



CITY OF BELLEVUE  
**NEIGHBORHOOD MATCH PROGRAM**



## **Neighborhood Match Program Information**

### **Background**

The Match Program was established to help fund small neighborhood improvement projects such as entry signs and/or landscaping projects which:

- Enhance and beautify Bellevue's neighborhoods;
- Encourage participation; and
- Foster a sense of community and neighborhood pride.

This program currently provides funding annually for these small-scale improvements. The City provides *up to* \$10,000 per project, and for every dollar awarded by the City, the community is required to provide an equal or greater match consisting of cash, professional services, building materials, and/or volunteer labor (currently valued at \$25/hour).

### **Project Requirements**

In order to receive matching funds from the City, the project must meet the following criteria.

1. The project must have neighborhood support.
2. It must have written approval from all adjacent property owners.
3. It must meet all city codes and conform to all departmental policies.
4. The project must obtain all city permits required for construction.
5. It must be designed for low maintenance and be maintained by neighborhood volunteers or a contractor hired by the neighborhood, and a maintenance agreement must be signed acknowledging this.
6. If the project includes any utility installation (e.g., lighting, irrigation, etc.), the City will not participate in the cost of that aspect of the project, nor will the City assume any ongoing costs (i.e., water, electricity, repairs, etc.). Residents cannot use moneys spent for installing such improvements as part of their 50% match.
7. It must be within the City's legal authority (e.g., cannot be on private property).
8. It must involve residents in all phases of implementation.
9. Completion must be feasible within one year from project approval.

### **Evaluation Criteria**

1. Projects that include volunteer labor from the neighborhood will be given highest priority.
2. Priority will be given to projects that provide aesthetic improvements that enhance and/or improve the entire community.
3. Projects that will benefit a large number of people will have higher priority than those affecting a smaller number.
4. Projects will be further prioritized based on the percentage of residents in the area who are participating, the degree to which the project is designed and ready to go, as well as the level of demonstrated support for the project.
5. Neighborhoods receiving grants in the previous year will have lower priority.
6. Neighborhoods who submit multiple projects may only receive the maximum of \$5,000 for both projects if there is competition for the funding.

### **Project Implementation**

Once the funds are awarded, a project manager from the City of Bellevue will work with a neighborhood coordinator (typically the project requestor) to finalize the project design, determine the schedule, and assist with any permits that may be required. Barring unforeseen circumstances, projects should be completed in the same calendar year in which the funds are awarded.

### **Maintenance**

Once projects are completed, it becomes the responsibility of the neighborhood, school district, or other appropriate organization to maintain the improvements (except in locations where it would be impractical to do so). This is acknowledged on the application via a Maintenance Agreement, which must be signed by a minimum of three neighborhood representatives. The agreement simply states the city will participate in the construction of the project but will not assume any ongoing costs for maintenance unless specified otherwise.

### **Reimbursement of funds to neighborhood**

All costs of the project will be covered by the neighborhood and will be reimbursed by the city up to the amount of the award grant. Applicants will submit a detailed accounting of volunteer labor hours (Note: the reimbursement paid for volunteer labor will be matched up to total project expenses), total cash collected from residents, original receipts showing value of donated professional services and/or receipts for purchased materials. The City of Bellevue reserves the right to deny payment for items deemed inappropriate for Match Program Funding.

### **Qualifying Expenses**

In considering neighborhood requests for reimbursement, the City will reimburse – up to the amount of the grant award – only those expenses which are essential to the completion of the approved Match Project.

- Total reimbursable expenses include: The cost of building or landscaping materials; the cost of refuse collection or dumping fees associated with the project; the cost of professional services for design or engineering; the value of donated labor for site preparation, construction, and clean-up. Eligible labor hours are those physical hours spent on construction of the project and up to 20 hours of project planning, community coordination and engagement activities. All hours must be clearly documented.
- The value of any donated professional services will be considered to offset actual expenditures. (A detailed accounting of services is required to determine fair market value of the donation.)
- Non-reimbursable expenses include such items as: refreshments or any expenses not approved as part of the original Match Project award.

### **Questions**

Contact Ying Carlson, Neighborhood Outreach Team, at 425-452-4342 or e-mail [Ycarlson@bellevuewa.gov](mailto:Ycarlson@bellevuewa.gov).