



2022 Neighborhood Block Watch Grant Program Application Guide

All grant applications are due no later than

Thursday, December 2, 2021

By 4:00 p.m., Arizona time

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NEIGHBORHOOD BLOCK WATCH GRANT PROGRAM

FY2022 Competitive Grant Announcement

Applications Due:
Thursday, December 2, 2021
By 4:00 p.m., Arizona Time

Welcome to the 2022 Neighborhood Block Watch Grant Program (NBWGP) application process!

The City of Phoenix, Phoenix Police Department, Fiscal Management Bureau, Neighborhood Block Watch Unit is seeking applications for the 2022 Neighborhood Block Watch Grant Program. This program provides an opportunity to enhance the safety and quality of life in the City of Phoenix through empowerment of community groups. NBWGP funds offer neighborhood groups the resources to create new and innovative programs and activities designed to prevent and reduce crime in their community.

APPLICATION PERIOD

The NBWGP application process opens, **Monday, November 1, 2021** and closes on **Thursday, December 2, 2021, at 4:00 p.m., Arizona time**. The application will be available through the NBWGP Grants Management System (GMS) website:

[NBWGP Grants Management System](#)

Late submissions **will not be accepted**. NBWGP staff advises that you do not wait until the last minute to submit your application. Upon submission, you will receive an email stating that your application has been received and has been assigned a grant number.

Incomplete grant applications and organizations failing to register with the Neighborhood Services Department, Neighborhood Notification Service, by the grant application submission deadline, **WILL BE DISQUALIFIED**.

NEIGHBORHOOD NOTIFICATION SERVICE

For information regarding the Neighborhood Notification Service registration process, visit their website at:

[Neighborhood Notification Service](#)

ELIGIBILITY

Eligible applicants are: Neighborhood Block Watch groups and/or neighborhood organizations, registered through the City of Phoenix Neighborhood Services Department, Neighborhood Notification Service are eligible to apply for Neighborhood Block Watch grants. Homeowner Associations are not eligible to apply as a Primary Applicant Group; however, Homeowner Associations, educational or faith-based organizations, non-profit agencies within a specific geographic area, and City of Phoenix departments (such as the Neighborhood Services Department, Police Department, and Parks and Recreation Department) may apply as a Co-Applicant Group. City of Phoenix employees cannot be signers on grant applications in their capacity as a City employee.

It is a mandatory requirement that the Primary Applicant Group be listed with the City of Phoenix Neighborhood Notification Program. Please read and follow the guidelines to complete the forms at:

[Neighborhood Notification Listing Form](#)

Once listed, your organization will receive information about issues that affect the livability of your neighborhood.

COMPLETING THE APPLICATION

Preparation of Application

All grant applications must be submitted online via the Grant Management System (GMS) by the due date. Hard copy or faxed applications **will not** be accepted. If you experience any difficulties with the online application process, please contact NBWGP staff for assistance. **Do not wait until the application due date to seek assistance.**

Applicants are encouraged to review the online workshop presentation and/or attend one of the NBWGP training sessions for assistance in completing the application.

All required fields within the application must be completed. Each narrative question explains what information should be provided. Failure to answer all questions and/or provide all required information may result in the application receiving a lower score or being disqualified. Pay special attention to the restricted and prohibited items. If you have questions, contact NBWGP Staff for assistance.

Review the GMS application process guide for step-by-step directions on printing your application prior to submission.

ONLINE GRANT APPLICATION PROCESS GUIDE

The following link will take you step-by-step through the Neighborhood Block Watch Grant Program registration and provides step-by-step instructions to complete the online application.

[Application Process - Step-By-Step](#)

EVALUATION OF APPLICATION

Each grant application is evaluated by the NBWGP Oversight Committee on how well it fulfills the purpose of the NBWGP. Applications evaluated and scored by NBWGP Oversight Committee members must have an overall score of 5.25 or higher to receive grant funding. Grant applications scoring below the City Council approved minimum score of 5.25 points will be disqualified and will not receive funding.

