than one project should submit an application for each project. For example, one application for tutoring and one application for neighborhood clean-up.

Statistical Planning Areas

-  CD Modle Block Areas
-  2000 Census Tracts



City of Cleveland
East Side

CITYWORKS NEIGHBORHOOD MATCHING GRANT PROGRAM

2010 APPLICATION

Submit a signed original and four (4) copies of your application form to: CITYWORKS, Division of Neighborhood Services, Department of Community Development, 601 Lakeside Avenue - Room 302, Cleveland, Ohio 44114. All applications must be received by **5:00 p.m., Friday, April 30, 2010.**

Project Name: _____

Project Location - **Ward** _____ **List all Census Tract(s) numbers** _____

Project Location – **Address** _____

Applicant Organization: _____

Project Contact Person: _____

Address: _____

_____ Zip: _____ Phone Number _____

Fiscal Agent: _____

Address _____

_____ ZIP: _____

Contact Person: _____

Telephone: _____

Brief description of project:

Total Cityworks Program request: _____	
Total Dollar value of group's match: _____	
Total PROJECT COST _____	Recommended Award _____

Does your organization have a current Cityworks award YES NO

If yes, what is the project, year and amount of the award. _____

Is the project **ACTIVE** { } or **INACTIVE** { }

The signatory declares that he/she is the elected Chairperson or President of the applicant organization, has been authorized to make this application on behalf of the organization and that the information supplied in this application is accurate.

Name of Chairperson/President (Print)

Signature

The signatory declares that he/she is the Executive Director of the non-profit organization that agrees to serve as fiscal agent to receive and administer the Cityworks Grant funds for the above applicant without fee.

Name of Executive Director (Print)

Signature

Workplan

List in chronological order the specific steps or activities you will take to complete your project. List the date (month/year) that each activity or step will be completed in the column provided.

<u>Activities / Steps</u>	<u>Completion Date</u>
_____	_____/____
_____	_____/____
_____	_____/____
_____	_____/____
_____	_____/____
_____	_____/____
_____	_____/____
_____	_____/____

Target Area

Identify the ward, neighborhood, streets and addresses that will be the location or service area for of your project. **For all projects that involve physical improvements to land or properties, an exact address or parcel number is mandatory. Please provide the census tract(s) in which the project, or project service area, is located.**

Involvement

How were members of your neighborhood and organization involved in identifying and planning the project? How many will be involved in implementing it? How many will be involved? Were any other agencies or groups within the City involved in your planning (i. e., City Planning CDC's, and others)?

PROJECT BUDGET

(A) DESCRIPTION OF ITEM: List each resource required for completion of project

(B) QUANTITY: List the amount of each resource

(C) SOURCE FOR COST ESTIMATE: List the source for the cost estimate information

(D) YOUR IN-KIND: Enter the totals for organization's volunteer labor, services, or donated goods.

(E) YOUR CASH: Enter organization's cash contribution for each item.

(F) CITYWORKS GRANT: Enter the amount of Cityworks Grant for each item.

(G) TOTAL COST: Calculate the totals of each resource.

(A) Description of Item	(B) Quantity	(C) Source for Cost Estimate	(D) Your In-Kind	(E) Your Cash	(F) Cityworks Grant	(G) Total Cost (D+E+F)
Supplies/Materials (specify)						
Equipment (specify)						
Copying/Printing						
Consultants/Contractual						
Personnel						
Volunteer Labor						
Other						
			TOTAL	TOTAL	TOTAL	TOTAL

MATCH DETAIL

Instructions: Refer to the budget on **Page 4**.

- (1) List each item that that is a cash match
And your In-Kind match (donated labor
Materials goods and/or services. **(The value
for volunteer labor is now \$12.00 per hour)**

- (2) Indicate the value of
the match in \$\$ amount
- (3) Identify the source of
the match
- (4) Indicate when match
item will be available

CASH MATCH ITEM

Budget Item Refer to (A) on page 4 and cross reference with (E)	\$\$Value Refer to (E) on page 4	Source	When Available
TOTAL CASH MATCH (SHOULD EQUAL (E) Pg. 4)			

NEIGHBORHOOD IN-KIND

Budget Item Refer to (A) on Page 4 and cross reference with (D)	\$\$Value Refer to (D) on page 4	Source	When Available
TOTAL \$\$ value of In- Kind Match (D) pg. 4)			

MATCH PLEDGE FORM

The individuals, businesses or organizations listed below commit to donate the following items to:

_____ and its Cityworks Project _____
(Organization) (Project)

NAME	SIGNATURE	ITEM	\$\$ VALUE	WHEN (date)

Please photocopy if additional signatures are needed

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions*

(Note: Lower Tier refers to the agency or contractor receiving Federal funds, as well as any subcontractors that the agency or contractor enters into contract with using those funds.)

Title 24 Code of Federal Regulations Part 24 requires that the City not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. As a condition of receiving funding under the Community Development Block Grant, HOME, Emergency Shelter, and Housing Opportunities for Persons with AIDS (HOPWA) programs, you are required to sign the certification below which specifies that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in programs funded by a Federal agency. It also certifies that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.

If you need to determine whether your agency/firm has been debarred or suspended, or if a subcontractor you plan to hire is suspended or debarred, please refer to the following sources:

- *List of Parties Excluded From Federal Procurement and Nonprocurement Programs, issued by the U.S. General Services Administration, Office of Acquisition Policy. Contact the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402 (Reference Stock # 722-002-00000-8). The telephone number is 202-512-1800.*
- *Internet access is also available at <http://epls.arnet.gov>.*

If you have any questions, contact Mr. John Amoroso, Compliance Section, City of Cleveland Dept. of Community Development at 664-4092.

Please note: *Completion of this Certification is a requirement for funding under this grant. If it is not signed and included in your proposal or contract for funding, the City will not consider that proposal for funding nor execute the contract.*

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled `` Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered

Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three year period preceding the effective date of this contract been convicted of or had a civil judgment rendered against me or _____
(Contractor's Name)for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signed: _____
(Authorized Recipient Name/Title)

Date: _____

Print Name: _____

Organization: _____