



**NEIGHBORHOOD INITIATIVES FUND PROGRAM  
2020 APPLICATION**

**INSTRUCTIONS:**

**Please fill out the entire application and answer the questions as completely as possible. Email the completed application, along with all required attachments, to [mreizell@ura.org](mailto:mreizell@ura.org).**

**Applications are due no later than 3:00 PM on Monday, June 1, 2020. Program Guidelines are available [here](#).**

**Applicant Information**

<b>Organization Name:</b>			
<b>Primary Contact:</b>			
<b>Organization Address:</b>			
<b>Address Line 2:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Phone Number:</b>	<b>Email Address:</b>		
<b>Non-profit Status:</b>	<b>Website:</b>		

**Type of Grant**

Tier 1 - Under \$15,000	No Matching Requirements
Tier 2 - \$15,000 - \$100,000	Matching Requirement: For every two dollars (\$2) of Program funds invested into a project, there must be at least one-dollar (\$1) match invested in the project. Matching funds must come from sources other than the URA and the City of Pittsburgh.

**Eligibility Checklist**

- The applicant is a non-profit (including government agencies)
- The applicant can provide a recent financial audit and copy of not-for-profit certification
- The applicant has been in existence for at least two years
- The project is entirely located in the City of Pittsburgh
- The project complies with local zoning requirements
- The project is able to meet all State and Federal statutory mandates and local ordinances (i.e., wage rates, insurance/bonding requirements, competitive bidding)
- The applicant has site control over the property
- The project is located in a CDBG-eligible census tract. Click [here](#) for a map.
- The applicant has an itemized project budget
- All required match funding is in place
- Any design or construction is compliant with City of Pittsburgh building standards
- Projects not funding a planning study have completed design and planning documents
- The applicant has reviewed URA construction bidding requirements, and has verified that any construction within the scope of the project can meet these requirements
- The applicant has researched any required permitting, environmental review, historic review, or other compliance standards associated with the scope of the project
- The project can demonstrate public support

**Project Information**

<b>Project Name:</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Neighborhood:</b>		<b>CDBG Eligible?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Project Address:</b>			
<b>Address Line 2:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>

Project costs are auto-populated from the budget form

**Total Grant Request:**

**Total Project Costs:**

1. Provide a brief summary of the project (500 characters)

2. Which categories does the project fall under? (Check all that apply)

Conceptual design and engineering

Land remediation

Vacant property activation

Historic preservation

Commercial district revitalization

Public realm improvements

Other. Please explain:

**Project Information**

3. Describe the proposed project and how it will address community needs and address issues of equity in Pittsburgh. (2,000 characters)

**Project Information**

4. What outcomes and impacts does the Applicant anticipate realizing from this project? What indicators will be used to measure these outcomes? (1,000 characters)

5. Is your project in compliance with a neighborhood plan, district plan, or overarching goals of the City of Pittsburgh? Explain. (1,000 characters)

**Project Information**

6. Does your project have public support? Are you a community-based organization? Provide documentation of public support such as meeting minutes, letters of support, or other evidence of public support as an attachment to this application. (1,000 characters)

7. The URA encourages the full participation of Minority- and Woman-Owned Business Enterprises (MWBE). Describe your efforts to provide opportunities for MWBE firms. More information can be found [here](#). (1,000 characters)

**Project Budget / Scope**

8. Does the applicant have site control? Explain and provide evidence of site control. (1,000 characters)

9. Provide a bulleted list of all activities that will make up the project scope. This will help determine your project's eligibility for funding.

**Project Budget / Scope**

10. If requesting operating or administrative funding, please provide a explanation of how your organization faced unexpected hardships due to COVID-19 and how this funding will provide a bridge to financial sustainability and allow the project to move forward. Up to 25% of grant funds can be utilized for operating or administrative funding. (1,000 characters)

11. Enter the sources and uses of project funds into the budget table below. Ensure that construction project budgets reflect prevailing wage requirements.

Uses of Funds	Sources of Funds				Totals
	NIF	1.	2.	3.	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>Totals:</b>					



**Project Budget / Scope**

12. Provide the current status of each funding source, including the required funding match for Tier 2 Grants. Provide evidence of matching funds as an attachment to this application. (1,000 characters)

**Schedule / Readiness to Proceed**

13. NIF funding must be expended within one year of contract execution. Provide a project schedule including tasks such as outreach, bidding, construction and/or other scope items. \*\*In some cases, the environmental review required by federal funding can take 1 - 6 months to complete prior to executing a contract. Describe how your project schedule can adapt to potential compliance requirements.(1,000 characters)

**Organizational Experience / Financial Capacity**

14. Describe your organization's relevant experience implementing similar projects and in collaborating with community partners and local stakeholders. (2,000 characters)

**Organizational Experience / Financial Capacity**

15. Describe your organization. Include history of the organization, its mission, and current business operations. If responding organization(s) are forming a team, explain the relationship among the proposed team-members. (1,000 characters).

16. Has the Applicant worked with the URA or received URA funds before? If so, describe. (1,000 characters)

**Organizational Experience / Financial Capacity**

17. What is the Applicant's annual revenue and operating budget? (1,000 characters)

18. Describe the Applicant's systems in place for financial management, invoicing, and reporting, and monitoring. (1,000 characters)

**Organizational Experience / Financial Capacity**

19. Describe your approach to staffing and project management, should you be awarded NIF funds. (1,000 characters)

**Additional Information**

20. If there is any additional significant information about the proposal, please use this section to provide such information and/or supply additional attachments if necessary. (1,000 characters)

### Attachments Checklist

Documentation of community support

Recent financial audit

Applicant's current annual budget

Not-for-profit certification

Map showing project location

Documentation of site control

Itemized project budget

Documentation of COVID-19 hardship and how requested funding will provide a bridge to financial sustainability, if requesting operating or administrative funding

Evidence of secured matching funds

Project renderings (if available) or photos of project site; photos and renderings may be used by the URA for promotional purposes.