

**FAIRFAX COUNTY**  
**NEIGHBORHOOD ENHANCEMENT PARTNERSHIP PROGRAM**  
**FISCAL YEAR 2011**

**INTRODUCTION**

The Neighborhood Enhancement Partnership Program funding opportunity is a County of Fairfax competitive application process to enhance the quality of life in neighborhoods by supporting projects and initiatives that assist in achieving the county's vision elements. See page 2 for vision elements project examples.

The goals are to:

- Promote healthier, safer and cleaner neighborhoods.
- Enhance neighborhood appearance.
- Encourage or create a culture of engagement, including facilitating communication and connections in neighborhoods between individuals, youth, and families.
- Build or nurture community leadership within a neighborhood.

A total of \$100,000 is available in Fiscal Year (FY) 2011 for the Neighborhood Enhancement Partnership Program. Through a competitive process, awards up to \$5,000 will be made on a one-time basis to selected projects. Eligible organizations may submit applications for multiple projects, but will only receive one award. Applicants who have been awarded funds through the NEPP in a previous year are eligible to apply; however, preference will be given to new applicants.

**HOW TO APPLY**

This packet includes instructions on how to apply for funds. Applications must be submitted via the electronic application system, [ASTR](#) (APPLICATION SUBMISSION, TRACKING, AND REVIEW). Applications must be received no later than **Friday, October 29, 2010**. After the evaluation process, all applicants will be notified following the committee's recommendation.

The application must be submitted via the ASTR system and should be completed in accordance with the application instructions.

## BACKGROUND

Fairfax County has a long and successful tradition of support and collaboration with civic, homeowner and neighborhood associations and groups. In an ongoing effort to encourage increased resident participation in civic engagement and neighborhood beautification efforts, the Board of Supervisors has established the Fairfax County Neighborhood Enhancement Partnership Program (NEPP). The Neighborhood Enhancement Partnership Program will utilize the talent, creativity and resources of county residents, along with the resources of county government, to ensure the sustainability of all Fairfax County neighborhoods.

## APPLICATION GUIDELINES

Proposed projects should be neighborhood based and address one or more of the following vision elements. Examples of potential projects follow each element.

**Maintaining Safe and Caring Communities:** *The needs of a diverse and growing community are met through innovative public safety, health care, housing, educational, recreational, and volunteer opportunities. As a result, residents feel safe and secure, capable of accessing the range of services and opportunities they need, and are willing and able to give back to their community.*

- Initiating or expanding the Neighborhood Watch program in a community.
- Developing programs that bridge various cultural and/or generational differences.

**Practicing Environmental Stewardship:** *Local government, industry, and residents seek ways to use all resources wisely and to protect and enhance the County's natural environment and open space. As a result, residents feel good about their quality of life and embrace environmental stewardship as a personal and shared responsibility.*

- Stream and/or watershed cleanups.
- Neighborhood cleanup.

**Building Livable Spaces:** *Together, we encourage distinctive "built environments" that create a sense of place, reflect the character, history, and natural environment of the community, and take a variety of forms -- from identifiable neighborhoods, to main streets, to town centers. As a result, people throughout the community feel they have unique and desirable places to live, work, shop, play, and connect with others.*

- Refurbishing or erecting playground equipment on common space.
- Installing a wheelchair-accessible ramp on the neighborhood clubhouse.

**Maintaining Healthy Economies:** *Investments in the work force and community support a diverse and thriving economy. As a result, individuals are able to meet their needs and have the opportunity to grow and develop their talent and income according to their potential.*

- Entrepreneurial workshops for youth.
- Sponsorship of youth "Make a Difference Day."

**Connecting People and Places:** *Transportation and technology effectively and efficiently move people and ideas. As a result, people feel connected to their community and have the ability to access places and resources in a timely, safe, and convenient manner.*

- "Welcome Wagon" package.
- Development of a neighborhood Web site.

**Creating a Culture of Engagement:** *Individuals enhance community life by participating in and supporting civic groups, discussion groups, public-private partnerships, and other activities that seek to understand and address community needs and opportunities. As a result, residents feel they can make a difference and work in partnership with others to understand and address pressing public issues.*

- Development of a neighborhood Weblog or newsletter.
- Community block party and/or parade.