All meetings of the NBWGP Oversight Committee are open to the public. NBWGP applications are scored based on the following weighted criteria:

Crime Prevention/Quality of Life Factors	50%
Budget Evaluation	20%
Community Involvement	20%
Project Viability / Feasibility / Ability to Complete the Project	10%

NOTE: *LINE-ITEM VETOES ARE PROHIBITED*

Oversight Committee Scoring Criteria Information

[Scoring Criteria](#)

Responsible Party Contact Information / Grant Contract Signers

The grant contract signers are the responsible parties and will be held accountable for fulfilling all grant requirements, including quarterly financial activity, and program reports, for the term of the grant contract. The name, address (home for individuals or business for companies), email address, and mobile and/or alternate phone numbers (home or work) of two representatives is required and must be listed accurately on the grant application. The Grant Management System (GMS) will automatically email the listed signers informing them that they have been listed on an NBWGP application. The signers

are required to proceed to the GMS website to complete their online registration process. All detailed information regarding the NBWGP GMS will be presented at the application workshops, and is also linked on the main NBWGP website:

[Neighborhood Block Watch Grant Program Website](#)

If the submitted application is a collaborative / joint application, with a Primary Group Applicant and a Co-Applicant Group listed; a representative from each organization must be listed in the grant application and must sign the grant contract. The representatives will be responsible for fulfilling all grant requirements.

A grant Co-Applicant Group can be an educational or faith-based organization, a non-profit agency within a specific geographic area, a Homeowners' Association (HOA), or a City of Phoenix department.

- Individuals who reside or work at the same physical address or who are related (including by marriage) cannot sign the same NBWGP application.
- Members of the NBWGP Oversight Committee cannot be signers on NBWGP applications.
- City of Phoenix employees cannot be grant signers in their capacity as a City employee.

NOTE: *INDIVIDUALS MAY NOT BE LISTED AS SIGNERS ON MORE THAN TWO APPLICATIONS.*

PREPARATION OF BUDGET SECTION

There are four budget categories: Personnel, Operational Expenses, Consumables, and Equipment/Supplies. Please refer to the restricted and/or prohibited list of items **before** completing your budget. Items listed with an **asterisk *** below fall on the restricted and prohibited list. Requests for prohibited items **will not** be funded. Requests for restricted items that violate NBWGP guidelines **will not** be funded. See the complete list of restricted and prohibited items by following this link:

[Restricted and/or Prohibited Item List](#)

Budget Categories and Description

Personnel - When requesting funds for personnel do not use terms such as compensate, sponsor, stipend or subsidize. **NOTE:** Administration of the grant itself, including payment to an accountant or individual to complete quarterly reports or to pay Block Watch members for any services is strictly prohibited.

Examples of personnel expenses that include crime prevention and safety:

- Contractors / labor for installation costs
- Hourly pay for individuals and overtime
- *Seminars / workshops / training classes, includes speakers, presenters, and trainers

Volunteer hour contributions – should be provided by both primary and Co-Applicant Group (if applicable) and cannot be paid with grant funds. Paid personnel **are not** considered volunteers and any grant funded / paid hours **cannot** be included in volunteer hours on the grant application.

- The general labor rate for calculating volunteer hours is \$28.54 per hour.
- Primary Applicant - Describe volunteer contributions to include hours, supplies or funds provided by member of your organization to complete the grant project.
- Co-Applicant - Describe volunteer contributions to include hours, supplies or funds provided by members of your organization to complete the grant project.

Operational Expenses - If requesting grant funds for a newsletter or website, a sample of the newsletter or link to the website must be provided with the grant application.

- Soliciting and/or accepting funds to post advertisements in a neighborhood newsletter that is funded with Neighborhood Block Watch grant funds is **not permitted**.

Examples of operational expenses include:

- *Phoenix Neighborhood Patrol / Graffiti fuel / mileage reimbursement
- Dedicated communications services (telephone, *cell phones, *Internet, *websites, fax lines)
- *Insurance costs
- Maintenance / repair services
- Printing / copying / mailing / delivery / faxing services
- Program related transportation costs (buses / vans / rentals and public transportation)
- *Rental of equipment / supplies (including helium and port-a-johns)
- Rental space or facility use fees
- Utilities (electricity)
- Other - provide details on budget narrative

Equipment / Supplies - These are items with a useful life that extend beyond the grant period of one year. Each equipment item must be listed separately. Explain in the narrative, in detail, what types of equipment will be purchased and their intended use.

