

**RESOLUTION NO. R- 11 -2016**

**A RESOLUTION OF THE CITY COUNCIL OF  
EAGLE MOUNTAIN CITY, UTAH, ESTABLISHING A  
NEIGHBORHOOD MATCHING GRANT PROGRAM**

*PREAMBLE*

WHEREAS, on October 20, 2015, the Eagle Mountain City Council approved a Neighborhood Matching Grant Program to be funded by proceeds from the sale of the electric and gas utilities;

NOW, THEREFORE, be it resolved by the City Council of Eagle Mountain City, Utah, that the Neighborhood Matching Grant Program be established according to the regulations attached as Exhibit A.

ADOPTED by the City Council of Eagle Mountain, Utah, this 17<sup>th</sup> day of May, 2016.

EAGLE MOUNTAIN CITY, UTAH

ATTEST:

  
Chris Pengra, Mayor

  
Fionnuala B. Kofoed, MMC  
City Recorder



CERTIFICATION

The above Resolution was adopted by the City Council of Eagle Mountain City on the 17<sup>th</sup> day of May, 2016.

Those voting aye:

- Adam Bradley
- Colby Curtis
- Stephanie Gricius
- Benjamin Reaves
- Tom Westmoreland

Those voting nay:

- Adam Bradley
- Colby Curtis
- Stephanie Gricius
- Benjamin Reaves
- Tom Westmoreland



Fionnuala B. Kofoed, MMC  
City Recorder

# Exhibit A



# EAGLE MOUNTAIN Neighborhood Matching Grant Program - Summary

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## Purpose

In 2014, Eagle Mountain City residents voted to sell our Gas and Electric utilities and in early 2015, the sale was completed. As a result of the sale, the City had excess funds that could be used on projects to help enhance the City. City Council approved a Neighborhood Community Matching Grant Program to accomplish this purpose. Under this program, neighborhoods can work together with the City on projects designed to:

1. Enhance & beautify City's neighborhoods
2. Foster a sense of community and neighborhood pride through resident participation in a neighborhood project
3. Foster a team partnership between the City and residents designed to create and facilitate positive change in the city
4. Reinvest utility sale funds into communities

This program has been designed to help direct utility sale proceeds back into neighborhoods around the City until those approved utility sale funds have been disbursed

## Who can apply

- Home Owner Associations (HOA)
- Neighborhood groups
- 501(c) 3 organizations (may be subject to certain legal limitations and special approval)
- Public/private schools (may be subject to certain legal limitations and special approval)

## Application Deadlines and Milestones

- Application – July 31, 2016
- Project interviews – August, 2016
- Board Approval – by August 31, 2016

## Eligible Projects

To receive a Neighborhood Community Matching Grant award, a project must demonstrate a strong public purpose, receive active support from the neighborhood residents, and benefit the entire neighborhood and/or City. In addition, all projects are recommended to have strong volunteer and financial contribution components and must fall into one of the following project types:

## *Project Types*

- Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, creation/completion of parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, neighborhood cleanup, and similar beautification or enhancement projects. Any projects including landscaping must adhere to City water-wise standards (Ex. regenerative water design, low water use).
  - Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a private owner, neighborhood, or HOA will be considered on a case-by-case basis if it shows to provide a significant direct benefit to the City (Ex. completing a school field that allows for youth sports and public use).
- Public safety programs or initiatives such as safety training, crime or fire prevention programs (such as starting a Neighborhood Watch program), traffic deterrent, or calming projects or studies.
- Historical projects which preserves, enhances, or identifies historical sites and benefits the neighborhood through physical improvement and/or public education

## *Funding*

- City contribution limit of \$100,000 per neighborhood per fiscal year
- Suggested match of 50% by applicant. Match may include:
  - Pledged/committed cash from neighborhood will be matched with grant funds
  - In-kind donations will be matched at cost
  - Pledged/committed volunteer labor hours (at a rate of \$10/hour). All reasonable labor pledges will be considered

## *Application Process*

The City's goal is to complete proposed projects within the Fiscal Year (July – June) that the project is applied in, but depending on the scope of the project or other planned projects, it may take projects up to two years to be completed. If projects demonstrate large financial support or significant volunteer involvement, projects may be prioritized for completion.

