

Neighborhood Capital Improvement Program (NCIP)



Technical Assistance Workshop
June 3, 2019

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What is the NCIP Technical Assistance Workshop?

- An opportunity for Community Development Division Staff to review the Application (Step by Step) with interested Neighborhood Associations.
- An opportunity for Neighborhood Associations to ask questions related to the Application Packet. *Questions can not be answered for specific projects, even generally speaking. Example “Can our neighborhood do a mural at (location)?”*

NCIP Overview

- On March 13, 2019, the Community Development Advisory Board reviewed and approved the proposed Neighborhood Capital Improvement Program. Approved by City Commission on June 20, 2018.
- The Neighborhood Capital Improvement Program was developed by the City to work cooperatively with Neighborhood/Civic Associations to identify capital improvement and beautification projects that enhance the safety or aesthetic appearance of LMI neighborhoods, compliment other City initiatives and encourage community involvement.
- The goal of the Neighborhood Capital Improvement Program will fund capital improvement and beautification projects that enhance the safety or aesthetic appeal of Low- and Moderate Income (LMI) Neighborhoods.

Program Policies- Highlights

- The maximum amount of funding available in this program is \$13,000.00 per project. There is a limit of one project per neighborhood.
- Funding may be used to pay for labor, materials, and other related delivery costs incurred to construct, renovate, or provide improvements that enhance the safety or aesthetic quality of LMI Neighborhoods in accordance with the requirements of 24 CFR 570.201.

Qualified Neighborhoods

NEIGHBORHOOD/CIVIC ASSOCIATION	QUALIFIED NEIGHBORHOOD
None	441 Corridor
Beverly Park Civic Association	Beverly Park
Boulevard Heights Neighborhood Association	Boulevard Heights
Driftwood Civic Association	Driftwood
Highland Gardens Civic Association, United Neighbors of South Hollywood	Highland Gardens
Hollywood Gardens West Civic Association	Hollywood Gardens West
Hollywood Hills Civic Association	Hollywood Hills
Hollywood Lakes Civic Association	Hollywood Lakes
Lawn Acres Civic Association	Lawn Acres
Liberia Civic Association	Liberia
North Central Civic Association	North Central
Park East Civic Association	Park East
Park Side Civic Association	Park Side
Playland Estates Civic Association	Playland Estates
Downtown Parkside Royal Poinciana Civic Association	Downtown, Parkside, and Royal Poinciana
Washington Park Homeowners Association	Washington Park

Project Eligibility Requirements

- Enhance the safety or aesthetic appearance of subject neighborhood.
- Be located within a Qualified Neighborhood or located adjacent to a Qualified Neighborhood that is not represented by a Neighborhood/Civic Association.
- Be located in a LMI area.
- Be located in the public right-of-way, or on City-owned property or City-owned easement.
- Be permanent in nature having a life span of at least five (5) years.
- On-going maintenance, repair, and operational costs required to carry out proposed projects are ineligible under this program.

Davis-Bacon and Related Acts Requirements (DBRA)

Davis-Bacon and Related Acts require that all on-site employees (laborers and mechanics) be paid fair wages, benefits, and overtime (prevailing wage) weekly while working on government-funded construction projects at a minimum threshold of \$2,000.00.

Under the provisions of the Act, contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Volunteers

There is a statutory exemption for “Volunteers” performing DBRA-covered services prevailing wage rates. For the purposes of this program, a “Volunteer” is an individual who performs a service without promise, expectation or receipt of compensation for services rendered and is not otherwise employed at any time on the work for which the individual volunteers.

In order to adhere to this exemption, the applicant must submit to the City the number of “Volunteers” who provide labor or mechanics and the estimated hours of work to be performed. Upon project completion, the applicant shall submit a revised report that shows the actual number of “Volunteers” that provide labor or mechanics and the actual number of hours of work performed.

Project Approval

- Applicants must complete the Neighborhood Capital Improvement Application in its entirety and submit the application to the **Evaluation Panel** prior to the established deadline.
- The Evaluation Panel is responsible for approving and/or recommending modifications to any proposal submitted by the applicant.
- If a “Modification” is required, the applicant must re-submit the modified version of the Neighborhood Capital Improvement Application for further review by the Evaluation Panel.
- Without the Evaluation Panel’s approval, the proposed project cannot proceed.

