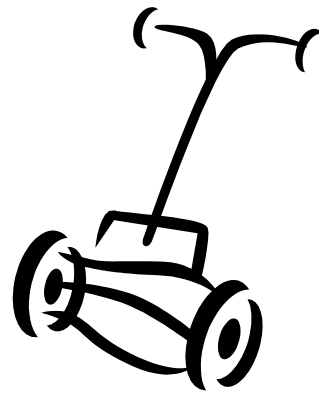
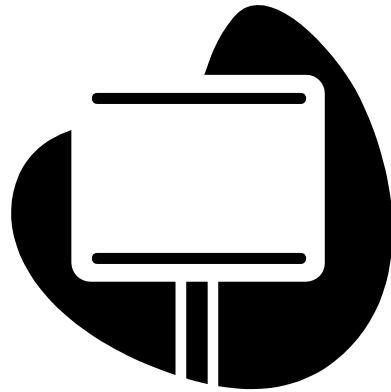


City of Buffalo
LIVABLE COMMUNITIES GRANT PROGRAM



Part of the Mayor's
Livable Communities Initiative

City of Buffalo

Livable Communities Grant Program Guideline

PURPOSE OF THE PROGRAM

The purpose of the Livable Communities Grant Program is to provide funding to Block Clubs, civic/citizens associations for the implementation of innovative projects that will provide measurable visual and physical improvements in their neighborhoods.

ELIGIBLE APPLICANTS

Any Block Club or Civic/Citizens association located in a low to moderate income area in the City of Buffalo, New York is eligible for funding, however, priority will be given to grassroots Community-Based Organizations (CBO) or Block Clubs whose mission is related to improving the city's neighborhoods. First preference will be given to projects located in one of the eleven (11) targeted Livable Communities neighborhoods.

The following restrictions apply:

- New York State and U.S. Department of Housing and Urban Development (HUD) conflict of interest provisions apply to Livable Communities Grant Program Funds. The applicant must disclose any actual or perceived conflict of interest.*
- Grantees of this program cannot reapply before they complete the project(s) funded by this grant.
- Individuals, private businesses, public agencies, municipalities, and schools are NOT eligible to apply.

ELIGIBLE PROJECTS

Grant funds may be used only for the implementation of visual and physical neighborhood improvement projects that fall in the project categories listed below.

- Projects must serve the secular purposes of historic preservation and neighborhood revitalization. The primary purpose of the grant cannot be the advancement of any religious purpose.
- Project may not duplicate an existing program (funds may not be used to rehabilitate private properties, business, or school. Funds may not be used for infrastructure improvement: curbs, sidewalks or repaving of a street.) Funds cannot be used for initial planning and/or concept design, however, construction drawings are considered a part of implementation.
- Soft projects such as social services, training, awards ceremonies, food, or block club parties are not eligible.
- Funds may not be used for duplication of City services; purchase of holiday lights and decorations, T-shirts, lawn mowers and other power tools, or improvement of private properties (ex. Lamp post)
- Salaries and overhead and any cost associated with fundraising are not eligible.
- Projects must have a significant impact on the enhancement of the neighborhood.
- Projects formerly funded through this grant program are not eligible for additional funding.

- The purchase of small tools and equipment is not allowed, **unless your organization has written agreement from a local CBO that such items will be kept in their possession and made available to the community at large.**

* These include relationships, both business and family, that any board member, staff member or volunteer of the applicant may have with City of Buffalo employees, commissioners, Buffalo Common Council members, and the Buffalo Urban Renewal Agency, including its Board of Directors and staff. An application shall be subject to disqualification if such information has not been disclosed. An applicant is ineligible to apply for a Livable Communities Grant if financial benefit would accrue to any staff member, board member, advisory committee member or volunteer of the grantor or the grantee, including any member of their respective families.

PROJECT CATEGORIES

Proposed projects must fall under one of the three categories listed below.

