

DEPARTMENT OF NEIGHBORHOODS:  
SUPER NEIGHBORHOOD GRANT PROGRAM FY 2024



APPLICATION AND GUIDELINES - FY2024

Greetings neighbors!

Thank you for your interest in the Department of Neighborhoods Super Neighborhood Grant Program! The Neighborhood Super Neighborhood Grant Program helps neighborhoods fund various beautification and improvement projects by providing grant funding ranging from \$500.00 to \$7,000.00 dollars. This program is administered through the City of Houston Department of Neighborhoods Mayor's Assistance Office. It is designed to build solid relationships among neighbors, cultivate the spirit of volunteerism, and to develop projects that build a sustainable and stronger community.



Our goal is simple. We want to improve the quality of life for Houston communities and partner with active residents to:

- Improve neighborhood organization and pride.
- Improve community appearance and beautification.
- Enlist and increase community participation.

This packet includes pertinent guidelines, the application and frequently asked questions. We are excited to help you enhance your communities because everyone deserves a beautiful place to live!

In S.U.P.E.R. service,

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TaKasha L. Francis, Director  
Department of Neighborhoods

***“Department of Neighborhoods is S.U.P.E.R.!”***

***Service \* Unified\* Professional\* Excellence\* Responsive***

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# SN Grant Key Dates

- **January 26<sup>th</sup>**
  - **Grant Workshops begin/released**
  - **Grant Application released**
  
- **March 1<sup>st</sup>**
  - **Grant Application is due**
  
- **March 15<sup>th</sup>**
  - **Grant Award status notifications**
  
- **June 28<sup>th</sup>**
  - **All projects must be complete and financial and supporting docs submitted to DON-MAO**

# Super Neighborhood Grant Guidelines and Frequently Asked Questions

## Program Guidelines

### *Department of Neighborhood Super Neighborhood Grant Program (SNGP)*

The Super Neighborhood Grant Program helps neighborhoods fund various neighborhood events, beautification, and improvement projects by providing Super Neighborhoods with funding ranging from \$500 to \$7,000. The program is designed to cultivate the spirit of community engagement to help Super Neighborhood Councils fund projects that improve, educate, and/or beautify their neighborhoods.

### *How it works*

The SNGP represents a partnership between the city and the Super Neighborhood Council (SNC). The City will fund projects/events in an amount not to exceed \$7,000. The minimum project amount is \$500. The project must be completed by the project deadline, and all required supporting documents submitted to the City to receive funding. Original receipts/invoices must be submitted after project completion to receive your project funding. **Cash transactions or in-kind services (food, materials, volunteers or equipment) cannot be submitted for reimbursement.**

### *Eligible participants*

Eligible organizations must meet the following criteria:

- Must be an active Super Neighborhood per the City of Houston-Department of Neighborhoods
- Super Neighborhood must register and become a City of Houston vendor via the Strategic Purchasing Division.
- Must have a checking account and an elected treasurer or secretary who is responsible for using taxpayer funds in good faith.
- Must have a physical address or post office box.

**\*Political contributions or partisan projects are not eligible\***

### *Eligible projects*

The program helps pay for physical improvements or projects that are accessible and beneficial to the community. Funds received **through** this program may not be used to lobby or participate in partisan political campaigns and/or elections. Completed projects or completed parts of a project are not eligible for reimbursement.

Proposed projects must meet the following requirements:

- Improve a neighborhood through a physical improvement.
- Involve neighborhood residents, have long-standing benefits.
- Accessible to the public.

