



# City of Tacoma – Neighborhood Council Program

## NEIGHBORHOOD INNOVATIVE GRANTS

### Application Guidelines and Process

#### Overview

The Tacoma City Council sets aside funds for citizen-initiated capital projects through the Innovative Grant (IG) program to assist and support residents and neighborhood organizations in developing and implementing small-scale physical improvements.

These funds support the Neighborhood Council Program objectives and are administered by City staff. For questions about this program, contact Carol Wolfe at 591-5384 or e-mail [cwolfe@cityoftacoma.org](mailto:cwolfe@cityoftacoma.org). For questions about this application process, you may call Shari Hart at 591-5208 or e-mail [shart@cityoftacoma.org](mailto:shart@cityoftacoma.org).

(Note: Please read this whole packet of information before filling out application; a list of resources and additional contact information is included at the end of this packet.)

#### Grant Focus and Eligible Projects

The IG program provides matching funds to grassroots neighborhood organizations (formal or informal) within the eight Neighborhood Council (NC) areas that have identified a project that will improve their neighborhood.

Each NC makes recommendations to City Council regarding the Innovative Grant applications for projects within their geography. Each NC is allocated \$20,000 for projects, with a maximum amount per application of **\$7,500**.

Applications should be for beautification or physical improvement projects in the right-of-way (sidewalk, street, common areas) that benefit the community and are not for improvements to private property that increase value or for personal gain.

Projects may include improvements such as:

- lighting
- signage
- trees
- murals
- traffic calming
- ADA accessibility/barrier removal
- pedestrian safety
- blight removal
- ruminants rental
- community garden (some elements)

#### Project Criteria

Applicants must identify the benefit to their neighborhood by making physical improvements or removing blighted conditions.

They must demonstrate the community impact or public benefit of the project as outlined in the following criteria:

- Funded projects must occur **within the city limits of Tacoma** (map attached)
  - The project implementation is supported by at least two people in your neighborhood
  - Provide petitions or letters of support from abutting and or nearby property owners
  - Provide a minimum 10% match of cash or other grants, volunteer time, material and/or professional services
  - Show project readiness via implementation outline and a detailed budget
  - Meet CPTED\* and/or ADA\* accessibility requirements, where applicable
- \* see resource page for definitions



## **Community or Agency Support**

The applicant should share the project idea and information with local residents and those that may be impacted by the project. A signed petition or letters of support must be attached to the application.

If the project falls within the boundaries of a recognized Neighborhood Business District (NBD), and the NBD Association is not the applicant, a letter of support for the project, signed by the President of the Association, must be attached.

If the project will be located on property that is not city right-of-way (e.g. Metro Parks) or involve an agency in another way, a letter of support must be attached.

## **Certificate of Concurrence**

The applicant must contact the appropriate City staff to review the project and sign the Certificate of Concurrence. This form must be complete and in most cases will require the signature(s) of City Public Works staff. If you are unsure who to contact for appropriate completion, please call 591-5388 for assistance.

Concurrence means that City staff has provided a cursory review of the project and does not see any immediate reason to deny the application. It does not mean that the project had been engineered, that the location is without conflict, or that the project meets all necessary requirements for installation.

## **Application Submission**

The attached application form must be used; other formats will not be accepted. Additional pages, petitions, and letters must be attached. Applications should be typed or clearly written. Submit the original application, plus one copy. Applications will not be accepted after the deadline.

## **Application Review and Ranking**

Each application must meet the minimum criteria in order to be considered for an Innovative Grant allocation.

All applications are reviewed by City staff for Innovative Grant program compliance, project readiness, reasonable project cost estimates, proper approvals for location of project installation, and proper completion of Certificate of Concurrence. Staff comments are then forwarded to each Neighborhood Council for consideration during their deliberations.