1. Neighborhood Appearance, Beautification, and Aesthetics
Examples: Planting and landscaping, facade improvements, graffiti removal, parks and recreation, or historic preservation. Improvements to private residential properties are not eligible.
2. Public Transportation
Examples: Pedestrian access to mass transit, bus shelter improvements, or signage.
3. Environmental/ Natural Resources
Examples: Clean-up of the banks of a stream that is part of a pocket park used primarily by neighborhood residents could qualify as part of a Neighborhood Clean-up Campaign.

TERMS

Grants range from \$500 to \$3,000 (\$5,000 for neighborhoods in one of the targeted 11 Livable Communities neighborhoods). Funds will be disbursed on a reimbursement basis, unless otherwise stated in the contract.

- Dollar-to-dollar cash or in-kind **matching funds** are required (grant funds cannot be disbursed without the proof of receipt of matching funds).
- Projects must be completed within **six months** of grant approval.
- Funds are disbursed in installments during project implementation on a reimbursement basis.
- **Applicants will be required to submit at least three uniform bids for purchases/services.** Uniform bids require that vendors be given the exact same specifications for the materials and services being requested.
- Original invoices
- Requests for reimbursement will be on Office of Strategic Planning established forms and must be signed by two individuals representing the grantee.
- Grant funds may be used only for items included in the application.
- Unless organization is a registered 501(c)3, funds will be distributed to suppliers and/or subcontractors directly. **ALL VENDORS MUST BE PRE-APPROVED BY THE CITY AND ISSUED ID NUMBERS IN ORDER FOR REIMBURSEMENT CHECKS TO BE ISSUED. CALL 851-4281 FOR FURTHER DETAILS.**

APPLICATION DEADLINES

Grant applications are accepted **one** time per year on **April 25**. Applicants will be notified of funding decisions within 30 days after the due date. **Please consider the timeframe necessary for application processing when you plan your organization's project.** Please submit **one original and two additional copies** of the application by **4:00 p.m.** on the due date to:

Livable Communities Grants
Mayor's Office of Citizen Services
65 Niagara Square, 218 City Hall
Buffalo, New York 14202
Att: Oswaldo Mestre, Project Manger

PRE-APPLICATION PROCEDURES

Under CDBG regulations, OSP staff will review each application to determine the project's eligibility. To meet a low/mod area benefit, the project service area must be over 51% occupied by low to moderate income households. Based on planning standards OSP is using ½ mile radius for the service area. Projects **must be located in a low to moderate income** area to qualify for funding. Applicants should call **Sam Fanara at 851-6524 BEFORE SUBMITTING AN APPLICATION** to determine if your project falls within an eligible area. **(See Attached Map)**

A letter will be sent to each applicant to advise them of the approval or denial of the application. Upon receipt of a completed application, the Office of Strategic Planning may contact the applicant if any additional information is needed. The Office of Strategic Planning staff will review the applications with the Good Neighbors' Planning Alliance in the area the project is being implemented and make recommendations to the Mayor for funding.

