



SEATTLE CITY COUNCIL

Legislative Summary

CB 119378

Record No.: CB 119378

Type: Ordinance (Ord)

Status: Passed

Version: 1

Ord. no: Ord 125721

In Control: City Clerk

File Created: 08/30/2018

Final Action: 11/26/2018

Title: AN ORDINANCE relating to the Neighborhood Matching Fund Program; establishing new program guidelines and an automatic carry-forward policy.

Date

Notes:

Filed with City Clerk:

Mayor's Signature:

Sponsors: Bagshaw

Vetoed by Mayor:

Veto Overridden:

Veto Sustained:

Attachments: Att A - Neighborhood Matching Fund 2018 Guidelines

Drafter: adam.schaefer@seattle.gov

Filing Requirements/Dept Action:

History of Legislative File

Legal Notice Published:

☐ Yes

☐ No

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor	09/24/2018	Mayor's leg transmitted to Council	City Clerk			
1	City Clerk	10/22/2018	sent for review	Council President's Office			
1	Council President's Office	10/24/2018	sent for review	Select Budget Committee			
1	City Council	11/05/2018	referred	Select Budget Committee			
Action Text: The Council Bill (CB) was referred. to the Select Budget Committee Notes:							
1	Select Budget Committee	11/07/2018					
1	Select Budget Committee	11/14/2018	pass				Pass
Action Text: The Committee recommends that City Council pass the Council Bill (CB). In Favor: 9 Chair Bagshaw, Member González , Member Harrell, Member Herbold, Member Johnson, Member Juarez, Member Mosqueda, Member O'Brien, Member Sawant							

Opposed: 0

1 City Council 11/19/2018 passed Pass

Action Text: The Council Bill (CB) was passed by the following vote, and the President signed the Bill:

Notes:

In Favor: 9 Councilmember Bagshaw, Councilmember González , Council President Harrell, Councilmember Herbold, Councilmember Johnson, Councilmember Juarez, Councilmember Mosqueda, Councilmember O'Brien, Councilmember Sawant

Opposed: 0

1 City Clerk 11/21/2018 submitted for Mayor
Mayor's signature

1 Mayor 11/26/2018 Signed

1 Mayor 11/26/2018 returned City Clerk

1 City Clerk 11/26/2018 attested by City Clerk

Action Text: The Ordinance (Ord) was attested by City Clerk.

Notes:

CITY OF SEATTLE

ORDINANCE

125721

COUNCIL BILL

119378

AN ORDINANCE relating to the Neighborhood Matching Fund Program; establishing new program guidelines and an automatic carry-forward policy.

WHEREAS, Resolution 27709 and Ordinance 113750 first established the Neighborhood Matching Fund (NMF) Program more than 30 years ago; and

WHEREAS, the NMF Program has provided funding support for more than 5,000 community projects across the City of Seattle; and

WHEREAS, the City Council has periodically taken legislative action to amend the NMF Program's policy and programmatic framework; and

WHEREAS, the NMF Program's guidelines were last amended by Resolution 28835; and

WHEREAS, the implementation timelines for NMF-funded projects do not always align with a calendar year; and

WHEREAS, year-end carry forward of unexpended appropriations for NMF-funded community projects is subject to legislative approval, which can create uncertainty for community groups receiving NMF support for their activities; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE
MAYOR CONCURRING, THAT:**

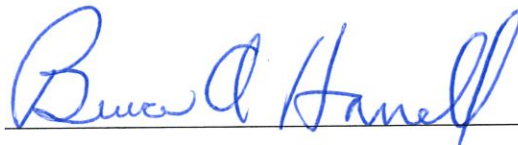
Section 1. Attachment A to this ordinance, "Neighborhood Matching Fund Guidelines," is adopted, replacing prior versions of Neighborhood Matching Fund guidelines.

Section 2. Appropriations by the Neighborhood Matching Fund Program for community projects shall not lapse and shall automatically carry forward each year until fully expended, abandoned, or reappropriated for other authorized activities. However, appropriations for the

- 1 Management and Project Development program within the Neighborhood Matching Fund shall
- 2 not be carried forward.