Each NC has their own review process for determining their recommendation to City Council. As part of their review and selection of applications that best satisfies a community need and are consistent with the neighborhood goals and priorities, they may consider the following elements when selecting qualifying projects:

- Properly completed Application and Certificate of Concurrence
- Petition or letters of support from affected property owners/NBDA/partner agencies
- Whether this is a first time or repeat applicant
- Leveraging of funds
- Project implementation plan: map/photos of location(s), quantities, timeline
- Project readiness (proper approvals, fully funded)
- Itemized budget that demonstrates realistic/researched costs
- Maintenance and operation plan/budget and funding identified
- Track record of implementing/installing prior Innovative Grant projects
- Meets CPTED and/or ADA accessibility requirements where applicable

## Notice to Applicants

The Neighborhood Council Board is expected to notify each applicant of its recommendations whether or not their projects were recommended for funding. If the project was not recommended for funding, the Neighborhood Council Board should advise the applicant the reason for the denial.

## City Council Approval

The Neighborhood Councils' lists of recommended awards are then forwarded to City Council for final approval before the projects may start implementation.

## Project Implementation

After receiving notification of an award, the applicant should contact City staff at 591-5208 to schedule a meeting to discuss the plan for implementation; including roles, responsibilities, expectations, payment process, and plan for completing the project.

Projects are to be completed within two years after approval by the City Council.

Some projects may require a contract between the City of Tacoma and the applicant to formalize the scope of work, amount of the award, matching (10%), budget, and schedule.

## Terms of Payment

Please submit before and after photos and brief project summary with payment request.

If the project is implemented by the City of Tacoma or other governmental agency, the payment may be handled through internal transfers.

When the project is implemented by a non-governmental agency, payment will be made directly to the vendor and/or reimbursed to the applicant upon receipt of paid invoices submitted to the City at the below address. Specifically, there are no up-front payments allowed.

## 2012 Application Schedule (subject to change)

February 24	Applications available (on-going distribution in March via community meetings and online)
April 2-25	Application assistance period (workshops, one-on-one meetings)
<b>April 27</b>	<b>Applications due at below address (or postmarked) by 5:00pm</b>
April 30-May 11	City staff technical review
June 1-July 27	Neighborhood Council deliberation and selection
July 31	Neighborhood Council recommendations due
August 6 (or 20)	Presentation to Neighborhoods and Housing Committee
September 18	City Council review for approval
October	Begin project implementation

City of Tacoma  
Community and Economic Development  
747 Market St., Room 900 (9<sup>th</sup> floor)  
Tacoma, WA 98402



**City of Tacoma – Neighborhood Council Program**  
**NEIGHBORHOOD INNOVATIVE GRANTS**  
**2012 Application**

**Print application, fill out all sections and submit two copies with appropriate attachment(s).**

**Allocation Criteria for Innovative Grants**

Applicants must identify the benefit to their neighborhood by making physical improvements or removing blighted conditions.

In addition, the project must meet **all** of the following to be eligible for an IG:

- Funded projects must occur within the city limits of Tacoma
- Have the project implementation support of a neighborhood group (minimum of two people)
- Provide petitions or letters of support from property owners, NBDA, or partner agency
- Provide a minimum 10% match of cash or other grants, volunteer time, material and/or professional services
- Show project readiness via implementation outline and a detailed budget
- Meet CPTED and/or ADA accessibility requirements, where applicable

Please complete the following and attach the requested information.

(Note: The entire IG application is considered to be a public document and is subject to public review.)

Neighborhood Council Area (see attached map) \_\_\_\_\_

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_ (attach map/photos)

Organization Submitting \_\_\_\_\_

Mailing Address \_\_\_\_\_

Project Manager #1 \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-mail address \_\_\_\_\_

Project Manager #2 \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-mail address \_\_\_\_\_

Is this the first time you have applied for an Innovative Grant?  Yes  No

Total Innovative Grant allocation requested \$ \_\_\_\_\_

- Community Impact
- Physical improvement to streetscape
  - Removal of blight

Please complete the following information. If additional space is needed, use a separate sheet and reference the response by number.

**PROJECT IMPACT**

1. Please describe the community need or problem being addressed by this project.

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2. Describe the objectives or outcomes and how this project will benefit the community.