Examples of equipment / supplies items include:

- *Communications equipment (*two-way radios, *police scanners)
- *GAIN or crime prevention / safety event (equipment / supplies)
- *Musical instruments / *games / *sporting goods / *bicycles / hobby / crafts and gardening supplies
- *Phoenix Neighborhood Patrol equipment / supplies
- Audio / video equipment
- *Computer equipment / software / accessories
- Educational materials / books
- Fencing and gates – including installation of fences and gates
- Furniture (tables, chairs, computer desks)
- Hardware items (locks, small tools, *flashlights, rakes, paint sprayers)
- *Lighting
- Office equipment (*copiers / printers / scanners, staplers, scissors, file cabinets, etc.)
- Signage (*Block Watch / Phoenix Neighborhood Patrol signs, bulletin boards, banners, posters)
- Fingerprint ID kits
- Graffiti cameras (must include the City of Phoenix Neighborhood Services Department as a Co-Applicant Group to be considered)

Consumables – These are items that will likely be consumed or distributed during the one-year grant period.

Examples of consumables items include:

- Audio / video / computer supplies (toner, ink cartridges, discs, tapes, CDs, videos)
- Clean-up supplies (garbage bags, gloves, cleaners, paper towels)
- Hardware supplies (paint, light bulbs, batteries)
- Office supplies (postage, paper, envelopes, labels, pens, toner, ink cartridges)
- *GAIN / Safety Event Promotional / Marketing Tools/Items (pens/pencils, letter openers, mugs, Frisbees, auto-window shades, wrist bands, mouse pads, key chains, kitchen products, microfiber cloths, bags, calendars, lanyards, note pads, etc.)
- *GAIN / Safety Event Crime Prevention Tools/Items (locks: window, door, steering wheel, and padlocks; timers; lighting: motion sensors, dusk-to-dawn, indoor/outdoor emergency lighting; alarms: small/individual door, pool, carbon dioxide, smoke, window, or personal; document shredders;

- individual RFID sleeves, only, etc.)
- *Clothing / uniforms
- Other - Please provide detailed description on budget narrative

Each budget category requires a corresponding budget narrative. If a narrative is not included in a budget category, the application may be scored lower or disqualified.

Lawful Traffic Mitigation Devices

If requesting lawful traffic mitigation devices, e.g. speed humps, you must complete the Budget Supplement – Lawful Traffic Mitigation Devices (included in the application).

When requesting Lawful Traffic Mitigation Devices, if the budget supplement document is not included with the application, the application may be scored lower or disqualified.

For information regarding the application process for speed humps, visit the Street Transportation Department's website and follow the instructions:

[Speed Hump Program](#)

Attachments

All required documents / forms not submitted with the original application must be submitted prior to applicant receiving any grant funds awarded. Applicants may include additional supportive documents / photos with the application (five attachments maximum). Instructions for uploading attachments are located in the GMS User Manual.

- 5 MB is the maximum file size for each uploaded document
 - **REMINDER:** Color documents tend to be much larger in file size than black and white or gray scale
- Fewer attachments are preferred (i.e., combine multiple pages into a single file)
- **Do not use truncated characters in the file name or upload 'Description' field**
 - Ex: ! @ # \$ % ^ & * _ ()
- PDF format is preferred

APPLICATION REQUIREMENTS AND RESTRICTIONS

Homeowners' Associations (HOAs) are not eligible to apply as a Primary Applicant Group. Registered block watch groups and/or neighborhood organizations that exist within HOAs boundaries are eligible. HOAs, educational or faith-based organizations, non-profit agencies within a specific geographic area, and City of Phoenix departments (such as the Neighborhood Services Department, Police Department and Parks and Recreation Department) may apply as a Co-Applicant Group.

It is a mandatory requirement that the Primary Applicant Group be listed with the City of Phoenix's Neighborhood Notification Service:

- If your organization is not registered, please visit the Neighborhood Services Department, Neighborhood Notification service website:

[Neighborhood Notification](#)

- In addition, the name of the Primary Applicant Group organization on the grant application(s) must match exactly with the name listed with Neighborhood Services Department through the Neighborhood Notification service.

Grant applications become public records; required attachments (meeting agendas / minutes) **MUST NOT** include personal information (i.e., phone number, name, mailing address, email address, etc.) of people attending meetings. Only provide the total number of members attending meetings and the crime prevention topic discussed on the attached agendas.