In order to apply for a Neighborhood Community Matching Grant, applicants must first determine whether the proposed project will fit within one of the three project types. Once a project is determined, applicants need to gather support and approval from interested parties. This may include an HOA, property owners in the area, City (if project will be conducted on City-owned property), and others.

Applications can be obtained through the City website, or from City Hall. All applications must include or meet the following requirements:

### *Application Requirements*

- Project summary (Project description, project location, grant contact information, start/end date, community benefit, , budget, design, photographs,
- Proof of neighborhood support (letters of support, petitions, proof of HOA votes, etc.)
- Proof of neighborhood meeting to discuss project and gain support
- Past projects funded through Neighborhood Community Match Grant Program
- Proof of any pledged cash/in-kind donations (demonstrated through Match (Pledged or Secured) Donation form)
  - Donations can come from businesses or other outside entities
- Proof of pledged volunteer hours or cash (demonstrated through Pledged Match by Neighborhood Residents form)

To be eligible for a grant you must complete the grant. Failure to complete any portion of the grant application and supplemental questions will disqualify your application.

You may contact City staff for technical assistance regarding your application or project.

All of the required materials must be submitted to Aaron Sanborn at City Hall, or electronically to [asanborn@emcity.org](mailto:asanborn@emcity.org).

### Selection Process

All project applications will be due to City Hall by 11:59 pm on Sunday, July 31<sup>st</sup>, 2016. The Parks and Recreation Board will conduct projects interviews and approve projects by the end of August 2016. Each project will be scored according to the following criteria:

#### *Quality of Project (40 points)*

- Clear and detailed description of project (10 points)
- Clearly defined and measurable goals that can be accomplished in 12 months or less (5 points)
- Low maintenance costs or maintenance by neighborhood (5 points)
- Demonstration of long-term public benefit (10 points)
- Readiness of neighborhood to begin project (5 points)
- Connection to projects currently planned or begun by City (5 points)

#### *Neighborhood Participation and Benefit (55 points)*

- Involvement of neighborhood residents in all phases (10 points)

- Priority given to projects that provide aesthetic improvements that enhance/improve the entire community (5 points)
- Demonstration that project provides a significant benefit (10 points)
- Demonstration of significant commitment/support from neighborhood (15 points)
- Favor given towards projects that encourage direct community involvement and interaction or public service (ex. Community gardens) (5 points)
- Demonstration of financial commitment through matching portion (10 points)

*Prior Use of Matching Funds (5 points)*

- Previous matching fund projects have been fully completed and all outstanding bills and receipts have been reconciled.
- Neighborhood has not applied for projects in past

The Parks and Recreation Board will then determine the final list of projects to be completed using the matching funds. This list will be sent to the City Council to be ratified. Once ratified by City Council, Staff will work with project applicants to schedule and complete approved projects.



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## Neighborhood Matching Grant Program – Scoring Criteria

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

In order to rank and approve projects in a fair, unbiased manner, projects will be scored based on the following criteria:

### *Quality of Project (40 points)*

- Clear and detailed description of project (10 points)
- Clearly defined and measurable goals that can be accomplished in 12 months or less (5 points)
- Low maintenance costs or maintenance by neighborhood (5 points)
- Demonstration of long-term public benefit (10 points)
- Readiness of neighborhood to begin project (5 points)
- Connection to projects currently planned or begun by City (5 points)

### *Neighborhood Participation and Benefit (55 points)*

- Involvement of neighborhood residents in all phases (10 points)
- Priority given to projects that provide aesthetic improvements that enhance/improve the entire community (5 points)
- Demonstration that project provides a significant benefit (10 points)
- Demonstration of significant commitment/support from neighborhood (15 points)
- Favor given towards projects that encourage direct community involvement and interaction or public service (ex. Community gardens) (5 points)
- Demonstration of financial commitment through matching portion (10 points)

### *Prior Use of Matching Funds (5 points)*

- Previous matching fund projects have been fully completed and all outstanding bills and receipts have been reconciled.
- Neighborhood has not applied for projects in past