GRANT APPLICATION WORKSHOP

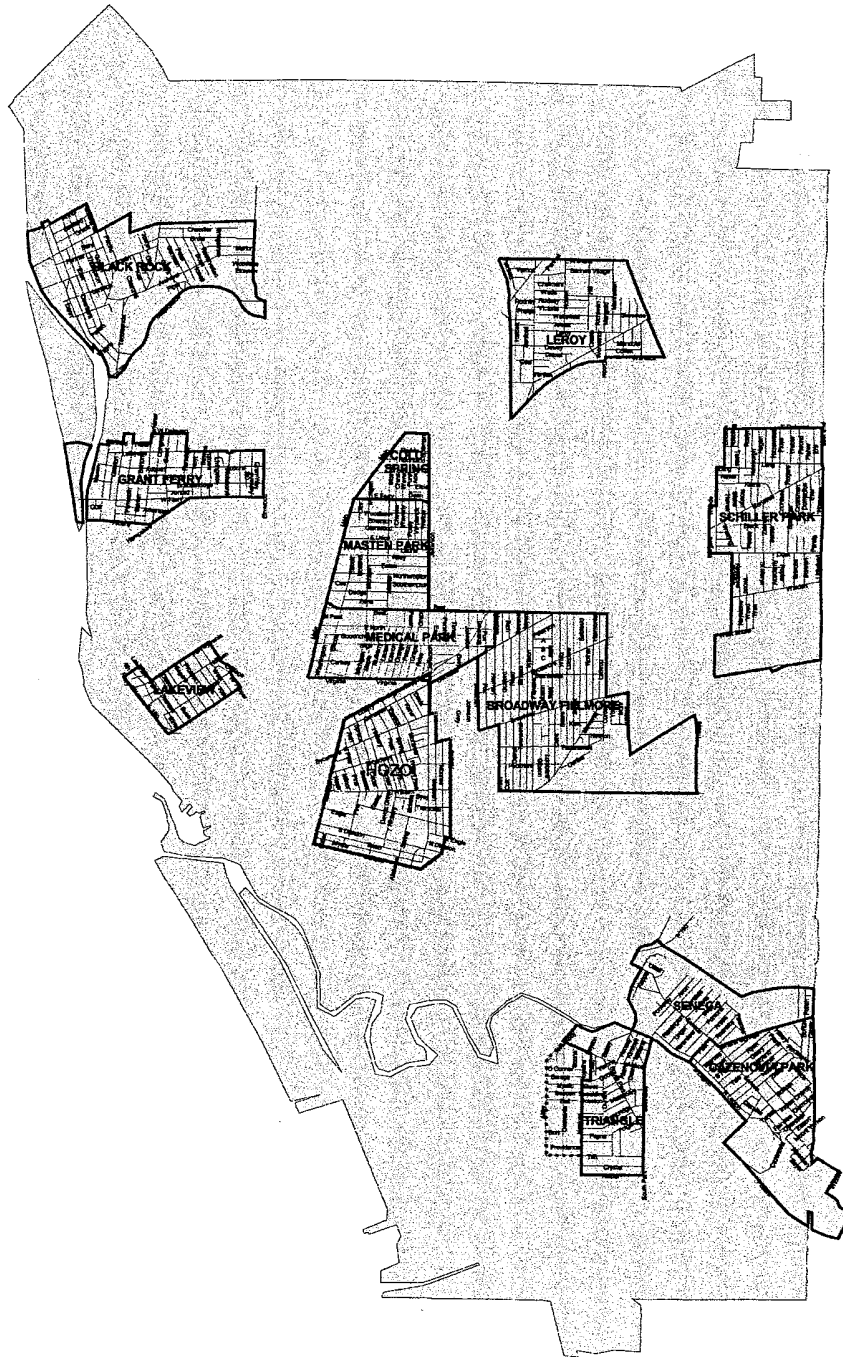
Technical assistance workshop will be given to those who are interested in applying for the Livable Communities grant. Workshop session will address how to fill out application, target area definition, ideas for projects and volunteer assistance for projects to be complete in the community. The workshop will be held on **Tuesday, April 12, 2005 at 6:00pm at the Buffalo Museum of Science, Auditorium, 1020 Humboldt Pkwy, Buffalo, New York 14211.**

PROJECT EVALUATION

The Office of Strategic Planning will evaluate all funded projects. Evaluation will include, but not be limited to: photographs, post-project surveys and detail reports, and fiscal reviews of expenditures. If a project fails to stay within stated guidelines, all remaining funds will be retracted and the organization will be disqualified from future funding. Projects may be featured in a newsletter of feature projects. Project organizers may submit articles detailing their completed project(s) for publication.

We look forward to receiving your applications. Your dedication to community is greatly appreciated. Please call us at 851-4281 if we can assist you with this application.