Multiple Applications

Primary Applicant Groups may submit two applications in the following ways:

- As the Primary Applicant Group for its own neighborhood program; and
- As the Primary Applicant Group partnered with a Co-Applicant Group, as defined above.

Required Documents

Applicants requesting between \$1 and \$1,000:

- Organizations must be registered with City of Phoenix Neighborhood Services Department Neighborhood Notification Service by the grant application submission deadline.
- Must submit copies of at least **two** Primary Applicant Group neighborhood meeting agendas / minutes / flyer for meetings held in separate months, and the agenda must list the crime prevention topics discussed.
 - The number of individuals in attendance and the crime prevention topic **must be included** on the meeting documentation.

Applicants requesting between \$1,001 and \$12,000:

- Organization must have been in existence and registered with City of Phoenix Neighborhood Services Department Neighborhood Notification at least six months prior to grant application submission deadline.
- Must submit copies of at least **four** Primary Applicant Group neighborhood meetings agendas / minutes / flyer for meetings held in separate months, and the agenda must list the crime prevention topics discussed.
 - The number of individuals in attendance and the crime prevention topic **must be included** on the meeting documentation.

HOA / Incorporated Neighborhood / 501(c)(3) Requirements

HOAs (as a Co-Applicant Group only), incorporated neighborhoods (as Primary Applicant Group or Co-Applicant Group), and neighborhoods with 501(c)(3) status (as Primary Applicant Group or Co-Applicant Group) are required to complete the steps listed in the *Homeowners' Associations (HOA's) / 501(c)(3) Organizations Checklist*.

[HOA / 501\(c\)\(3\) Checklist Information](#)

If your organization (Block Watch / Neighborhood Association) resides within the existing boundaries of a formal HOA, your group must list the HOA as the Co-Applicant Group if your project requests any item(s) that:

- The Homeowners Association would normally be responsible for; or
- Could be perceived as an improvement to Homeowners Association property (e.g., dusk-to-dawn lighting, additional light poles, fencing, gates, etc.)

Applicants requesting items strictly for Block Watch or Phoenix Neighborhood Patrol activities (e.g., newsletters, mileage reimbursement, etc.) are not required to list the HOA as the Co-Applicant Group.

Please check with your HOA for specific community by-laws prior to submitting an application.

Geographic Boundaries

The geographic area and/or population to be served must be identified in the grant application as listed with the City of Phoenix's Neighborhood Notification service. The service area shall be within the corporate limits of the City of Phoenix, and the impacted population must be Phoenix residents. Applicants must provide the number of households served within the Block Watch / neighborhood organization's area.

Applicants are limited to two grant application submissions within identical geographic boundaries; one for the group and one with a partner. Primary Applicant Group / Co-Applicant Group guidelines do apply.

Grant Dollar Limitations

Grant amounts may vary, but the maximum grant amount that can be requested is \$12,000. Budget estimates should match your proposal and NOT be inflated to reach the maximum figure. Round estimates to the nearest whole dollar amount and remember to account for sales tax, set up fees, shipping / freight, and/or permit fees (do not include as a separate line item(s)). Remember to address each item in the budget narrative.

Community Lighting Information

The NBWGP Oversight Committee strongly suggests that all grant applicants look into cost effective, energy efficient lighting options for neighborhoods. Energy efficient lighting includes solar lighting and LED lighting options.

Using grant funds to pay electric bills for lighting is restricted in the following manner:

- A maximum of \$3,000 can be allocated towards electric bills for lighting.
 - Lighting is encouraged to be directed and shielded so as to deter glare which can be a safety hazard to vehicles and pedestrians.
 - Lighting color temperature should be consistent with the lighting color temperature approved and used by City of Phoenix (2700 Kelvin).

No new contracts for lighting will be allowed unless lighting systems are energy efficient.

Requests for funding of new lighting fixtures must be energy efficient and include a map or detailed description on the location of the installation.

PROHIBITED and RESTRICTED USE OF FUNDS

Grant funds shall be used to fund new or existing programs and activities with an identifiable anti-crime component or safety element. Eligible uses include, but are not limited to, crime prevention programs, neighborhood crime-fighting workshops, and crime-fighting / prevention educational programs. Proposals to expand a current program or activity into a new geographic area where no similar programs or activities exist will be considered. Any service / equipment / product / resource already available through a City department / agency will be reviewed on a case-by-case basis.