- Letter of permission from property owners and/or government agencies of the proposed site at the time of submittal. The property owner may be a government agency, the owner of private property, or an association if the property is a common area.
- Proof of ownership of proposed site (Ex: Copy of Deed, HCAD record, etc.)
- Photo of proposed site.
- Super Neighborhood Council minutes illustrating approval for proposed project
- Three letters of support for your project **on official letterhead** (Ex: Neighborhood or area organizations, businesses, elected officials, etc.)
- If the proposed projects require approval and/or permitting from a City of Houston department, pre-approval from the appropriate city department is required. (Ex: Pre-approvals must be issued by, Parks & Recreation Department for the Adopt-An-Esplanade Program, Public Works & Engineering Department for Subdivision Markers, etc.) The application is ineligible without the pre-approval from the appropriate city department (s).
- Examples of approved projects include, but are not limited to, street sign toppers, entryway signage, entryway columns, esplanade landscaping and irrigation, park benches, electrical signage, walkways with pavers, murals, etc.

Once the project is completed, the Super Neighborhood will first pay for the project in full and submit **original** receipts/invoices and cancelled checks/credit card receipts to the appropriate DON Council liaison within **5** business days of the project completion. The project must be completed by the project deadline and must be paid in full by the organization to be eligible for reimbursement.

The DON Finance Office will process the reimbursement to the vendor within 30 business days of receipt in the approved grant amount from the Council member with DON funds. Checks will only be made payable to the organization listed on the invoice/registered vendor. Please verify that all contact information on the invoice and in the City of Houston ARIBA system is correct (ex. Name, Address, etc.); checks will be mailed to the Name and Address listed only.

### **Frequently Asked Questions**

#### *How do we apply?*

First the applicant must complete an application by **March 1, 2024**.

#### *How can I get a copy of the application?*

The Application can be obtained via the Department of Neighborhoods website at [Super Neighborhoods \(houstontx.gov\)](https://www.houstontx.gov/superneighborhoods).

#### *When can we apply?*

Application packages will be accepted beginning **January 26<sup>th</sup>**, and due **March 1<sup>st</sup>**.

***When is the deadline to submit an application?***

The deadline to submit an application packet this year is Friday, **March 1, 2024, by 5pm.**

***What expenses are covered for reimbursement?***

- Project management costs up to 10 percent of the total award amount.
- Professional Services: Permits (construction, special events, etc.)
- Professional consultants: (landscape architect, graphic designer)
- Services: (translation, interpretation, printing, advertising, etc.)

Cash transactions or in-kind services (food, materials, volunteers, or equipment) cannot be submitted for reimbursement.

***When can the project start? When must the project be completed?***

The funded part of a project can be started only **AFTER** a notification of application award by the City of Houston has been issued to your organization. The project must be completed, and financial supporting documentation submitted by **June 28, 2024.**

***How do we register as a City of Houston vendor?***

All new suppliers /vendors please visit and proceed to register with the City of Houston:

<https://www.houstontx.gov/bizwithhou/SupplierPortal.html>.

If you have problems registering, please contact City of Houston Strategic Procurement Division. The contact information is (832) 393-8800 (Phone) or email: [HoustonPurchasing@houstontx.gov](mailto:HoustonPurchasing@houstontx.gov).

***How will the project be selected?***

The City of Houston Department of Neighborhoods and Strategic Purchasing Division will review and select all proposals for submission.

***We already have a vendor number; do we need to reapply?***

If you have previously registered with the City of Houston and have a vendor number, please DO NOT use New Supplier Registration link. To avoid duplication and allow legacy suppliers to continue using the existing vendor number, we have sent out an invitation to your email in record. Please use the link in the email to complete the process. If you have not received any invitation email, please contact [HoustonPurchasing@houstontx.gov](mailto:HoustonPurchasing@houstontx.gov). If a duplicate is submitted on the Ariba Network, we will review your request and deny it once we find duplicated record(s).

Please contact City of Houston Strategic Procurement Division. The contact information is (832) 393-8800 (Phone) or email: [HoustonPurchasing@houstontx.gov](mailto:HoustonPurchasing@houstontx.gov).

*What do we do if we are unable to raise enough funds for the entire project cost?*

Contact Sandra Cortez via email: [sandra.cortez@houstontx.gov](mailto:sandra.cortez@houstontx.gov) for guidance.