## APPLICATION GUIDELINES

### Eligible Offerors:

- Applying organizations must be a nonprofit association, recreational association or organization not controlled in whole or in part by any church or sectarian society.
- Applicants must possess a valid Business Tax ID number; however, a 501(c) 3 certification is not required.
- Neighborhood or civic associations such as community service clubs or homeowner associations that formally serve a neighborhood or neighborhoods.
- Nonprofit or faith-based organizations that have an active partnership with a neighborhood or civic association. Such organizations may partner with more than one community group seeking funding. Community groups without a Business Tax ID may partner with another organization to apply for funding.
- Organizations located within the unincorporated portions of Fairfax County, Virginia. The incorporated towns of Vienna, Herndon, and Clifton are also eligible, but preference will be given to applications from organizations within unincorporated portions of Fairfax County.
- Eligibility will be determined prior to evaluation of proposals.

### Examples of eligible organizations:

- Civic Associations
- Homeowner Associations
- Resident Associations
- Pool / Recreation Clubs
- Neighborhood Watch Patrols

### Project Award Provisions:

The successful applicants will be required to do the following:

- 1) Complete the project within 1 year of notice of award.
- 2) Should your organization determine that it will be unable to fulfill the terms of the agreement by May 31, 2011, award funds will be reallocated to the next highest rated applicant.
- 3) Foster neighborhood "sweat equity" efforts and encourage neighborhood residents to work together as a team, rather than complete the project primarily through contractors.
- 4) Show the ability to leverage matching resources. Matching resources can be in the form of volunteer hours or donations from other public or private organizations. A match of equal or greater value of the grant award must be met in the form of cash or in-kind contributions. At least 25% of the match must be volunteer labor which is valued at \$20.85 per hour.
- 5) Provide expenditure reports for reimbursement. Up to one half of the awarded funds may be requested prior to project initiation by submitting a Request for Payment. Final reimbursement will be made upon submission of final expenditure report and request for payment.
- 6) Provide update via email on the progress/status of the project including, but not limited to, an assessment of the group's progress, challenges, and changes in the planned activities.

## APPLICATION GUIDELINES

- 7) Provide a final report that includes:
  - Accomplishments, including before/after photographs of the project, if applicable.
  - Successes and obstacles.
  - Lessons learned.
  - Ideas for improvement.
- 8) In addition to a written final report, selected applicants may be requested to meet with the selection committee and/or County staff to discuss the project.
- 9) Project must not duplicate any existing private or public programs in that neighborhood.
- 10) The community organization will be responsible for obtaining all necessary permits and approvals, where required, prior to release of County funds or commencing the project. Many beautification projects will not require permits. However, work on public property, including the right-of-way for roads, will require permits from the County, State, Municipality, or the jurisdiction responsible for the area. Failure to obtain required approval(s) may result in the award being rescinded.
- 11) The application request must be made by the leadership of the community organization.

## EVALUATION CRITERIA

A selection committee, consisting of graduates from the county's community leadership programs (including, but not limited to, groups such as the Neighborhood College and Citizen Police Academy) will meet to review applications. The selection committee will be assisted by an advisory team of county staff who will provide administrative support for the application process.

The evaluation of all eligible applications shall be conducted on the basis of the information provided with the application and the following evaluation criteria. Applications may receive up to the maximum points allowed based on the ability to respond to each criterion element.

<b>Criteria</b>	<b>Maximum Points</b>
<b>Project Impact/Need</b>	
1) Addresses a need that would benefit the community.	<b>15</b>
2) Applicant has not received funds from NEPP in the past funding period.	<b>5</b>
<b>Project Objective</b>	
1) Project aligns with NEPP goals.	<b>10</b>
2) Project clearly fulfills selected vision element(s).	<b>5</b>
<b>Project Design</b>	
1) Project shows a clear and reasonable design for sustaining the project and resulting improvements, is well-planned and ready for implementation.	<b>15</b>
2) Project is ready for implementation. (i.e., board approval, permits, etc.)	<b>10</b>
<b>Participation/Collaboration</b>	
1) Project involves neighborhood participation.	<b>15</b>
2) Project shows collaboration to obtain neighborhood match funds (cash, labor value, donations, etc.).	<b>10</b>
<b>Budget</b>	
1) Plan to provide matching neighborhood funds is feasible.	<b>5</b>
2) Budget is cost effective and reflects a reasonable projection of expenses and revenues.	<b>10</b>

## APPLICATION INSTRUCTIONS

### **Submission:**

Applicants must supply all required documentation outlined in the application.

Complete the Neighborhood Enhancement Partnership Program Application

- 1) Form I – Applicant Information
- 2) Form II – Project Description
- 3) Form III – Project Budget
- 4) Form IV – Project Work Plan

Submit the following supplemental documentation:

ASTR System will allow users to upload documents.