Once City Council finalizes funding recommendations, grant funds may only be used for those items listed in the approved grant budget without written authorization from City Council or the Oversight Committee.

Additionally, grantees should be aware that the City of Phoenix political activity policy governs what type of political activities can be undertaken with NBWGP funds. Grantees are **prohibited** from using grant funds in the following manner:

- To influence, interfere with, or affect the results of an election.
- To participate in the management or affairs of any candidates' campaign for office including, but not limited to, soliciting, or making financial contributions to candidates.
- To purchase and/or display bumper stickers, posters, literature, buttons, or other campaign materials.
- For political advertisements, endorsements, or speeches.
- For any statement or action that endorses or opposes any political party, candidate, or ballot measure.

Grant funds **can** be used to promote basic election information such as: links to the city, county, or state voter registration/information sites, election dates, and neighborhood polling places. Additionally, grantees **are** allowed to privately express political opinions. Examples of what the policy allows include: posting private opinions on non-grant funded social media accounts, displaying yard signs, signing nominating petitions, or communicating with another person or group of people regarding elections when the grantee does, not do so in a grantee award related capacity.

Prohibited Items List: *Requests for prohibited items will be denied.*

Grant funds **cannot** be used to buy or pay for:

- Administration of the grant itself, including payment to an accountant or individual to complete quarterly reports or to pay Block Watch members for any services.
- Alcoholic beverages, including wine and beer;
- Awards and raffle prizes;

- Bulletproof vests;
- Entertainment, parties, and recognition dinners not designated as a GAIN event.
- Entrance or admission fees for any in-state or out of state non-educational field trips, including water and amusement parks;
- Food or beverages of any kind, including consumable prizes or incentives in the form of food or beverages;
- Motor vehicles;
- Out-of-state field trips or travel (educational or non-education);
- Surveillance equipment and drones, including night vision and listening devices (does not include graffiti cameras if partnering with the Neighborhood Services Department);
- Vehicle overhead emergency light bars;
- Weapons of any type, including firearms, pepper spray, mace, knives, stun guns, kubotan, etc.
- Weed killers and lawn chemicals labeled as hazardous material; recommended to use organically labeled products.
- Home alarm systems and/or vehicle alarm systems.
- Batteries and/or power sources used for mobility purposes.

Prior to submission, review your budget for errors and transpositions. Make sure your quantities and dollar amounts are correct. Additional budget / financial pages may be submitted in the document attachment section of the application.

Restricted Items

Costs for the items listed below have been restricted by the NBWGP Oversight Committee.

Cellular phones purchased with NBWGP funds for the purpose of neighborhood patrols and Block Watch activities can be funded up to a maximum limit of \$480 per phone / service for the grant year. Additionally, groups must justify the need for the number of phones requested. NBWGP funds cannot be used to pay phone charges for long distance or special fee (900 numbers) phone calls.

Mileage Reimbursement is restricted to Phoenix Neighborhood Patrol or graffiti abatement activities. Grant funds can only be used to reimburse for mileage when Phoenix Neighborhood Patrol members are patrolling or doing graffiti abatement; this does not include attending training, meetings, or running errands. Mileage Reimbursement is limited to a combined maximum of \$1,000 per grant year for either Phoenix Neighborhood Patrol or graffiti abatement activities.

Crime Prevention Tools/Items will be restricted to a total of \$4,000 for the grant year. Additionally, Promotional/Marketing Tools/Items should have a crime prevention message printed on them.