*Can the project period be extended beyond the deadline?*

No. The project must be completed by **June 28, 2024**.

**NOTE:** The project must be completed by the project deadline and must be paid in full by the organization to be eligible for a grant reimbursement. Original receipts/invoices and cancelled checks/credit card receipts must be submitted after project completion in order to receive your grant reimbursement on expenses incurred. **Failure to comply will result in non-reimbursement for project cost.**

*If a selected project fails after an award is made, what happens?*

In the unlikely event of project failure, the organization will not receive full funding and will only be paid for expenses incurred.

*My organization has a 501 (c) (4) classification, can we still apply?*

Yes, 501 (c) (4) organizations are now eligible for this program, excluding political action committees (PAC). You will be required to sign a statement on the application stating that your organization is not a PAC and that grant monies will be used for a project that will benefit the community.

*Will donations of equipment be counted as part of the match?*

No. In-kind donations (food, materials, volunteers, or equipment) cannot be used to match the City's funds.

*Can I apply for funding for a project that's already underway?*

Yes, however, completed parts of the project are not eligible for the grant. Only new additions to the project are eligible for a grant.

*Can a project qualify if only a part of it has a definite physical product?*

Yes. Only apply for funding for the part of the project that will display physical results.

*Is a project aimed at providing playground equipment eligible?*

Yes, if the equipment is accessible to the entire neighborhood. The organization will need to obtain a letter of approval from the Parks and Recreation Department to ensure that the equipment meets Parks and Recreation Department standards. See the department's website for more information. <http://www.houstontx.gov/parks/greenspace.html> for information on how your group or business can participate in this program, contact Marilu DeLaFuente, Greenspace Adoption Coordinator at (832) 395-7029 or via email at [marilu.delafuente@houstontx.gov](mailto:marilu.delafuente@houstontx.gov).

*What types of materials are allowed in project construction?*



The materials used must meet City of Houston requirements and have adequate permits (if required) from the pertinent department. Projects must take place on property that is compliant with ALL applicable city codes. Documentation is required from the appropriate department to verify compliance.

***What can we do if land ownership is unclear for a site?***

If you cannot obtain permission due to a title or ownership conflict, the land cannot be used for your project. The city requires that permission is provided for the use of private or public land. This information is required for eligibility.

***Where can I get information on esplanade projects?***

The Parks and Recreation Department, through their *Adopt-An-Esplanade* program, can provide information on esplanade projects. A letter of approval is required from the department. See the department’s website for more information and visit- <http://www.houstontx.gov/parks/greenspace.html> For information on how your group or business can participate in this program, contact Marilu De La Fuente, Greenspace Adoption Coordinator at (832) 395-7029 or via email at [marilu.delafuente@houstontx.gov](mailto:marilu.delafuente@houstontx.gov).

The link to the brochure for this program is:

<http://www.houstontx.gov/parks/pdfs/adoptanesplanade.pdf>

***Where can I get information on subdivision markers?***

The Public Works & Engineering Department reviews applications for subdivision markers. See the department’s website for more information and visit- <https://edocs.publicworks.houstontx.gov/engineering-and-construction/subdivision-marker-registration-form.html>

***Who do we contact for more information?***

<b>Title</b>	<b>DON Super Neighborhood Coordinator</b>	<b>Contact</b>
Program Coordinator	Sandra Cortez	Phone: (832) 393-5493 E-mail: Sandra.Cortez@houstontx.gov