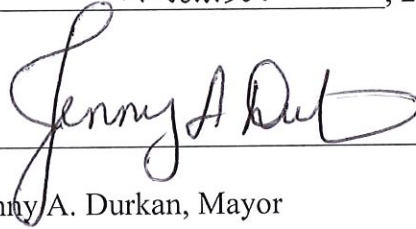
Section 3. This ordinance shall take effect and be in force 30 days after its approval by the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it shall take effect as provided by Seattle Municipal Code Section 1.04.020.

Passed by the City Council the 19th day of November, 2018,
and signed by me in open session in authentication of its passage this 19th day of
November, 2018.



President _____ of the City Council

Approved by me this 26th day of November, 2018.



Jenny A. Durkan, Mayor

Filed by me this 26th day of NOVEMBER, 2018.

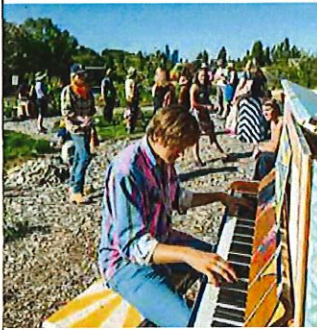


Monica Martinez Simmons, City Clerk

(Seal)



Attachments:
Attachment A – Neighborhood Matching Fund Guidelines



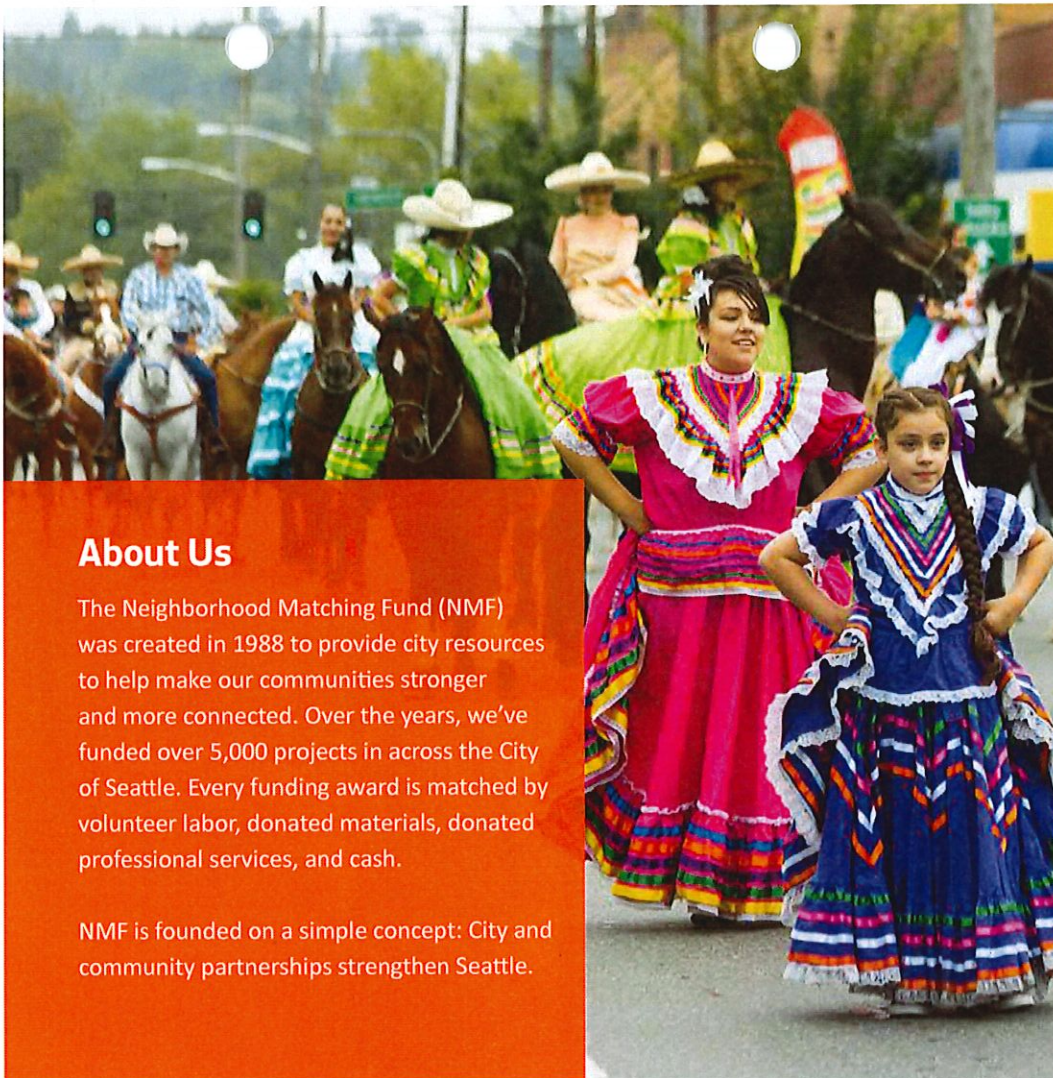
NEIGHBORHOOD MATCHING FUND

PROGRAM GUIDELINES

NMF is founded on a simple concept:
City and community partnerships strengthen Seattle.



Seattle
Neighborhoods
NEIGHBORHOOD MATCHING FUND



About Us

The Neighborhood Matching Fund (NMF) was created in 1988 to provide city resources to help make our communities stronger and more connected. Over the years, we've funded over 5,000 projects in across the City of Seattle. Every funding award is matched by volunteer labor, donated materials, donated professional services, and cash.

NMF is founded on a simple concept: City and community partnerships strengthen Seattle.



What We Fund

We fund an array of unique and creative community projects that meet these requirements:

- Involve community members in creating and completing the project.
- Create community improvements.
- Be free and open to all members of the public.
- Are feasible and ready to begin within 1-2 months from award date.
- Demonstrate community match.
- Occur within the Seattle city limits.
- Community events every 2 years.



Who Should Apply?

We encourage applications from neighborhood groups, community organizations, informal groups, and business groups who want to do a project to build stronger community connections.