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3. How will residents be involved in the planning and implementation of this project?

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4. Are there project components that others in the neighborhood may disagree with?

(speed humps, lighting, etc.) \_\_\_\_\_

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\_\_\_\_\_ (attach signed petition)

5. Is this project in a Neighborhood Business District? (see map)

No  Yes, letter of support signed by NBDA president attached

6. Is this project sited on property that is not a City-owned street or sidewalk?

No  Yes, letter of support signed by property owner or agency attached

Please describe: \_\_\_\_\_

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7. Will this project partner with, or impact, anyone other than described above? (explain)

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## PROJECT BUDGET

List all **costs** associated with completing this project from start to finish. Costs you may want to consider, depending on your project, are permits/insurance/fees, design/engineering, preparation of site, production, materials, labor, installation, disposal, professional services, equipment rental, sales tax, etc.

Then list all sources of **funds** that will finance this project; including the IG requested amount and the type and amount of your matching contribution (minimum 10%), which may include in-kind or funds from your organization or any other grants, sponsors, donations, volunteers, in-kind, etc.

cost component	amount		sources of funds/ matching contributions	amount
	\$			\$
			Innovative Grant request	
TOTAL	\$		Match % _____ TOTAL	\$

Check here if you have attached your project budget on a separate sheet of paper.

Attach letters of support from any other funders/agencies indicating their financial or in-kind commitment to this project.

## PROJECT IMPLEMENTATION

Briefly describe your plans for implementation/installation of this project, including resources needed, and how the community might be involved.

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Target date for project construction/implementation to begin \_\_\_\_\_

Target date for project to be completed (must be within 2 years of IG award) \_\_\_\_\_

Projected life of this project before it would need to be repaired, removed, or replaced \_\_\_\_\_

## PROJECT OPERATIONS & MAINTENANCE

Please describe any ongoing activities and/or costs associated with this project after completion and the plan for how they will be accomplished and/or paid for. Possible examples: on-going watering, pruning and maintenance of new trees or structural maintenance and possible graffiti removal of a community garden element (e.g., fence or shed).

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**CERTIFICATE OF CONCURRENCE**

This form **must** be completed with the signatures of City of Tacoma staff with appropriate oversight and/or agencies directly involved in implementing the project as described in this application. (see attached resource list for City of Tacoma contacts)

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_ (attach map/photos)

Before obtaining approval of the appropriate staff, obtain and attach any community or agency support documentation:

Do you have support of the nearby property owners/residents?

No  Yes, petition or letters of support attached

Is this project in a Neighborhood Business District? (see map)

No  Yes, letter of support signed by NBDA president attached

Is this project sited on property that is not a City-owned street or sidewalk?

No  Yes, letter of support signed by property owner or agency attached

**CPTED:** This project has been reviewed and does not contain elements that are contrary to CPTED practices. Signature of Mike Teskey \_\_\_\_\_ Date \_\_\_\_\_

**ADA Accessibility:** This project has been reviewed and is not in conflict with ADA accessibility requirements. Signature of Gail Himes \_\_\_\_\_ Date \_\_\_\_\_

**Location:** The site of this project as listed in this application has been reviewed and approved. Any changes to this location must be presented for re-evaluation.

Dept/Agency \_\_\_\_\_ Representative \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

**Implementation:** The grant funding and project budget is adequate to cover all costs of labor, equipment, material, and overhead associated with the construction/installation.

Dept/Agency \_\_\_\_\_ Representative \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

**Operations and Maintenance:** O&M plan and budget for this project include \_\_\_\_\_

Costs associated with the ongoing O&M for this project are available in the operating budgets of this department/agency.  Yes  No, we suggest \_\_\_\_\_

Dept/Agency \_\_\_\_\_ Representative \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

Disclaimer: Concurrence means that City staff has provided a cursory review of this project and does not see any immediate reason to deny the application. It does not mean that the project has been engineered, that the location is without structural conflict, or that the project meets all necessary requirements for installation.

