

**City of Milwaukee Administrative Policy**  
**NEIGHBORHOOD DISTRICT ASSOCIATION GRANTS POLICY**  
**2020-21**

## 1. Purpose

- The City of Milwaukee provides grant funding to the Neighborhood District Associations (NDAs) operating in conformance with Resolution 9-1998. These funds are to support and enhance the quality of life within the Milwaukee NDAs and the city.

## 2. What is Funded

- NDAs are eligible for grants from the City of Milwaukee during each fiscal year, subject to the annual appropriation of funds.
- Grant funding may be spent on a variety of neighborhood activities, events, or projects that conform with the intended purposes of the program adopted in 1998 (Resolution 9-1998). Examples of eligible activities should fit within the following categories.
- NDAs considering proposals for grant funding shall discuss the proposal at a regularly scheduled monthly NDA meeting and then vote on the proposal at the next regularly scheduled monthly NDA meeting. The only exception to this would be if a grant proposal is being considered and the vote on the proposal at the next regularly scheduled monthly meeting would occur after the funding is needed.

**When in doubt please call!**

Should there be any doubt that an expenditure fits within these categories and is a proper use of NDA Grant funds, before discussing the expenditure at an NDA meeting or expending any funds, please contact the City Manager's Office and ask if the idea or proposal is an appropriate use of the funds.

### A. Neighborhood Organizing/Organizational Development:

Activities, services and materials that generate new neighborhood membership, grow the organization to educate neighborhood leadership toward the organization's development and continued operation.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- Administrative expenses for meetings such as the purchase of paper and writing instruments, printing, copying, etc.
- Marketing and outreach costs that generate new membership and grow the organization including the creation and printing of mailers, fliers, and posters about the NDA and its events, development and maintenance of an NDA maintained web site, etc.
- Food and refreshments for monthly NDA meetings
- Neighborhood welcome baskets/bags for new residents
- Door prizes for NDA meetings
- Facility use expenses/donations for NDA meetings
- Neighborhood picnics (Food & refreshments, postcards & postage to advertise picnic, games and entertainment, prize raffles, portable toilets, etc.)
- Concerts in the park (Fees for bands, sound equipment rental, stages, tents, prizes for raffles, portable toilets, etc.)
- Adopt-A-Road event support (Refreshments for volunteers)

**B. Neighborhood Physical Improvements:**

Materials and services to be used toward playgrounds, minor park improvements, community gardens and other facilities, neighborhood markers, identity signs, banners, trash cans, benches etc.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- NDA street sign toppers
- Neighborhood entrance/welcome signs
- Community gardens
- Park improvements and maintenance (Native plants, material for fences, benches, play structures, etc.)

**C. Neighborhood Preservation:**

Materials and services that sustain or enhance the health, public safety and welfare of the neighborhood such as crime watch, traffic management, or home weatherization programs; or contribute positively to the neighborhood aesthetic quality such as design guideline development, community property maintenance programs or beautification programs.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- Cleanup and beautification events (Garbage and recycling disposal, garbage bags, gloves, trees, plants, flowers, refreshments for volunteers, etc.)

- Intersection paintings as approved by the city (Paint, paint brushes, refreshments for volunteers, etc.)
- Support of Milwaukie CERT events and activities

**D. Neighborhood Cultural, Social and Recreational Initiatives:**

Materials and services that promote diversity, family literacy programs, neighborhood computer labs, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance, or art programs.

Allowable funds within this category have included the following. NDAs considering spending grant dollars within this category for anything not on this list should contact the city to verify that what is being considered is an allowable expense.

- Donations to local non-profits, city boards, commissions, or committees, or other community-based groups developing events, programs, or services open to the general public. Examples have included:
  - Friends of the Ledding Library
  - First Friday
  - Milwaukie Arts Committee
  - Milwaukie Parks & Recreation Board (PARB) – Sustainability Tour
  - Milwaukie Public Safety Foundation (Milwaukie Police Officer of the Year Dinner, 9K for K9 event, etc.)
  - Milwaukie Historical Society and Museum
  - Milwaukie CERT
  - Milwaukie Junior Baseball
  - North Clackamas Education Foundation’s After School Programs
  - North Clackamas School District (High School Grad Party, Rowe Middle School Food for Success Program, etc.)
  - Parent Teacher Associations (PTA) for North Clackamas School District schools
  - Annie Ross House
  - Wichita Center
- Donations to events organized by the City of Milwaukie or other public agencies including NCPRD
  - Vietnam Memorial Moving Wall
  - Earth Day Cleanups
  - Movies in the Park
- Concerts in the Park (fees for bands, sound equipment rental, stages, tents, prizes for raffles, portable toilets, etc.)
- Little free libraries along neighborhood streets
- American Red Cross Blood Drive and support

### 3. What is not Funded

- Each NDA shall receive the full grant amount as appropriated through the city's budget process at the beginning of each fiscal year as an automatic deposit into their bank account.
- Eligible officers of each NDA may access the applicable NDA bank account only after submission to the city of the following:
  - Proof of the NDA's intent to grant access to the individual officer (generally proof consists of signed meeting minutes), and
  - Completion of the Neighborhood District Association Grant Access Application.
- In no case shall grant funds be used for the following groups, project ideas, or expenses:
  - Project not open to the public;
  - Personal use or benefit;
  - Alcoholic beverages, marijuana, or tobacco products;
  - Political donations or advocacy, election campaign activities, or any related items;
  - Religious organizations, activities or services (This does not apply to the rental of space for public meetings, events, or other activities open to the general public and sponsored by an NDA.);
  - Debt reduction or legal settlements;
  - Cash withdrawals or "cash back" using debit cards;
  - Purchase of land or buildings for NDA ownership;
  - Private travel expenses, lodging, or hotel expenses;
  - Private transportation expenses including mileage, gas, insurance, car rentals, etc.;
  - Projects that do not have property owner permission for proposed improvements;
  - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- At any time, the City of Milwaukie can request, and NDAs must provide, the latest NDA account bank statement, actual receipts for any transactions, and/or online bank account access.
- Any equipment, materials, or services purchased shall remain the property of the NDA and shall not be converted to personal use or benefit.
- The NDA shall provide the city with an annual report on the use of grant funds every April/May and an update on NDA goals. The report will be provided using the grant reporting form accompanied by supplementary materials such as photos, thank you cards, etc.

- Any “carryover” grant amounts (amounts from prior fiscal year(s)) exceeding one year’s worth of NDA grant funding shall be accounted for and explained in detail. If the NDA is saving for a project or has goals for the funds, please identify the goals and long-term plan.

**Please take note about the improper use of neighborhood grant funding:**

- Any NDA that is determined by the City Manager to be in violation of this policy will not be eligible for future funding until the city has adequately determined that the NDA has both come into compliance with this policy and has demonstrated the ability to manage the funding properly moving forward. It is the city’s sole discretion whether or not an NDA continues to receive grant funding after a violation has occurred.
- Any NDA designee(s) found to be using grant funds in violation of this policy will be subject to investigation and will forfeit their right to access the funds.
- The City of Milwaukie reserves its right to pursue any and all available remedies, including legal action, to secure the return of improperly used funds.