All applicant groups must be open and inclusive, actively engage diverse community members, and be significantly composed of people who live and/or work in Seattle.



The following are the two funds within the Neighborhood Matching Fund:

	Small Sparks Fund	Community Partnership Fund
Awards	Up to \$5,000	Up to \$100,000
Application Deadlines	Accepted on a rolling basis. Applications should be submitted six to eight weeks prior to project start date.	Accepted three times per year.
Notice of Decisions	Within three weeks	Within six weeks
Contract Signed & Work Ready to Begin	Within three weeks from award date	Within five weeks from award date

Application Steps

1

Review NMF Guidelines and Application

2

Call (206) 233-0093 for a NMF Project Manager who will help you:

Understand the program guidelines and application process

Navigate our online grants system

Review draft applications

3

Complete and Submit Application by deadline



Application Review Process

All applications are reviewed by Neighborhood Matching Fund program staff and, if needed, screened by the affected city department.

Applications are rated on a point system for building community partnerships (50 points) and project readiness (50 points).

For projects involving improvements to property owned by public or private entities, property owner approval is required at time of application.

For improvements to City property, the appropriate City department will provide permission and approval during the application review process.



Expense Categories

Expenses must be directly related to the project and fall within the following four categories:



PERSONNEL

Expenses related to staff and interns who will manage the project.

Project management costs are limited to 10 percent of the total project award.



SUPPLIES AND MATERIALS

Expenses related to materials needed to complete project.

Food expenses are limited to 20% of award but may not exceed \$5,000 per project.



PROFESSIONAL SERVICES

Expenses related to consultants, vendors, artists and services.