Please be sure to include required attachments:

- Map and/or photo of project location
- Any required neighbor petition
- Any required agency letter of support
- Any required NBDA letter of support
- Certificate of Concurrence

**The original application, plus one copy, must be received or postmarked no later than 5:00pm on April 27, 2012**

**City of Tacoma  
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Tacoma, WA 98402**

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You may use this space for additional information needed to complete application questions. Please reference the question number.

**For Internal Use Only:**

Date Received: \_\_\_\_\_ City Staff Technical Review Completed: \_\_\_\_\_

Forwarded to NCs \_\_\_\_\_ Forwarded to NHC \_\_\_\_\_ Forwarded to City Council \_\_\_\_\_

[This page intentionally left blank so you may keep all Resources and Supplemental Information when Application is printed two-sided.]

**City of Tacoma – Neighborhood Council Program**  
**NEIGHBORHOOD INNOVATIVE GRANTS**  
**Resources and Supplemental Information**

Potential Contacts for Questions and/or Concurrence

Americans with Disabilities Act (ADA) Accessibility [Concurrence]	Gail Himes	591-5785
Crime Prevention Through Environmental Design (CPTED) [Concurrence]	Mike Teskey	591-5634
Certificate of Concurrence guidance	Shanta Frantz	591-5388
Innovative Grant Application one-on-one meeting scheduler blank petition form Word document	Shari Hart	591-5208
Land Use [Location, Ownership]	Permit Counter	591-5577
Murals (or other outdoor art)	Naomi Strom-Avila	591-5191
Neighborhood Business District Contacts	Shari Hart	591-5208
Neighborhood Council Program	Carol Wolfe	591-5384
Real Property Services [Location, Concurrence]	Mary Williams	591-5249
Street Lighting	Leigh Starr	591-5031
Traffic Calming / Pedestrian Safety	Cindee Moore	594-7897
Tree Projects	Ramie Pierce	591-2048

Attached Resources:

1. Budget Examples
2. Neighborhood Council Map
3. Neighborhood Business District Map
4. Innovative Grant Ideas for Traffic Calming or Trees & Landscaping
5. Petition for Speed Humps (may be used as a template for other projects, contact Shari Hart if you would like a Word document that you can edit)

## BUDGET EXAMPLES

Project: Community Garden

cost component	amount	sources of funds/ matching contributions	amount
Fence – wood rail	\$4842	"Grow R Garden" Bake Sale	250
Raised garden beds	1000	Volunteer labor (100 hrs)	\$2000
Compost area and beds	300		
Signage	400		
Gravel and landscaping materials	150		
Sales tax for materials	623		
labor	2000	Innovative Grant request	7065
TOTAL	\$9315	Match % <u>31</u> TOTAL	\$9315

IMPORTANT NOTE: This type of project, where materials are being purchased, constructed and installed by the neighborhood group, will require the applicant to purchase the materials up front, and then submit paid receipts for reimbursement once project is completed.

Project: Save Our Trees (damaged by the ice storm)

cost component	amount	sources of funds/ matching contributions	amount
Removal and stumpage of 4 badly damaged trees	1500	Volunteer planting & project management	700
Pruning of 6 damaged trees	\$400		
Sales tax for service	177		
Purchase of four trees via City	300		
Project management (volunteer)	300		
Labor to plant (volunteer)	400	Innovative Grant request	2377
TOTAL	\$3077	Match % <u>29</u> TOTAL	\$3077

NOTE: This type of project, where a City-hired arborist is pruning and stumping and the urban forester is ordering trees, will allow for direct project costs to be coordinated through City staff and costs covered by internal bookkeeping transfer (no cash outlay for applicant). (This type of project will also require the applicant to clearly describe their maintenance plan because new trees require a commitment of watering through at least three (3) summers to sufficiently establish their root system.)