Restricted Items Chart

Restricted Items – total requested budgeted items cannot exceed specific restricted item amount.	Restricted Item Amount
Website Hosting / Maintenance / Domain Name / Email Server (a combined total of all items)	\$750
Adult clothing (t-shirts, jackets, hats, sweatshirts, etc.)	\$500
Digital cameras (per item)	\$300
Flashlights (per item)	\$25
Laptops, computers, tablets, or notebooks (\$1,000 per grant / \$500 per item and no more than two items)	\$1,000 / \$500
Paint sprayers (per item)	\$700
Two-way Radios (per item)	\$250
Police Scanners (per item)	\$500
Radar Gun (per item)	\$125
Lighting electricity bill	\$3,000
Guest Speaker (per presentation)	\$150
Insurance	\$2,000
Face Painter(s), Disc Jockey(s) or Balloon Artist(s) (each artist, per event)	\$150
Regular Copy Printers, including maintenance	\$500
Room / Facility Rental Fees per year	\$1,000
Youth Clothing / Uniforms	\$1,000
Promotional Items / Marketing Tools (*should include a printed crime prevention message)	\$3,000
Crime Prevention Tools/Items	\$4,000
Restricted Budget Categories for Block Watch / Phoenix Neighborhood Patrol Programs	
The following items are restricted and may ONLY be purchased in conjunction with Block Watch or Phoenix Neighborhood Patrol programs:	
*Block Watch and/or Phoenix Neighborhood Patrol clothing	
*Cell Phones / Service - Limit \$480 per phone / service per year; number of phones must be justified in application	
*Equipment (Two-way Radios / Police Scanners / Walkie-Talkies / Binoculars / Bicycles)	

*Fuel / mileage Reimbursement for Phoenix Neighborhood Patrol Activity / Graffiti Abatement has a maximum limit of \$1,000 per grant year
*GAIN / Safety Event Crime Prevention Tools/Items (locks: <i>window, door, steering wheel, and padlocks</i> ; timers; lighting: <i>motion sensors, dusk-to-dawn, indoor/outdoor emergency lighting</i> ; alarms: <i>small/individual door, pool, carbon dioxide, smoke, window, or personal</i> ; document shredders; individual RFID sleeves, <i>only</i> , etc.)
*GAIN / Safety Event Promotional Items / Marketing Tools (pens/pencils, letter openers, mugs, Frisbees, auto-window shades, wrist bands, mouse pads, key chains, kitchen products, microfiber cloths, bags, calendars, lanyards, note pads, etc.)
*Phoenix Neighborhood Patrol Magnetic and Metal Signs
*Rentals
*Supplies
Restricted Budget Categories for Youth-Related Programs
The following items are restricted and may ONLY be purchased in conjunction with Youth-Related Programs:
Camp Fees (In-state Only)
Clothing / Uniforms (Restricted to \$1,000 total per application)
Craft / Gardening Supplies
Games (Board / Video Game Systems and Accessories / Video and Computer Games / Cards / Pool, Ping Pong, and Foosball Tables / Music or Video CDs)
Sports Equipment and Supplies / Bicycles
Tournament Entry Fees (In-state ONLY)
Science, technology, engineering, and math (STEM) programs

Other Restricted Items
Mileage Reimbursement for Graffiti Abatement activities has a maximum limit of \$1,000 per group (this includes any Phoenix Neighborhood Patrol reimbursements).
Internet Services are restricted to a maximum limit of \$750 per year for service provided to community organizations / centers and a maximum of \$500 per year for service provided to an individual's residence.
Lawful Traffic Mitigation Devices , including speed humps / bumps, cannot be funded unless they can be directly tied to crime prevention.
Laptops, computers, tablets, or notebooks are restricted to a maximum of \$1,000 per application; or a total of two items (in addition to \$500 per item restriction)

INSURANCE REQUIREMENT

Grant applicants are responsible for reviewing, their activities, determining whether insurance is needed, and purchasing insurance, as they deem appropriate. Grant applicants should be aware that THEY are NOT COVERED by the City of Phoenix for ANY TYPE OF INSURANCE OR LIABILITY ISSUE ASSOCIATED WITH any of THEIR program, event, and/or activities. NBWGP Staff encourages applicants to contact a licensed insurance agent to ensure they have appropriate coverage for programs, events, and activities, INCLUDING AUTO LIABILITY, GENERAL LIABILITY, WORKERS COMPENSATION, DIRECTORS AND OFFICERS INSURANCE, AND/OR PROPERTY INSURANCE for example.

AWARDED FUNDING

Applications recommended by the NBWGP Oversight Committee for funding will be forwarded to the Public Safety and Veterans Subcommittee for its review and acceptance and then, to the Phoenix City Council for final approval and grant awards. The Phoenix City Council makes the final determination in the acceptance, denial or alteration of the funding level of each application.

NBWGP staff will notify applicants of funding results. Grant awards will be announced in June 2022; they cannot be funded prior to July 1, 2022.

