

City of Citrus Heights Neighborhood Improvement Partnership Grant Guidelines

The City provides funding annually for neighborhood projects to be completed by Neighborhood Associations. Below is a description of the partnership between the City of Citrus Heights, REACH and the individual Neighborhood Associations and the types of projects that can be funded.

The proposed project must meet at least one of the following criteria:

- Reduce potential property damage or heighten security of a neighborhood;
- Promote safety or improve safety in a neighborhood; and
- Enhance the neighborhood aesthetic or quality of life;
- Create community connection and build neighborhood association awareness and engagement.

The proposed project must be structured so the majority of benefit is to the public – not an individual. The project must also have the support of the residents that are directly impacted by the proposal. Depending on the project, the area of “direct impact” will be different. Applicants are encouraged to work with REACH and staff to make the determination before gathering support for their proposal. If necessary, support or nonsupport may be shown by testimonials, a written survey, or verbal testimony. In addition, the project must have a project coordinator who is responsible to ensure project is completed per approved application, including a final report to REACH and/or the City Council.

There are two types of projects within the Neighborhood Improvement Partnership – “Capital Projects” and “Programs”.

- **Capital Projects**

- Eligibility -- Capital projects are eligible if they are primarily infrastructure related (as opposed to a program or maintenance and operations). Examples of eligible projects include play equipment or a public art project at a park, school or other public entity, street light, sidewalk or path installation, frontage improvements, landscape improvements, tree plantings, community garden start up, etc. An important requirement for use of these funds is that the project must primarily occur on public property for the benefit of the public. Therefore a capital project to improve a residential property would not be eligible.
- Partnering with Another Public Agency -- If the project involves improvements to property owned by another public agency, the following criteria must be met:
 - Project must contribute to the neighborhood’s quality of life; The development of and/or impact of the project promotes community involvement; and NIP funds may not be used to replace the public agency’s funds that should already be designated for Citrus Heights.
- Application -- Complete “NIP - Capital Projects Application Form”. Applications will be accepted and reviewed on a first-come, first-served basis, and at any time. The program will be managed

as a zero-based budget. Any funds not used during the fiscal year will be returned to the General Fund and a new allocation will be made. Unused funds will not roll over from year-to-year.

- Review & Approval –
 - The first step is to discuss and review the capital project idea with City staff and receive advisement on agency approvals and other permissions that may be needed.
 - After reviewing the project path for completion with the City, the Neighborhood Association then submits the application.
 - Each application will be reviewed and evaluated per the funding criteria by Community Engagement staff. If an application requests a micro grant of \$500 or less the application may be approved or denied at the City Manager’s discretion. City Council will be notified of any award. If an application requests \$501 or more the application will be reviewed by the City Council Quality of Life Committee. The Quality of Life Committee will make recommendations to the City Council for funding approval which will be considered at a public meeting.
- **Program**
 - Eligibility -- A service or project designed to meet a community need or enhance a neighborhood that is more programmatic in nature. A program would entail a non-capital effort that may range such as a community clean up event or other community-building or improvement activity. Refer to the Neighborhood Tool Kit for program ideas.
 - Application -- Complete “NIP -- Program Application Form”. Applications will be accepted and reviewed on a first-come, first-served basis, and at any time. The program will be managed as a zero-based budget. Any funds not used during the fiscal year will be returned to the General Fund and a new allocation will be made. Unused funds will not roll over from year-to-year. Funds will then be disbursed to the neighborhood association on a reimbursement basis.
 - Review & Approval -- Each application will be reviewed and evaluated per the funding criteria by Community Engagement staff. If an application requests a micro grant of \$500 or less the application may be approved or denied at the City Manager’s discretion. City Council will be notified of any award. If an application requests \$501 or more the application will be reviewed by the Finance Committee. The Quality of Life Committee will make recommendations to the City Council for funding approval which will be considered at a public meeting.

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For questions or further information,
please contact the City’s REACH Coordinator
at 725-2448 or REACHCoordinator@citrusheights.net