# Neighborhood Council Program

## Community & Economic Development Department - Neighborhood Council Office

It is the intent of the City, through the creation of Neighborhood Councils and the Community Council, to foster a partnership of open communication between the City and its neighborhoods; to enhance the environment in which citizens are afforded an opportunity to participate in government decisions in an advisory role; to foster cooperation and consensus among diverse interests; to assist the City and neighborhoods in developing solutions to mutual problems; and to develop in the citizens a

**WEST END**  
 Monthly Meeting: 3rd Wednesday, 7:00 p.m.  
 Fire Station #18, 7217 South Ave.  
 Web: [westendtacoma.tripod.com](http://westendtacoma.tripod.com)

**NORTHEAST**  
 Monthly Meeting: 3rd Thursday, 6:30 p.m.  
 Northeast Police Sector Station, 4731 Norpoint Way  
 Web: [www.netacoma.org](http://www.netacoma.org)

**NORTH END**  
 Monthly Meeting: 1st Monday, 6:00 p.m.  
 Police Sector 2 Substation, 5136 N. 26th St.  
 Web: [www.nenc.org](http://www.nenc.org)

**CENTRAL**  
 Monthly Meeting: 1st Thursday, 6:00 p.m.  
 Snake Lake Nature Center, S. 19th St & Tyler St.  
 Web: [cnc-tacoma.com](http://cnc-tacoma.com)

**NEW TACOMA**  
 Monthly Meeting: 2nd Wednesday, 5:45 p.m.  
 Municipal Building, Room 708, 747 Market St.  
 Web: [www.NewTacoma.org](http://www.NewTacoma.org)

**SOUTH TACOMA**  
 Monthly Meeting: 3rd Wednesday, 6:30 p.m.  
 South Park Community Center, 4851 S. Tacoma Way  
 Web: N/A

**EASTSIDE (ENACT)**  
 Monthly Meeting: 3rd Monday, 6:30 p.m.  
 Pool at Stewart Heights Park, 406 E. 56th St.  
 Web: [www.eastsidetacoma.com](http://www.eastsidetacoma.com)

**SOUTH END**  
 Monthly Meeting: 3rd Monday, 7:00 p.m.  
 Fire Station #8, 4911 S. Alaska St.  
 Web: [www.sencotacoma.com](http://www.sencotacoma.com)

- Neighborhood Council Districts**
- Central
  - Eastside
  - New Tacoma
  - Northeast
  - North End
  - South End
  - South Tacoma
  - West End

**COMMUNITY COUNCILS OF TACOMA**  
 Monthly Meeting: 4th Thursday, 6:30 p.m.  
 Municipal Building North, Room 16, 738 Market St.  
 Contact: Carol Wolfe, Neighborhood Council Coordinator