POST AWARD PROCEDURES

Contract

All approved grant recipients are **required** to execute a contract with the City of Phoenix regarding the use of grant funds in accordance with NBWGP rules and regulations. All grant funds will be deposited into a joint checking account with the City of Phoenix

and applicant(s) as authorized signers. The City will designate the bank to be used for such accounts. Grant checking accounts **MUST ONLY** contain grant funds.

Banking Requirements

All recipients' grant funds will be deposited into a bank checking account with the City of Phoenix listed as a co-signer on the account. All checking accounts will be centralized at the Downtown Chase Bank.

Chase Bank will not charge NBWGP grantees any service charges or check fees for the 2022 grant year. Any insufficient fund charges will be the responsibility of the grantee to pay personally. Grant funds cannot be used to pay insufficient fund charges.

Reporting

Quarterly reports are used to evaluate grant project performance, compliance, and progress. Reports **MUST** be submitted by grant recipients within required timelines set by the City. Quarterly Report due dates are listed on the NBWGP Grant Management System (GMS) website and reminder emails are sent to grantees on a quarterly basis.

All records and documents related to project activities, expenses, bank statements, receipts, equipment, or other personal or tangible property purchased with grant funds **MUST** be maintained by the grantee for a period of at least two (2) years from the date of expiration of the grant contract.

Applicants that do not submit quarterly and final reports in a timely manner, that submit fraudulent applications or reports, and/or do not return all unused grant monies, **WILL NOT** be eligible for future funding and may face legal prosecution.

As a Co-Applicant Group, Neighborhood / Homeowners Association / Block Watch / etc., organizations are jointly responsible for tracking and reporting of expenditures when partnering with an organization.

Checks cannot be written for an amount greater than that on the receipt / invoice. In addition, checks **CANNOT** be made out to "Cash"; cash **CANNOT** be withdrawn from the grant checking account. Checks **CANNOT** be signed by and made out to the same person.

Any items purchased with NBWGP funds must be labeled "Funded with Phoenix NBWGP funds" when reasonable and prudent.

CONCLUSION / TERMINATION OF PROJECT

At the conclusion or termination of a project, grant recipients that purchased equipment and/or other tangible property with NBWGP funds will have two options:

1. Return equipment to the City of Phoenix; or
2. Retain equipment by submitting a contract extension form

Should the grant recipient decide to retain any equipment beyond the completion or termination of the project, they must submit a Retained Equipment contract extension form (Exhibit D) with the final grant report. Each item the grant recipient would like to retain must be listed on the form and must be made available for two years in case of an audit.

During the two-year extended term of the contract, there will be no reporting requirements. The grant recipient will continue to use the equipment in connection with the programs and activities identified in the grant application and will maintain the equipment during its useful life. The City will retain the title to the equipment during the extended term and may request to see / audit the equipment at any time during the two- year contract extension.

At the end of the contract extension period, the equipment becomes property of the Primary Applicant Group listed on the application.

A few examples of retained equipment / tangible property includes computers / laptops, printers, tables, chairs, shade canopies, and cameras.

ALL UNUSED GRANT MONIES MUST BE RETURNED TO THE CITY OF PHOENIX.

AUDITING

Grant recipients **MUST** agree to allow the City Auditor and/or the NBWGP staff complete access to all records, equipment, and/or tangible property related to the project for auditing purposes. City representatives **MUST** be allowed access to all locations grant activities are being conducted for evaluating the effectiveness of the grant project. Grant recipients **MUST** adhere to any other requirements deemed necessary by the City for the proper operation of projects.

SUPPLEMENTAL INFORMATION

Scoring Criteria

[Scoring Criteria](#)

Definition of Common Grant Terms

[Common Grant Terms](#)

Grant Application Checklist

[Application Checklist](#)

Frequently Asked Questions (FAQ)

[Frequently Asked Questions](#)

CONTACT INFORMATION

If you have any questions, please call the **NBWGP staff at 602-262-6131** assistance. Information provided by other sources may not be accurate.

REVIEW OF CHANGES FOR 2022 NBWGP APPLICATION YEAR:

1. Meeting documentation will once again be required to meet eligibility requirements. For 2021, a temporary change was in place that allowed narrative to be submitted in its place. (*Reference page 11*)

Shop Local Phoenix



Give yourself the **GIFT** of community services and programs



City of Phoenix

phoenix.gov/shopphoenix