Appendix II: Comprehensive Code Enforcement Areas (CCE):

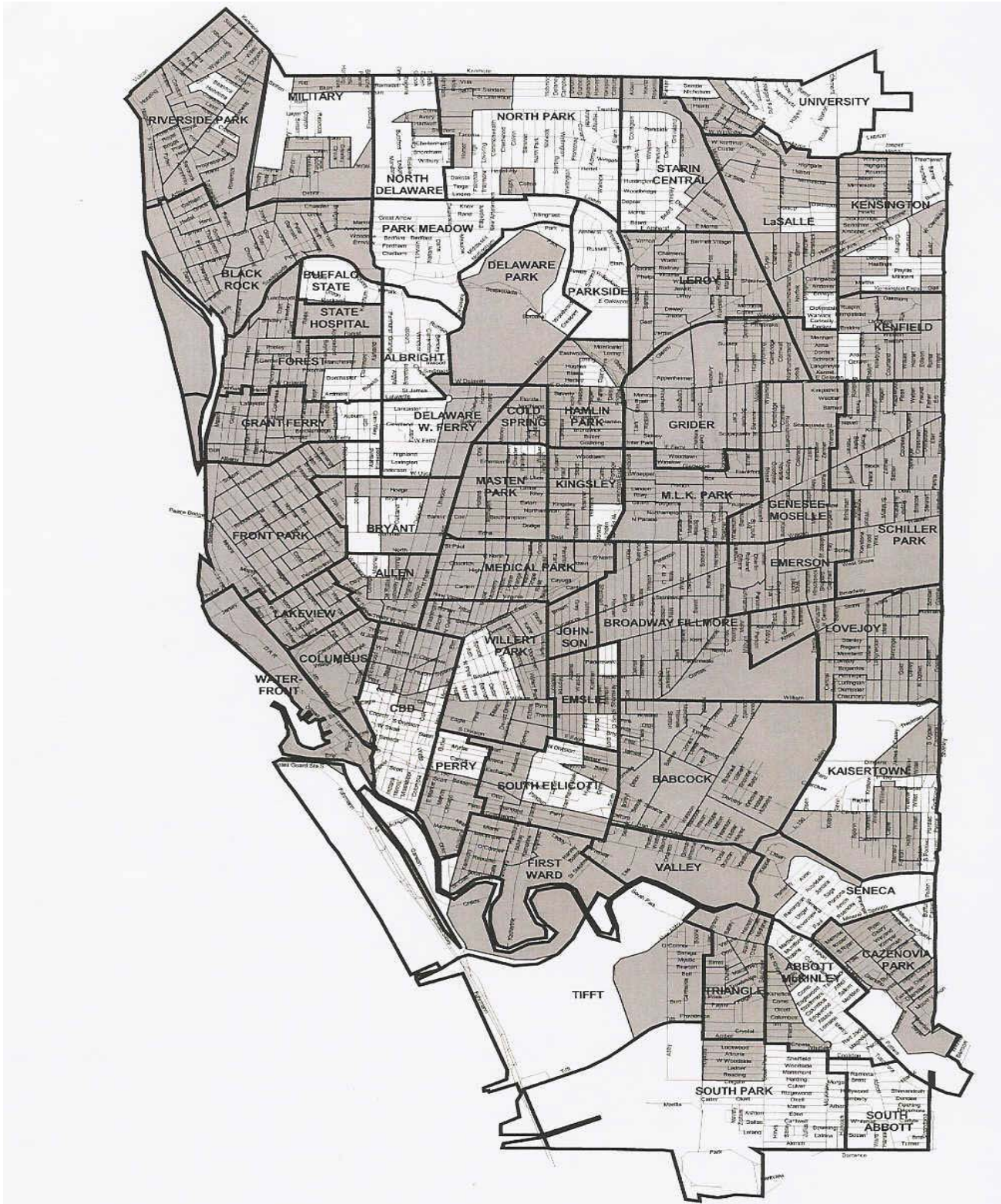


PROPOSED COMPREHENSIVE CODE ENFORCEMENT AREAS



- LEGEND
- HOZO
 - PLANNING NEIGHBORHOOD
 - ADJACENT AREA
 - CODE ENFORCEMENT AREA STREET
 - OTHER STREET
 - CITY BOUNDARY





Low/Mod Income by Block Groups with Planning Neighborhoods, City of Buffalo

- LEGEND**
- Planning Neighborhood Street
 - Low/Mod Income*

*Defined as 51% or more of Population has Low/Mod Income. Source: 2000 HUD/Census.

