

**COUNCIL POLICY NO. M-8**

**TITLE:** FUNDING OF CITIZEN SELF-HELP PROJECTS

**POLICY:** See attachment.

**REFERENCE:** Parks Department Staff Report dated 10/2/95, Agenda Item No. 7.2.i

## **FUNDING CITIZEN SELF-HELP PROJECTS**

### **City of Salem, Oregon Self Help Funding Application Procedure and Funding Round Announcement**

The Salem City Council has established a “self help” projects account. The Salem City Council has authorized the starting of a 'self help” grant funding round with the application period being September 15, 1995, through December 1, 1995. Grant awards will be made during January 1996. Applications must be submitted to the City Recorder, Room 205, 555 Liberty St. SE, Salem, Oregon 97301 by 5:00 p.m. December 1, 1995.

#### **I. PROJECT CATEGORIES**

- A. The annual self-help appropriation shall be for:

Public Works self-help projects, such as sidewalks, paved shoulders, walkways, bicycle paths, drainage, etc., in public rights-of-way.

Parks self-help projects in publicly owned park and landscaped areas such as, playground equipment, walks, trails, benches, and other park improvements, tree and shrub planting, irrigation, signing, etc., Improvements to historic facilities owned by public entities will also be given consideration.

- B. Self-help projects are intended to be improvements or renovations to publicly-owned facilities where citizens work shoulder-to-shoulder to accomplish the project from planning through the construction phase.
- C. A specific project must apply in only one of the two categories.

#### **II. APPLICATION PROCESS**

- A. There will be one grant round per year. Each round will seek to allocate all of the fiscal year's available funds. Applications must be submitted in writing.
- B. In the event that sufficient applications are not received to exhaust the funds, the remaining funds shall be disbursed on a “first come, first served” basis until all funds are expended. All other grant matching requirements would still apply.
- C. Any “not for profit” citizen group may submit a project request. An eligible project is broadly defined as a capital project which benefits the health, welfare and good of the city.
- D. The annual application round will commence in September of each year, with the deadline for receipt of proposals in early December of each year. Project proposals will be awarded by the Salem City Council in mid-January of each year.

- E. An eligible project must show a minimum 50% non-City funded match. A greater match is encouraged. Match could include money, materials, equipments or labor.
- F. The non-City match could include donated right-of-way for walkway projects or other land donations for park projects.
- G. The application process is :
  - 1. Council to authorize staff to initiate a grant round.
  - 2. Proponents would work with the appropriate respective City department to develop scope, location, and costs of projects.
  - 3. Proponents will then submit a letter of request to the City which would then be coordinated with the appropriate department head. The letter must be received no later than 5:00 p.m. by the City Recorder by the December 1, deadline.
  - 4. The letter must state:
    - a) Specific request and nature of proposal.
    - b) Location
    - c) Total project costs, including a discussion of maintenance impact and who would assume it.
    - d) Source, amount and type of match
    - e) Proposed time line
    - f) Results and benefits envisioned
    - g) Position of neighborhood groups
    - h) Other groups supporting application
  - 5. When all materials have been received, staff will review, rank and Forward to City Council with appropriate summary and recommendation.

### **III. REVIEW CRITERIA**

Each proposal will be competitively rated on a maximum 100 point scale. Ratings are as follows:

- A. Extent to which the proposal meets long term goals of the City - 25 points
- B. Leverage ratio of City resources to other resources - 25 points
- C. Extent to which a project can be quickly implemented - 10 points

- D. Extent to which a project does not increase City maintenance burden - 20 points
- E. Concurrence of affected neighbors, businesses or neighborhood association - 20 points

**IV. REVIEW COMMITTEE**

The review committee will consist of a staff committee consisting of the representatives of the department coordinating the requested project category, e.g., either Community Services or Public Works. The Salem Park and Recreation Advisory Board will also review staff recommendations on park projects.

**V. EVALUATION**

Each proposal will be competitively ranked according to the review criteria. Ranking scores will be the average score of the members of the review committee. Recommendations for allocating funds will be descending succession, starting with the highest ranking, until all funds for a grant round have been allocated.