## Quality of Project

Criteria	Score
<p><b>Clear and detailed description of project (10 points possible):</b></p> <p style="text-align: center;">Project is very clearly described, detailing each phase of project (7-10 points)</p> <p style="text-align: center;">Project is fairly well described, but is missing some detail (3-6 points)</p> <p style="text-align: center;">Project lacks description, goals or process unclear (0-2 points)</p>	
<p><b>Clearly defined and measurable project goals (3 points possible):</b></p> <p style="text-align: center;">Clearly defined and measurable goals (2-3 points)</p> <p style="text-align: center;">Goals are somewhat unclear or unmeasurable (1 point)</p> <p style="text-align: center;">Lack of clearly defined or measurable goals (0 points)</p>	
<p><b>Project goals are accomplishable in 12 months or less (2 points possible):</b></p> <p style="text-align: center;">Goals can be accomplished in 12 months or less (2 points)</p> <p style="text-align: center;">Goals can be accomplished in 18-24 months (1 point)</p> <p style="text-align: center;">Goals will take longer than 24 months to accomplish (0 points)</p>	
<p><b>Low maintenance costs or maintenance by neighborhood (5 points possible):</b></p> <p style="text-align: center;">No City maintenance required (5 points)</p> <p style="text-align: center;">Some City maintenance required (2-4 points)</p> <p style="text-align: center;">Heavy City maintenance required (0-1 points)</p>	
<p><b>Demonstration of long-term public benefit (10 points possible):</b></p> <p style="text-align: center;">Clear public benefit that will strongly enhance community at large (7-10 points)</p> <p style="text-align: center;">Clear public benefit that will provide moderate benefit to community at large (3-6 points)</p> <p style="text-align: center;">Vaguely defined public benefit that does not strongly impact community at large (0-2 points)</p>	
<p><b>Readiness of neighborhood to begin project (5 points possible):</b></p> <p style="text-align: center;">Applicant has support already committed with plan ready to be implemented (4-5 points)</p> <p style="text-align: center;">Applicant has begun to gather support, plan needs more work to begin project (1-3 points)</p> <p style="text-align: center;">Applicant is disorganized or not ready to begin project (0 points)</p>	
<p><b>Connection to projects currently planned or begun by City (5 points possible):</b></p> <p style="text-align: center;">Project can be combined with current City projects/plans (5 points)</p> <p style="text-align: center;">Project cannot be combined with current City projects/plans (0 points)</p>	
<p><b>Quality of Project Score</b> <b>(40 total points possible)</b></p>	

## Neighborhood Participation and Benefit

<b>Criteria</b>	<b>Score</b>
<p><b>Involvement of neighborhood residents in all phases (10 points possible)</b></p> <p style="text-align: center;">Application shows high resident involvement throughout the project (7-10 points)</p> <p style="text-align: center;">Application shows moderate resident involvement throughout the project, or in some phases (3-6 points)</p> <p style="text-align: center;">Application shows little or no community involvement (0-2 points)</p>	
<p><b>Provide aesthetic improvements to the entire community (5 points possible)</b></p> <p style="text-align: center;">Provides significant aesthetic improvement to community (3-5 points)</p> <p style="text-align: center;">Provides little aesthetic improvement, or limited to a small area (0-2 points)</p>	
<p><b>Project provides a significant benefit (10 points possible)</b></p> <p style="text-align: center;">Project provides a significant benefit to community (7-10 points)</p> <p style="text-align: center;">Project provides a moderate benefit to community (3-6 points)</p> <p style="text-align: center;">Project does not provide a significant benefit (0-2 points)</p>	
<p><b>Significant commitment/support from neighborhood (15 points possible)</b></p> <p style="text-align: center;">Neighborhood is matching 50% or more of the total project cost (10-15 points)</p> <p style="text-align: center;">Neighborhood is matching 20-49% of the total project cost (5-9 points)</p> <p style="text-align: center;">Neighborhood is matching 0-19% of the total project cost (0-4 points)</p>	
<p><b>Encourages direct community involvement and interaction (5 points possible)</b></p> <p style="text-align: center;">Project unites community and provides opportunities to get involved (3-5 points)</p> <p style="text-align: center;">Project limited to a (0-2 points)</p>	
<p><b>Financial commitment through matching portion (10 points possible)</b></p> <p style="text-align: center;">Neighborhood match is made up of 50% or more from cash or cash equivalents (7-10 points)</p> <p style="text-align: center;">Neighborhood match is made up of 20-49% from cash or cash equivalents (3-6 points)</p> <p style="text-align: center;">Neighborhood match is made up of 0-19% from cash or cash equivalents (0-2 points)</p>	
<p><b>Neighborhood Participation and Benefit Score</b></p> <p><b>(55 total points possible)</b></p>	

