



CITY OF NEW BEDFORD

“CITIWORKS” COMMUNITY IMPROVEMENT PROGRAM

OVERVIEW

CitiWorks Started in 2011, the CitiWorks mini-grant program has provided numerous neighborhood-based grants up to \$2,000 that have helped make New Bedford a healthier, greener, and more beautiful city. With a focus on bringing residents together to conquer problems and improve New Bedford's quality of life, CitiWorks encourages grassroots projects that strengthen our city and neighborhoods through improvements to the physical environment such as gardens, murals, tree plantings and other similar projects.

The CitiWorks program encourages that at least 25% of the total cost of a project be matched through in-kind contributions and donated volunteer labor, professional services, material or supplies, or borrowed equipment. All matches must be documented and certified at the time of application.

The CitiWorks program is funded through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program which serves low to moderate income neighborhoods and populations throughout the City of New Bedford. Please check with the New Bedford Office of Housing and Community Development (OHCD) prior to submitting an application to make sure your project meets the rules and regulations set forth by HUD.

PROGRAM GOALS

- To promote healthier, safer and cleaner neighborhoods
- To improve neighborhood appearance
- To encourage neighborhood residents to participate
- To demonstrate collaboration with community groups and organizations
- To develop leadership within the neighborhood
- To enhance partnerships between community organizations and the city

ELIGIBLE ACTIVITIES:

- Neighborhood physical improvements for public use such as trees, community gardens, neighborhood signs, and projects that address neighborhood preservation.

An initiative of:



1. Deadlines are firm:

Applications may be submitted to the New Bedford Office of Housing and Community Development (OHCD) by 12:00 pm: **April 18, 2014**

2. Notification:

Within 15 working days of the application deadline, applicants are notified of award decisions and specific conditions if any need to be met prior to execution of grant agreement.

3. Contracting:

Until such time the funding agreement is signed by all parties, the city has no responsibility to reimburse the applicant for any costs incurred prior to the execution of the contract.

4. Funding Source:

HUD Community Development Block Grant Program (CDBG)

5. Application Assistance Contact:

Eddie Bates, Neighborhood Planner:
Office of Housing and Community Development, 608 Pleasant Street,
New Bedford, MA

Tel: 508.979.1500

ELIGIBLE GROUPS:

Program users must have 501(c) 3 designation or work with a group with said designation.

- Neighborhood / community groups
- Youth, parent or senior groups
- Volunteer groups
- Neighborhood Watch groups
- Schools/School-based groups

INELIGIBLE GROUPS:

- Religious institutions, with certain exceptions
- Private and for-profit businesses and corporations
- Individuals

ELIGIBILITY REQUIREMENTS:

All funded programs must meet Community Development Block Grant (CDBG) guidelines and regulations established by the Department of Housing and Urban Development (HUD), and other local restrictions established by the Office of Housing and Community Development. Recipients of CitiWorks funding may not discriminate, encourage, or discourage participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. Applicants must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood. Please note that one grant shall be award per agency or group.

PROGRAM DETAILS

I. Eligible Neighborhoods and Beneficiaries

Participants who benefit from CitiWorks funded programs must reside within the city limits of New Bedford. Program eligibility shall be limited to low and moderate income neighborhoods or census tracts within the city limits of New Bedford. In addition, agencies or groups that provide direct services to low and moderate income clients can also qualify for a CitiWorks grant. Please contact the OHCD if you have any questions regarding program eligibility.

II. Examples of Eligible CitiWorks Projects

- Tree plantings
- Community gardens
- Neighborhood signs
- Murals
- Other neighborhood beautification projects

CitiWorks projects provide physical improvements that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and city policies. Please note that organizations must provide detailed plans of their projects prior to receiving funds.

Project sites can be privately-owned land, memorial squares, cemeteries, parks, playgrounds, school grounds, existing community gardens, and areas of public access in eligible census tract that serve a majority low to moderate income population.

All project sites must be open and accessible to all neighborhood residents. In most instances, projects located on city-owned vacant land will not be eligible for this program.

- Must provide a targeted community benefit in a designated low and moderate income neighborhood or serve a majority low and moderate income population.
- Activities must be implemented within the city limits of New Bedford.
- Must involve neighborhood people in the identification, planning, or execution of the proposed activity.
- Must comply with all applicable local and federal health, safety, and legal regulations.
- Projects should be designed to provide a benefit to the broader community rather than to individuals.

If you have a project idea for a specific city-owned lot, please contact the Office of Housing and Community Development. Contingencies and restrictions apply to projects in this category.