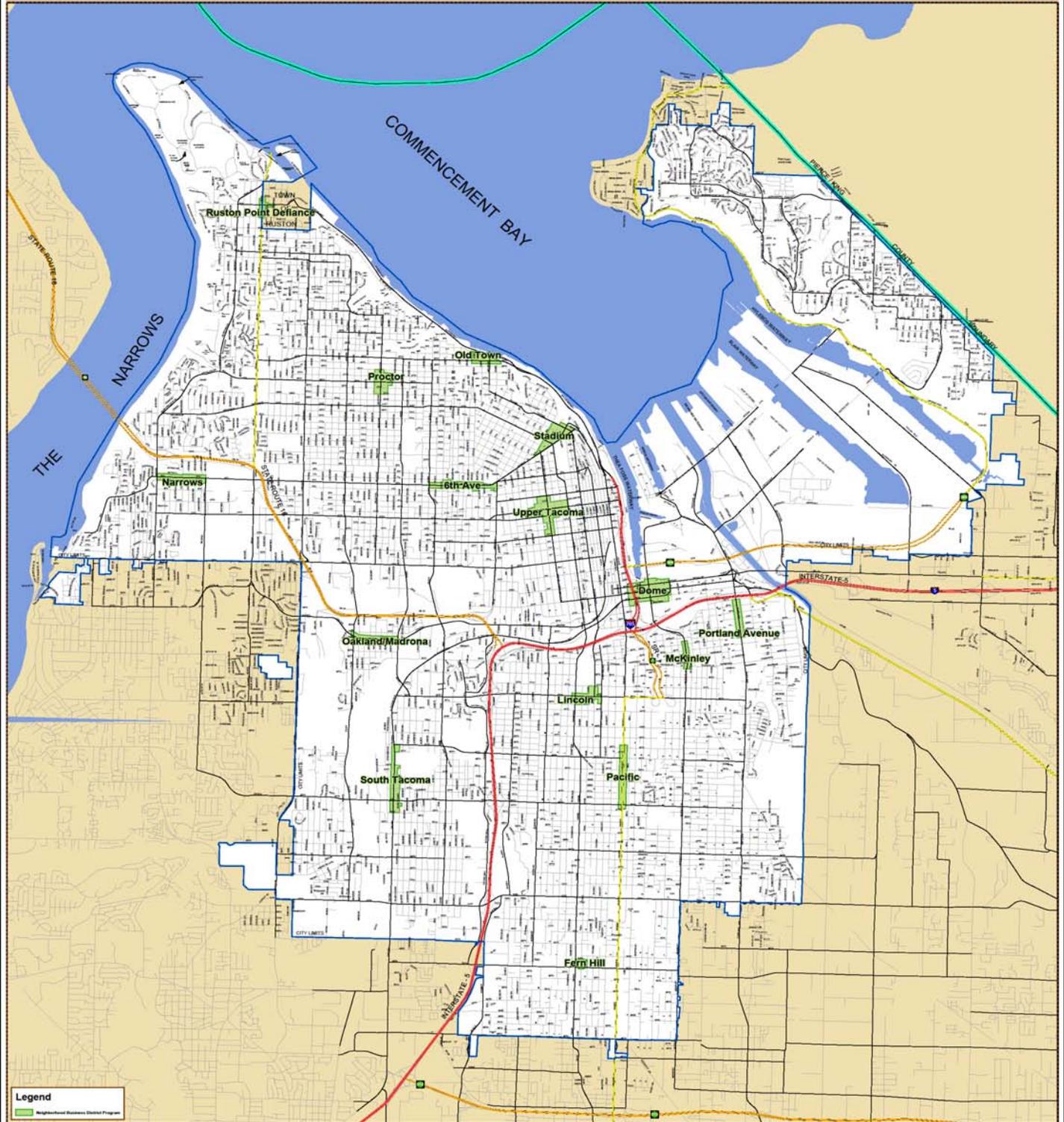
**City of Tacoma**  
 Community & Economic Development Department  
 GIS Analysis & Data Services

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 Feet

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. It is to be used for reference purposes only.

# City of Tacoma

## Neighborhood Business District Program



**Legend**  
■ Neighborhood Business District Program

**Disclaimer:** The City of Tacoma's Neighborhood Business District Program Boundaries may differ from individual business district association boundaries due to association interests and membership goals.

**Neighborhood Business District Program Boundaries** are commercial shopping areas adjacent to single- and multi-family neighborhoods. They are the core portions of the 15 Neighborhood Business Districts. Neighborhood Business District Program boundaries may differ from individual business district association boundaries due to association interests and membership goals.

Contact: Carol Wolfe, CEED - Private Capital Division, 253.591.5384, [cwoffe@cityoftacoma.org](mailto:cwoffe@cityoftacoma.org)



**City of Tacoma**  
**Community & Economic Development Department**  
**GIS Analysis & Data Services**

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 Feet

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## INNOVATIVE GRANT IDEAS

### Traffic Calming

Many neighborhoods are concerned with speeding and the following devices are some examples that the neighborhood may be interested in applying for. Please note that a petition with 60% of neighborhood support may be required. The following is a list of potential projects. There are many other ideas to choose from:

#### Acceptable Projects:

- a) New Speed Humps (approx. \$6,400)
- b) Vehicle Activated Traffic Calming Signs (approx. \$7,500 – photo to right)
- c) New Street or Alley Lighting (varies – photo to right)
- d) Materials to Beautify a Traffic Circle - art, landscaping, reflectors (varies)
- e) Thermoplaste Crosswalks – thermoplaste lasts longer than paint, curb ramps must meet ADA standard or be rebuilt (approx. \$1000-\$11,000 if curb ramps needed)
- f) Neighborhood Signage (varies)
- g) New Bike Racks/Lockers
- h) Painted Intersections/Faux Traffic Circles (varies)
- i) Curb Ramps (to/from ramps need to be up to standard approx. \$5,000 ea)



#### Not Acceptable Projects:

- j) Lighting for private parking lots
- k) New Traffic Circles
- l) Stop or Yield Signs

Traffic projects must be forwarded to the Engineering Division for Concurrency/Approval, preferably by April 16. A project may not be funded, if the concurrency sheet is not completed. Please contact Shanta Frantz for the appropriate person (253) 591-5388 or [sfrantz@cityoftacoma.org](mailto:sfrantz@cityoftacoma.org).



Speed Hump



Painted Intersection



Chicanes



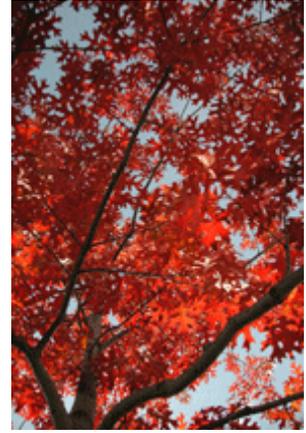
Curb Ramps



Traffic Circle Beautification

## Trees & Landscaping

- a) Tree pruning (raising the crown so limbs don't obstruct road/alley or sidewalk, removal of dangerous limbs-dead-damaged)
- b) Stump removal
- c) Tree removal (hazardous trees)
- d) Materials associated with tree planting (trees provided through Tree Street, go to [www.cityoftacoma.org/treestreet](http://www.cityoftacoma.org/treestreet) for more information)
- e) Landscaping (shrubs, groundcover, etc)
- f) Pseudo-curbing (pavers, wheel blocks)



A no-fee permit is required for any tree work in the right-of-way, [www.cityoftacoma.org/treepermit](http://www.cityoftacoma.org/treepermit). Tree projects must be forwarded to the Urban Forester for Concurrence/Approval, preferably by April 16. Please contact Ramie Pierce for approval and questions, (253) 591-2048 or [trees@cityoftacoma.org](mailto:trees@cityoftacoma.org).



Pseudo-curbing



# INNOVATIVE GRANT SPEED HUMP PETITION

We, the undersigned residents or business owners, respectfully petition the City of Tacoma Traffic Engineering Section to install a speed hump on \_\_\_\_\_

(write-in streetname).

The proposed location for the speed hump is **in front of/closest to** \_\_\_\_\_

(write-in street address)

We understand that there are minimum requirements and design standards for speed hump placement, as approved by the City of Tacoma.

In order to qualify for a speed hump, the residents of 60% of the occupied properties must be in favor of the installation (**one vote per household**). Please include property owners who are opposed, so that we can place the speed humps appropriately.

On a map, please indicate the following information:

- All houses within a minimum of one-block before and after the location of the proposed speed hump.
- The date or dates attempts were made to contact with the property owner/renter.
- All vacant houses.
- Please note property owner addresses who are opposed to the speed hump.

Contact Person: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

\_\_\_\_\_

Email (if any): \_\_\_\_\_

Please submit this petition with your completed Innovative Grant Application.

# SPEED HUMP PETITION

We, the undersigned residents or business owners, respectfully petition the City of Tacoma Traffic Engineering Section to install a speed hump at \_\_\_\_\_

(address or block street).

Name (Please Print)	Signature	Address	Own	Rent	Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
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20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					

## Property Owners Opposed to the Speed Hump

Name (Please Print)	Signature	Address	Own	Rent	Date
1.					
2.					
3.					
4.					
5.					

\*\* Print additional pages if needed to meet petition requirements \*\*