***The Super Neighborhood Grant Process***

***Phase I-Application Process***

- Super Neighborhood organizations are encouraged to work within their group to determine the best project that fits their community needs and financial commitment.
- If the request involves paying for **subdivision markers**, the Public Works and Engineering Department (PWE) must approve the installation of subdivision markers in the City's right of way, via the application. In this instance, funds may be used for the reimbursement of costs for installing subdivision markers by the eligible organization.
- If the project is aimed at providing **playground equipment**, it is an eligible project if the equipment is accessible to the entire neighborhood. The organization will need to obtain approval from the Parks and Recreation Department, via the application, to ensure that the equipment meets Parks and Recreation Department standards. See the department's website for more information. <http://www.houstontx.gov/parks/adoptedparks.html>
- Once the application packet is complete with all required signatures and documentation, it is submitted to the DON Super Neighborhood Coordinator to check the package and ensure it is correct and complete. The DON Super Neighborhood Coordinator must sign and approve the package once ensuring all requirements are met. Thereafter completed package is sent to the Director of the Department of Neighborhoods for approval.
- Once approved by the Director of the Department of Neighborhoods, the DON Super Neighborhood Coordinator will notify the eligible organization and will submit required documentation to DON Finance to begin the procurement process. **The organization MUST NOT begin work on their project prior to receipt of the notification. If the organization begins work prior to receipt, the cost WILL NOT be reimbursed.**

### ***Phase II-Procurement Process for Reimbursement***

- **If the eligible organization does not need assistance choosing vendors**, the vendors must **first** have a City vendor number to establish a purchase order for future payment. All new suppliers /vendors please visit and proceed to register with the City of Houston: <https://www.houstontx.gov/bizwithhou/SupplierPortal.html>. If you have problems registering, please contact, City of Houston Strategic Procurement Division. The contact information is (832) 393-8800 (Phone) or email: [HoustonPurchasing@houstontx.gov](mailto:HoustonPurchasing@houstontx.gov).
- . Once your organization has received a vendor number you must submit the completed application which includes a Scope of Work and associated cost to the DON Super Neighborhood Coordinator,

who will then submit it to the DON Finance Office for processing. The DON Super Neighborhood Coordinator will notify the eligible organization of approval for the project to commence. Once the project is completed, the eligible organization will pay for the project in full and submit **original** receipts/invoices and cancelled checks/credit card receipts to the DON Super Neighborhood Coordinator within 5 business days of the project completion. The project must be completed by the project deadline and must be paid in full by the organization to be eligible for reimbursement. NO EXCEPTIONS! The DON Finance Office will process the reimbursement to the vendor within 30 business days of receipt in the approved grant amount from the Council member with DON funds. Reimbursement will only be made payable to the organization listed as the registered vendor. Please verify that all information is correct (ex. Name, Address, etc.); checks will be mailed to the Name and Address listed as the vendor only.

**City of Houston  
Super Neighborhood Grant Program  
2024 Application**

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*Please print or type. Please answer each question briefly. You may use one additional 8 1/2" x 11" sheet to complete your answers. Be sure to number the question/answer on the extra sheet. If the question does not apply to your project, put NA (Not Applicable).*

**APPLICATION DEADLINE: 5:00 p.m., March 1, 2024.**

**Part I - General Information**

**Required Documents Needed:**

1. Super Neighborhood: \_\_\_\_\_
2. Contact person name/title: \_\_\_\_\_
3. Address: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_
5. E-mail Address: \_\_\_\_\_
6. What Council District is your project located in? \_\_\_\_\_
7. Is your organization a part of a super neighborhood council?    **Yes**  **No**   
*If yes, please indicate the name and number of the council.*  
\_\_\_\_\_
8. Title of Project: \_\_\_\_\_
9. City Funds Requested (Not to exceed \$7,000) \$ \_\_\_\_\_
10. *Please give a brief project description:*

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**Certification by Organization:**

By signing this application, I/we certify that the information contained in this application is true and correct to the best of my/our knowledge. I/we certify that the applying organization supports this project and have approved it as a body. I/we also understand and agree to the requirements of the Super Neighborhood Grant Program and to invite the City to any promotional activities associated with our project.