Ineligible expenditures, generally includes but is not limited to:

- Salaries or wages, direct or indirect administrative costs
- Professional services or consultant fees
- T-shirts , office equipment , computers and software
- Gas allowance for volunteers , stipends or items given away to individuals
- Entertainment
- Construction equipment

The Office of Housing and Community Development has the right to deem ineligible any activity it believes is not appropriate or incongruent for funding under the CitiWorks program.

Project Selection Criteria:

CitiWorks funds are intended as seed money to assist groups in implementing volunteer-sponsored neighborhood projects. Projects submitted for consideration should aim to achieve measurable results in areas such as physical improvements to housing, community beautification, and other innovative programs that contribute to the enhancement of community life.

Approval Process:

There is no minimum grant award. Applications are submitted to the Office of Housing and Community Development (OHCD) for review and approval. Community Development staff will make a preliminary determination that the proposed project is eligible and that the application meets the minimum requirements for completeness and timely submission.

Competitive Rating Process:

Your application will be reviewed and rated based on:

1. Project Quality. Project is well planned and ready to proceed. Budget is realistic and well thought out. **40 points**

2. Neighborhood Participation. Application demonstrates significant neighborhood involvement in selecting, planning, and carrying out the proposed project. **20 points**

3. Neighborhood Match. Minimum requirement for match is met and applications shows match is secured and ready to be expended. **20 points**

4. Community Benefit. Project activities are a good approach to a recognized neighborhood issue. **20 points**

Grant Agreements:

Grant recipients, will be required to enter into a contractual agreement with the City of New Bedford in order to receive a CitiWorks grant award. The grant agreement will contain the federal requirements and will also contain the program description, timeframe, budget, scope of services, reporting requirements, and outline other federal requirements. The signature page will contain the signatures of persons authorized to enter into contractual agreements. The signature of the Subrecipient Executive Director and Board Chair will legally obligate the Subrecipient to the terms and conditions of the contract.

No funds will be disbursed until both the organization and the city have signed the contract. **No reimbursement for expenses of projects which occur prior to entering into a written contract will be honored.**

Fiscal Agent:

Applicants without the capacity to receive advanced funds for reimbursable activities may be asked to work with a fiscal agent. The applicant may, therefore, be different than the project's contractor for funds.

City Disclaimer:

The city reserves the right to revise CitiWorks program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

**PROPOSAL APPLICATION FOR FUNDING:
 "CITIWORKS" COMMUNITY IMPROVEMENT PROGRAM**

◆
**FISCAL YEAR 2014
 JULY 1, 2014 THROUGH JUNE 30, 2015**

Organization Name:			
Project Name:			
Project Address:			
Executive Director Name:			
Organization Address:			
Telephone #:			
E-Mail Address:			
Website (If Applicable):			
Organization DUNS Number:		Tax ID or EIN (format: 12-3456789)	
Contact Name & Title:			
Contact Telephone #:			
E-Mail Address:			

PROJECT FUNDING REQUEST

CD Funds Requested:	\$	
Funding Leveraged from other Sources:	\$	

I. PROGRAM APPLICATION

Please limit all narrative responses throughout the application to not exceed more than 2500 characters per question. Responses should not exceed the length of the page and/or box. Please note: If a response does exceed the length of the box, please either shorten the response or indicate that the response will be provided as an attachment immediately after the section.

1. Brief Project Description: (Your narrative should include who, what, when, where, why, and how) Please also feel free to present a separate sheet with pictures, drawings or anything else that helps fully describe the project.

2. Project Goal(s) and Objective(s): Please note that objectives must be specific, measurable, achievable, realistic, and time-bound.

3. Time frame from Beginning and Completing Project.

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for the user to provide details about the project's time frame.

4. What community need will this project address?

5. How will the community be involved in the implementation of the project?

6. Location of Activity. State specifically where your project will take place, using boundaries of street addresses.

7. Describe any past projects or related experience that demonstrates your organizations ability to carry out this project.

II. BUDGET

ACTIVITY BUDGET

Please answer the following questions in the space provided. You may reference and attach an additional page if necessary.

(List your budget for this project in detail. Show a breakdown of individual items. Show matching funds or in-kind contributions AND SOURCE where appropriate.) Specify which items are to be funded through CitiWorks grant and identify other funding sources.

BUDGET SUMMARY

Category Breakdown	CDBG	Leveraged Funds	Source of Leveraged Funds	Total Funds
Materials & Supplies	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Vendors	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Other Specify	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total CDBG Request	\$			\$
Total Other Funds		\$		\$
Grand Total	\$	\$	\$	\$

Applications must be signed by the applicant. Applications submitted by non-profit organizations must contain the signatures of the Executive Director and the board chair. If your signature is not legible, then also write the name(s). My signature indicates that I have read the program guidelines and am willing and capable of compliance.

Executive Director or Applicant Board Chair