### Prior Use of Matching Funds

<b>Criteria (only one category can be scored per project)</b>	<b>Score</b>
<b>Neighborhood has applied for projects in the past</b> Previous matching fund projects have been fully completed with all funds received (5 points) Previous matching fund projects have been fully completed with some financial issues (3-4 points) Previous matching fund projects have not been completed (1-2 points) Previous matching fund projects did not worked on due to neighborhood issues (0 points)	
<b>Neighborhood has not applied for projects in past (5 points)</b>	
<b>Prior Use of Matching Funds</b> <b>(5 total points possible)</b>	

### Score Summary

<b>Quality of Project Score</b> <b>(40 total points possible)</b>	
<b>Neighborhood Participation and Benefit Score</b> <b>(55 total points possible)</b>	
<b>Prior Use of Matching Funds</b> <b>(5 total points possible)</b>	
<b>Total Score</b>	



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# Neighborhood Matching Grant Program - Application

Note: it is important that you complete each item on this application form. Contact Aaron Sanborn as (801) 789-6645 or [asanborn@emcity.org](mailto:asanborn@emcity.org) if you have any questions.

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

**Total Project Cost: \$** \_\_\_\_\_ **Neighborhood Contribution: \$** \_\_\_\_\_

Neighborhood Applicant (name of neighborhood): \_\_\_\_\_

Description of Neighborhood: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Brief Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Address of the Project (please submit map): \_\_\_\_\_

Name of Grant Contact Person: \_\_\_\_\_

(Grant coordinator who can answer questions prior to proposal review and receives all correspondence related to the project)

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Neighborhood Meeting: \_\_\_\_\_

Meeting Attendance: \_\_\_\_\_ **Vote** For: \_\_\_\_\_ Against: \_\_\_\_\_

*City Use Only*

Date Received at City Hall: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

# Project Details

Project Type:  Physical Improvements  Public Safety  Historical Projects

Will this project require regular maintenance by the City?  Yes  No (Please describe maintenance on additional sheets)

## 1.) Project Information

What problem or opportunity will be addressed by this project? What is the end goal(s) or visible product that will result when the project has been completed? (Attach additional sheets if necessary)

## 2.) Project Purpose

Explain how this project fills a strong public purpose and how it will benefit the entire neighborhood. (Attach additional sheets if necessary)

## 3.) Project Plan

Outline how your neighborhood plans to accomplish this project. List the key activities to reach your goals. (Attach additional sheets if necessary)

Activity	Completion Date
_____	_____
_____	_____
_____	_____
_____	_____

## 4.) Neighborhood Involvement

How will neighborhood residents be involved in implementing the project? (Attach additional sheets if necessary)

a. How many people will be involved? \_\_\_\_\_

b. How many neighborhood volunteer hours are pledged? \_\_\_\_\_

c. How much neighborhood cash has been pledged? \_\_\_\_\_

**5.) Support**

What community support do you currently have? (ex. HOA approval, neighborhood pledges, prior work done, etc.) (Attach additional sheets if necessary)

**6.) Evaluation**

What will make this project successful? How will this be measured? (Attach additional sheets if necessary)

**7.) Prior Grant Awards**

Has your neighborhood ever been awarded a matching grant from Eagle Mountain City in the past? If so, please describe the project, community involvement, and results. (Attach additional sheets if necessary)

**8.) Additional Information**

Please provide any additional information you feel would be beneficial in determining the quality of your proposed project. (Attach additional sheets if necessary)