CONSTRUCTION AND CAPITAL

Expenses related to construction and renovation of parks, facilities, and other public spaces.

Community Match

Core to our fund is the community match, which requires awardees to match their award with contributions from the community.

- A significant portion of the match should come from the neighborhood or community that will be impacted by the project.
- The total match must equal at least half of the funding request (1/2 match: 1 funding request).
- City of Seattle resources such as City staff time, usage of City facilities, and/or any funding may not be counted as match.
- Any individual or business paid with award dollars may not also be counted as community match contributions.

Match Categories

There are four types of contributions eligible for our match requirements:



VOLUNTEER TIME

Individuals can contribute their time to a project in a variety of ways: such serving on planning committees, attending events, promoting the project, and more. Volunteer time is valued at \$20/hour.

Volunteer hours may be counted starting on the application due date.



DONATED PROFESSIONAL SERVICES

Professionals may donate project relevant services at their customary rate, up to a maximum of \$100/hour. These services must be verified by the donor.



CASH

Cash contributions from individuals, businesses, organizations, or other grant programs may be counted as match. These donations must be verified by the donor or in your possession at time of application.



DONATED MATERIALS AND SUPPLIES

All donated materials and supplies are valued at their retail prices or standard rental fee. These donations must be verified by the donor.

Requirements for Awarded Projects

Being mindful of our program requirements for awarded projects will help as you plan and complete your project.

All design and capital projects on City of Seattle property are required by federal law to provide readily accessible facilities per the Americans with Disabilities Act (ADA).



FISCAL SPONSOR

Awarded projects are required to have a fiscal sponsor. A fiscal sponsor is an organization that agrees to act as the trustee of your project's funds and assumes financial responsibilities related to the successful completion of your project.

For this work, the fiscal sponsor may charge you a fee of 3% to 10% of the award which may be included in your project budget. Some established organizations may serve as their own fiscal sponsor.



CONTINGENCY

All physical improvement project budgets must include 15% cash contingency funds.



INSURANCE

Awarded projects will be required to provide Commercial General Liability insurance for the project to limit the liability of your organization and the City. NMF award may be used to pay for insurance-related fees.

HIRING PROCESSES

The City requires that your group give opportunity to a broad set of businesses to bid on the work your project generates. In particular, the City encourages opening that opportunity to women and minority-owned businesses. Architecture and engineering consultant selection must be based on consultant's qualifications and ability to fulfill the scope of work, not cost.

- For consultant services worth more than \$15,000, you must advertise and solicit at least three responses to a written scope of work.
- For consultant services less than \$15,000, you must solicit and select consultants directly from the City of Seattle Consultant Roster or advertise.
- For vendor or contractor services valued at more than \$5,000, you must solicit at least three written bids and select the lowest bid.



What We Will Not Fund

INELIGIBLE GROUPS:

- Individual persons.
- For profit businesses.
- Religious organizations.
- Major institutions: government agencies, universities, hospitals.
- Political groups.
- Organizations outside the City of Seattle.
- Groups that currently have an active NMF project.
- Groups that have failed to successfully carry out a project within the last two years.

INELIGIBLE PROJECT IDEAS:

- Project not free and open to the public.
- Duplication of an existing private or public program.
- Ongoing and/or existing programs or services support.
- Replacement of funding lost from other sources.
- Pay for an organization's ongoing operating expenses.
- Projects that do not have property owner permission for proposed improvements.
- Social services.

INELIGIBLE EXPENSES:

- Pay for expenditures or financial commitments before the organization is under contract with the City of Seattle.
- Purchase land or buildings.
- Pay for out of city travel expenses, lodging, or hotel expenses.
- Pay for private transportation expenses including mileage, gas, insurance, car rentals, etc.
- Rental or purchase of Bouncy Toys.

Seattle.gov/neighborhoods/nmf
NMFund@seattle.gov (206) 233-0093
PO Box 94649 Seattle, WA 98124-4649

 @SeaNeighborhood  @SeattleNeighborhoods  @Seattle_neighborhoods