City of Buffalo
Livable Communities Grant Program Application

The application must be typed.

If you wish an electronic version of the form, please visit: www.city-buffalo.com.

Date: _____

Name of organization: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Contact person(s), title(s), e-mail address, telephone and fax numbers of each

Contact person: _____

Project title: _____

Project category: _____

Project location: _____

Brief description of project (not more than 50 words): _____

Project start and finish dates: _____

Grant Amount Requested	Cash Match	In-Kind Match	Total Project Cost

Signature of President or Board Chair: _____

(Please type name): _____

I. NARRATIVE

A. Organizational Background and Capacity (15 points)

Briefly describe your organization's history, mission, and goals.

What are your organization's current activities and past accomplishments?

In what way is your organization well positioned to implement the proposed project?

B. Problem Statement or Needs Assessment (25 points)

Briefly explain the need or problem to be addressed.

C. Objectives (15 points)

What are your organization's short- and long-term goals of this project?

What changes do you want to achieve with this proposal request?

What other changes do you want to achieve in the long run and how is this proposal linked to them?

D. Project Activities (20 points)

Give a detailed description of the proposed project. Include information on who will do what, when, and how.

Describe specifically what grant funds are going to be used for.

Include information about other partners involved in the proposed project. How will they be involved in the proposed project and what specific contributions will they make?

E. Impact (25 points)

Describe the overall anticipated impact of the proposed project on your neighborhood.

Describe who the beneficiaries of this project will be and how many people or households will be impacted?

Is the project tied to or part of other revitalization efforts? If yes, explain.

B. Source of funds

List the source and amount of all matching funds and in-kind contributions you will be providing to support this project. Indicate what funds are currently in hand, pledged, or pending.

Cash — Source	Amount	In-hand	Pledged	Pending
<i>(ex. block club treasury)</i>	\$100	\$100		

In-kind — Source	Amount	In-hand	Pledged	Pending
<i>(ex. local hardware store)</i>			\$50 in supplies	

If additional funds have not been secured, what are your plans to secure these resources? How does your organization plan to support this project in the future, if applicable? (For example, ongoing maintenance.)

III. ATTACHMENTS

The following attachments are **required** and **must be attached** to the application. The application is considered incomplete without the attachments and will not be processed:

- A budget of your organization for the current year.
- Proof of availability of matching funds (in the form of a commitment letter, bank statement accompanied by a letter from your organization’s board of directors or executive director committing certain amounts of funds on the bank statement for the proposed project, or any other form acceptable to the Office of Strategic Planning). A date of availability **must** be included for pledged contributions.
- A map of the proposed project area and the neighborhood it will impact.
- Any plans and/or concept design for the proposed project, if applicable.
- Letter of support from the GNPA and Common Council member representing the area/neighborhood where the project is located.
- Proof of permission to use public land, if the proposed project is located on public land, including a right-of-way.
- Proof of obtaining at least two uniform bids for purchases/services. (Use attached bid forms).
- Verification that your block club is registered with the City of Buffalo.
- Verification of Not for Profit 501(c)3 status if applicable.

For Office Use Only:

<i>Low/ Mod eligible area:</i> _____	
<i>Category</i> _____	
<i>Livable Comm. Area</i> _____	<i>Bids</i> _____
<i>Reviewed by</i> _____	<i>Date Reviewed</i> _____
<i>Committee Recommendation: Approve</i> <i>Not Approved</i>	<i>Amount Awarded: \$</i> _____

Sweat Equity Volunteer Form