President/Board Chair Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: Email: \_\_\_\_\_

Treasurer/Secretary Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: Email: \_\_\_\_\_

**Part II- Qualifying Information for Projects**

**Required Documents needed:**

- Signed letter of permission from owner of the proposed site
- Proof of ownership of proposed site (Ex: Copy of Deed, HCAD record, etc.)
- Photo of proposed site

*\*The property owner may be a government agency, the owner of private property, or an association if the property is a common area. Property and project must be accessible to all residents of Houston for eligibility. \**

1. What is the physical address of your project?

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2. The property is owned by:

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3. Do you have permission of the property owner to make the proposed improvements?

Yes  No

4. Does your project require upkeep/maintenance beyond the grant period? If so, how will you maintain the project (funding, volunteers, etc.)? Please be specific.

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**Part III- Project Information**

**Required Items needed:**

Meeting minutes with the required approval vote

3 signed letters of support for your project

*(Ex: Neighborhood or area organizations, businesses, elected officials, schools, etc.)*

ALL required City of Houston approval(s)

*Note- The application is ineligible without the pre-approval from the appropriate city department(s)*

*(Ex: Pre-approvals must be issued by, Parks & Recreation Department for the Adopt-An-Esplanade Program, Public Works & Engineering Department for Subdivision Markers, etc.)*

Scope of Work/Quote

*(Note: This should include the total dollar amount as well as proposed services rendered or goods to be provided from the actual vendor completing the services or supplying the goods.)*

1. With your project in mind, describe the current condition of project site? How will your proposed project improve it? Please be specific.

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2. Describe your project after completion. What is your end goal or visible result?

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3. How will the proposed project contribute to improving the quality of life of the neighborhood?

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4. List the ways in which you involved the rest of the neighborhood in **selecting** and **planning** this project? How did you get their input (Ex: Meetings, door-to-door surveys or flyers, etc.)?

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5. Describe how the residents and organization members will be involved in achieving this project. Include fundraising efforts, implementation of the project, maintenance of the project, and celebrating the completion of the project. Please be specific.

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6. Has your organization obtained permission or pre-approval from the appropriate City Department(s) to conduct the proposed project? **Yes**  **No**

**Department Approvals**

**Certification by City of Houston Department (s):**

By signing this application, I/we certify that I am authorized to sign on behalf of the department listed in this signature. I/we understand and agree to the requirements of the Super Neighborhood Grant Program. I/we certify that the applying organization has met the requirements for my department for this project and the project is approved. *\*Please indicate if you are signing by permission of the authorized person.\**

**Department name-** \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_






**Part IV-REQUIRED CITY APPROVALS**

**Certification by City of Houston Department (s):**

By signing this application, I/we certify that I am authorized to sign on behalf of the department listed in this signature. I/we understand and agree to the requirements of the Super Neighborhood Grant Program. I/we certify that the applying organization has met the requirements for my department for this project and the project is approved. *\*Please indicate if you are signing by permission of the authorized person.\**

Date: \_\_\_\_\_

\_\_\_\_\_  
 DON Super Neighborhood Coordinator  
**Department of Neighborhoods**

\_\_\_\_\_  
**Department of Neighborhoods**  
 TaKasha L. Francis  
 Director

\_\_\_\_\_  
**DON Finance** *(Signature above)*

\_\_\_\_\_  
*(Printed Name)*

\_\_\_\_\_  
*(Position)*

## DON NEIGHBORHOOD SUPER NEIGHBORHOOD GRANT PROCESS CHECKLISTS

### **Application packet checklist:**

- Completed the Required Training for Grant Program
- Reviewed and completed ALL questions and answers
- Meeting minutes with required approval vote
- Signed letter of permission from owner of the proposed site
- Proof of ownership of proposed site
- Photo of proposed site
- 3 signed letters of support for your project
- ALL required City of Houston approval(s)
- Scope of Work/Quote

### **Procurement checklist:**

- Approved application packet
- Photo of completed project
- City vendor number
- Proof of Organization Bank Account
- Registered vendor address or PO Box
- Proof of services and payment (Original receipts/completed invoices and cancelled checks/credit card receipts)