Evaluation of Projects

- CDBG eligibility & adherence to City of Hollywood Code of Ordinances.
- The General effectiveness of and how the proposed project compliments other neighborhood activities and/or improvements.
- Budget feasibility with respect to ongoing maintenance and/ or operational costs as well as impact on City resources.
- The project's alignment with the City's environmental goals.
- The practicality of the proposed project's implementation timeline.
- The project's ability to provide employment opportunities to Section 3 Compliant individuals or businesses.

Procurement

- A minimum of three (3) quotes are required from Vendors/Contractors/Professional Services Providers related to this program.
- The City shall solicit the quotes.
- Award will be made to the Vendor/Contractor/Professional Services Provider whose bid/offer is responsible and responsive to the solicitation, and is most advantageous to the project, price and other factors considered.
- The contract for services will be between the successful Vendor/Contractor/Professional Services Provider and the City. The applicant (Neighborhood Association) will not be a party to the contract.

Project Implementation

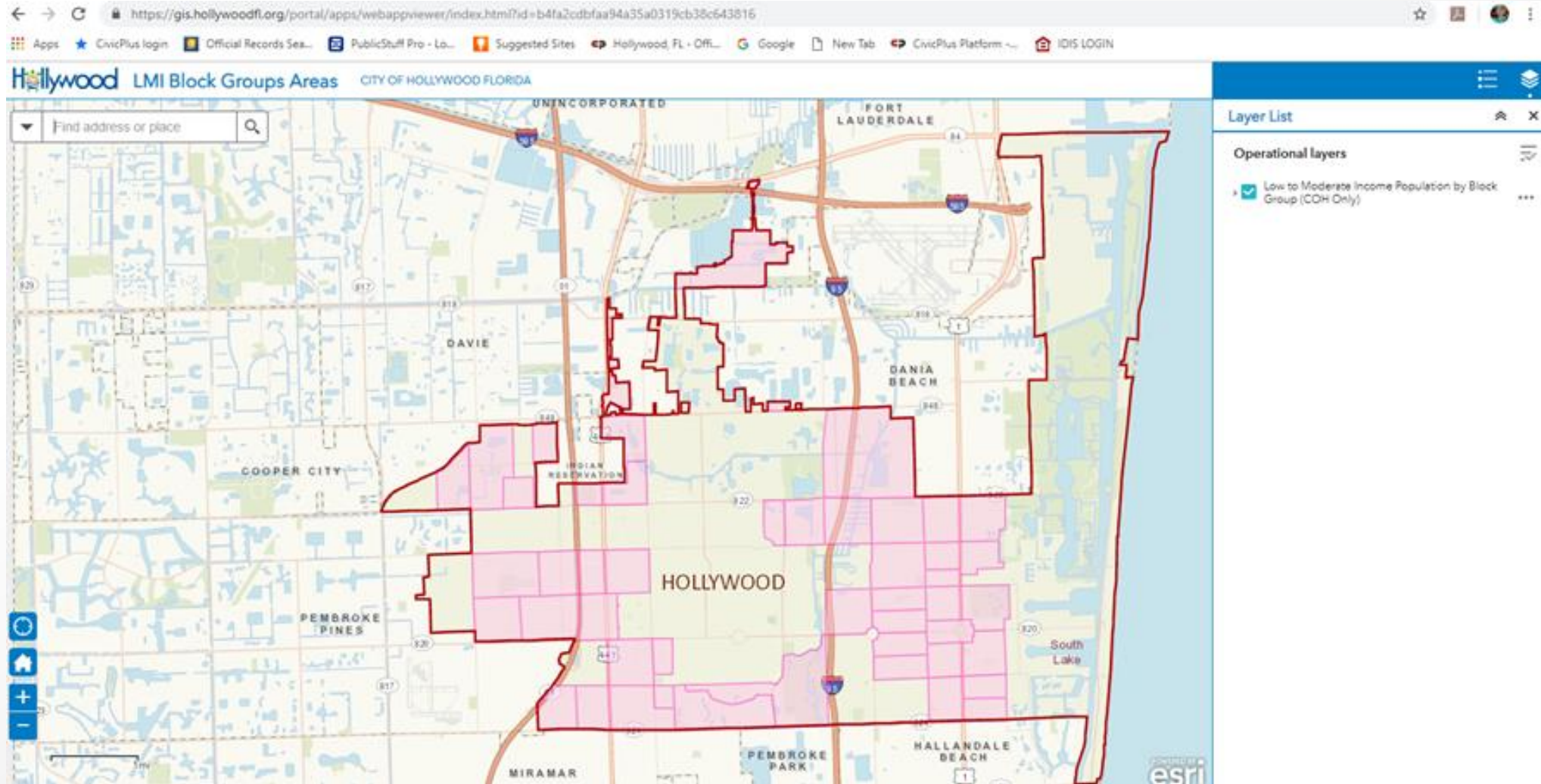
A City staff member will be designated as Project Manager for each approved project. The Project Manager shall assist the applicant with the tasks listed below:

- Documenting volunteers.
- Accomplishing “Before” and ”After” pictures of the project site.
- Documenting progress of the project.
- Addressing Permitting issues related to the project.
- Other related tasks, as necessary to implement.

Community Development Division Responsibilities

- ✓ Act as Liaison with Neighborhood Associations and appropriate City Staff to disseminate specific information.
- ✓ Identify Prevailing Wage Rate Determination specific to the proposed projects.
- ✓ Ensuring that participating vendors are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs.
- ✓ Draft and execute professional service contracts between vendors and the City.

Online Resources



Project Ideas

Neighborhood Associations do NOT have to submit a project listed on the “Project Ideas” portion of the NCIP Packet. The ideas were only included to stimulate ideas for enhancements and safety. In some instances, project ideas listed will not be feasible.

Example: The provision of any type of traffic control or calming device must be justified to some degree by an engineering study/assessment. Most of the traffic studies include a fair and objective assessment, gather neighborhood consensus and other aspects.

Some Traffic Calming proposals would constitute more time than this project proposal allows for.

Application

Neighborhood Associations must complete the application in its entirety, including the:

- Neighborhood Association and Contact Information
- Applicant Eligibility Checklist
- Project Location Eligibility Check

Project Information

Project Site Illustration: Sketch of project on-site showing distance to property lines and /or streets in all four directions. If the project is located in swale area, show the length and width of the swale.

Project Dimensions Illustration: Sketch of the project showing height, width and circumference dimensions. Identify materials used in the construction of the project (wood, cement, stone, etc.). Identify color and type of paints.

Project Benefits

- Explain in detail the benefits of the project.
- Explain how the project enhances the aesthetic appeal of the surrounding neighborhood and compliments other City projects or initiatives.
- Include any specific community problem or need the proposed project addresses.

Project Budget

Estimate the project budget. Include all labor, materials, and other related costs that will be charged to the grant.

Items	Charged to City	Additional Source of Funds	Totals
Materials			
Labor			
Subtotals			
10% of Subtotal Contingency	N/A	N/A	
Grand Total	N/A	N/A	

Additional Funding Source & Volunteers

Is there another funding source contributing to this project?
Circle YES or NO. If yes, what is the amount? _____

If yes, what is the documented proof?

(Attach the document as Attachment 6)

Maintenance

A proposed project must be permanent in nature, having a life span of at least five (5) years. The cost of maintenance cannot be paid by grant funds. Estimate the maintenance requirements for the City over the next five (5) years by completing the table below.

Maintenance Requirement	Frequency (daily, weekly, monthly, annually)	Estimated Annual Costs
Total	N/A	\$

Association Approval

The Applicant must provide documentation that this submission has been approved by the Civic or Neighborhood Association body.

(Attach meeting minutes as Attachment 7)

Revised Timeline (As of 06/10/19)

Action	Target Start Date	Target End Date
Application Availability and Program Marketing	05/21/2019	06/28/2019
Technical Assistance Workshop	06/03/2019	06/03/2019
Application Deadline	06/27/2019	08/15/2019
Evaluation Panel Review and Approval	08/19/2019	09/30/2019
Environmental Review	08/19/2019	09/16/2019
Procurement & Contracting with Vendors	10/07/2019	12/09/2019
Environmental Clearance	11/07/2019	11/07/2019
Permitting	11/21/2019	01/23/2020
Volunteer Reports	02/06/2019	03/12/2020
Completed Projects	04/23/2020	05/28/2020

Questions & Answers