

# Neighborhood Vitality Grant Program Guideline Revisions

September 23, 2025

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Neighborhood Services

The logo for Addison, featuring the word "ADDISON" in a bold, blue, sans-serif font. The text is centered within a white circle, which is set against a blue background. The blue background is part of a larger graphic on the right side of the slide, consisting of a blue triangle with a white circle and a grey triangle.

- At the August 5<sup>th</sup> Council work session, staff presented a first-year overview of the Neighborhood Vitality Grant Program.
- As part of the budget process, Council suggested that staff revisit the program guidelines and consider updating those guidelines to address concerns related to the reimbursement of costs, ongoing maintenance and eligibility of future grant awards.
- Staff has reviewed the program guidelines and incorporated Council's suggestions in the proposed Program Guideline Revisions.

# Grant Program Guidelines

A blue circular logo with the word "ADDISON" in white, uppercase letters.

## Purpose

The sole purpose of this program is to address aging infrastructure by providing funds to supplement the maintenance of residential masonry perimeter screening walls in Addison with the intent to:

- Preserve the physical condition of Addison's neighborhoods.
- Encourage continuity of an area.
- Protect community pride and neighborhood identity.
- Address structural issues that might pose a safety concern.

# Grant Program Guidelines

## Who Can Apply?

Both individual homeowners and neighborhood groups, such as an HOA, are eligible to apply for the grant program.

## When Are Applications Accepted?

Grants applications are accepted annually from August 1<sup>st</sup> – 31<sup>st</sup>. Applications will be reviewed by Town staff in September. Applicants will receive notification of grant awards during the month of October.

## Match & Reimbursement Information

The grant program is a matching program where the applicant is required to provide 20% of the funds for the project and the Town will reimburse the applicant for 80% of the project. The applicant(s) will be responsible for paying invoices for the work and the Town will reimburse the applicant for the work, ***up to a maximum reimbursement amount of \$25,000.***

## Implementation Process

- Applicants will be notified if their application is awarded in October.
- Applicants are responsible for selecting a contractor and working with them to get the work completed, ***prior to the end of the Fiscal Year.***
- The Town will develop a list of prequalified contractors for applicants to use a resource.
- It is the responsibility of the applicant to identify and work with reliable vendors and to ensure the necessary inspections and permits are obtained.

## Grant Payments

- ***Applicants may submit for reimbursement following completion and inspection of the project.***

## Future Grant Awards

- ***Applicants who are awarded a grant through this program may not reapply to the Neighborhood Vitality Grant program for a period of ten (10) years from the date of the previous award for the same section of wall. Grant awards will be considered for wall sections that are different from the ones previously awarded.***

- Staff recommends approval of this Resolution.