- 1) Organization's most recent Treasurer's Report
- 2) Current list of Board of Directors and/or Officers
- 3) W-9 (tax ID Form)

### **Questions:**

Information sessions will be held prior to the submission deadline to aid in the successful completion of the application and to answer questions regarding the application. Dates and locations of the information sessions will be updated at <http://www.fairfaxcounty.gov/cex/nepp/>. Questions regarding the application should be directed to:

Rachel Robinson

Department of Administration for Human Services—Contracts Management

Telephone: 703-324-5639

TTY: 711

E-mail: [Rachel.Robinson@fairfaxcounty.gov](mailto:Rachel.Robinson@fairfaxcounty.gov)

Applicants are responsible for checking the status of any information posted in response to the information sessions. Information will be posted at <http://www.fairfaxcounty.gov/cex/nepp/>.

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**FORM 1: APPLICANT INFORMATION AND SUMMARY**

**Your organization will be asked to provide the following information in the ASTR system.**

**ORGANIZATION INFORMATION**

Organization Name  
Organization President/Director  
Address  
City, State, Zip  
Daytime Telephone  
Evening Telephone  
E-mail  
Fax  
Federal Tax ID #  
Date Incorporated  
Received NEPP funds in past funding periods?

**PROJECT INFORMATION**

Project Contact Person  
Phone  
Email  
Project/Site Address  
City, State, Zip  
Project Title  
FY 2011 County Funds Requested

Provide a brief description of your organization including its primary mission, its geographic boundaries, number of members, and date of last neighborhood-wide meeting.

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**FORM 2: PROJECT DESCRIPTION**

**Your organization will be asked to provide the following information in the ASTR system.**

1. What neighborhood concern or opportunity will be addressed by this project?
2. Select the vision element(s) that the project will address:
  - Maintaining Safe and Caring Communities
  - Practicing Environmental Stewardship
  - Building Livable Spaces
  - Maintaining Healthy Economies
  - Connecting People and Places
  - Creating a Culture of Engagement
3. Please explain how the project will address the chosen vision element(s).
4. Briefly describe the project to be undertaken. Description should include your plan for sustaining the project and the resulting improvements.
5. What process was used to ensure that members of your neighborhood were involved in the selection of this project? How will they be involved in its implementation?
6. What is your plan to obtain a match (cash, labor value, donations) from your neighborhood to support this project?
7. Provide and explain the project's overall budget provided on Form 3 and the need for county funding to complete the project.

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**FORM 3: PROPOSED BUDGET**

**Your organization will be asked to provide the following information in the ASTR system.**

Please provide cost estimates for your project. List each budget line item (labor, materials, supplies, etc.) and the total cost or value of each item.

**Project Costs Requested from Fairfax County**  
*(List Budget Line Items for which you are requesting funding)*

**Description\***

**Amount\***

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Breakdown the neighborhood contribution into cash/in-kind contributions/discounts and volunteer labor. Organizations are required to make a 100% match of any County awarded funds. Additionally, 25% of the organization match must be in the form of volunteer hours or “sweat equity” from the neighborhood. Be sure to include the value of volunteer labor (number of volunteer hours x \$20.85) and the value of donated items or discounts.

**Neighborhood Contribution**

**Description\***

**Category\***

**Amount\***

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**FORM 4: WORK PLAN**

Your organization will be asked to provide the following information in the ASTR system.

Provide a detailed work plan for implementing the project. Work plan should include:

1. Description of the major tasks of your work.
2. The estimated completion date for each task.
3. The number of volunteer hours dedicated to the task.

The screenshot shows the top navigation bar with links: Home, Living Here, Doing Business, Visiting, Departments & Agencies, and Advanced Search. Below this is a secondary bar with Menu, Help, Log Out, Back, Print, Add (circled in red), Delete, Edit, and Save. The main content area is titled 'Application' and displays 'Neighborhood Enhancement Partnership Program FY 2011' with details: Project Title: Bike Shed, Program Area: Neighborhood Enhancement Partnership Program, and Proposal Deadline: 10/29/2010. An 'Instructions' section provides a template for the work plan. A 'Workplan' table is shown with columns for Major Task, Estimated Completion Date, and # Volunteer Hours. The table contains one entry: 'Bike shed' with a completion date of '03/25/2011' and '100' hours. A 'Go to Application Forms' link is also present.

This screenshot shows the same ASTR interface but with the 'Add' button highlighted. Below the 'Workplan' table, a form is visible for adding a new entry. The 'Major Task\*' field contains 'Planting new shrubs', the 'Estimated Completion Date\*' is '09/22/2010', and the '# Volunteer Hours\*' is '20'. Red arrows point to these fields. A 'Return to top to save' link is at the bottom right of the form area.