

## Frequently Asked Questions – Neighborhood Beautification Grant

**Question:** Can more than one group come together to make application for a grant?

**Answer:** Yes. Several entities in an area can partner to apply for the grant, including nonprofits, individuals, churches and neighborhood associations. The registered neighborhood association, home owners association, or non-profit organization should be the primary applicant and the main responsible coordinating party. Neighborhood associations that are eligible for this first round of funding must have been registered with the City prior to the official grant announcement made by the Mayor on March 1, 2010.

**Question:** How long will it take to get approval for a project once the application deadline date has been reached?

**Answer:** About thirty days.

**Question:** Can groups apply for more than one project?

**Answer:** Yes. There is an annual application. However, if your grant is approved this year, there may be a waiting period before your next grant would be approved. We would like to be sure that each area of the city has an approved grant before a second one is approved in your area.

**Question:** How many grants are available?

**Answer:** That has not yet been determined. It will depend on the dollar value of the approved grants as well as the areas of the city that they represent.

**Question:** How quickly must a project be completed after it has been approved?

**Answer:** Projects must be completed within 90 days from the time they are approved. All permits should be approved and non-physical work completed before site work begins. Time extensions can be made depending on extenuating circumstances.

**Question:** Can professionals be hired to complete the work or must it be totally volunteer-driven?

**Answer:** Yes. But use of heavy equipment and professionals will add extra expense to your project. You should not rely completely on the work of professionals. There must be volunteer elements included. Check to see if the professionals, like architects and or engineers, will provide some of their services for free and also volunteer their time to physically work on the project.

**Question:** If we hire professionals to complete our project, and their costs will require use of some of the grant funds, how quickly will they be paid?

**Answer:** When contracting with professionals, ask that they allow you to pay them after the matching grant funds have been received. Most professionals will allow a “down payment” covering materials that they must purchase, and payment for other services incrementally as the work is done or at the completion of the project. The down payment can be paid with the funds your neighborhood has raised which are being ‘matched’ by the GKFF grant. Do not contract with professionals or make a down payment until you are certain that your grant request has been approved and will be funded.

**Question:** Can the purchase of security cameras be included as an expense with a grant application?

**Answer:** Yes, this is one of the items that can be included, as part of ongoing maintenance of the project.

**Question:** If our project concerns beautifying an overpass or wall at an intersection with a mural, are there special permissions we need to obtain?

**Answer:** Yes. Each project must have the needed permits and approvals from ODOT and the City of Tulsa before the grant will be approved and work can begin. You may contact the Tulsa Field Division 8 Headquarters (which includes Tulsa) by calling 918.838.9933, or 918.437.1166. Mailing address is P.O. Box 660, Tulsa, 74101, and the physical address is 4002 N. Mingo Valley Expressway. The ODOT state office address is 200 NE 21<sup>st</sup> St., Oklahoma City, OK 73105.

**Question:** Can we consider enhanced lighting as part of our project?

**Answer:** Yes. If installing new lighting fixtures, remember to include the costs of installing electrical service. Also include estimated monthly electrical charges (usage billing) in your ongoing project budget. If you have existing lighting that is not working properly, please notify Public Service Co of Oklahoma (PSO). To report a burned out or defective City street light, call AEP/Public Service of Oklahoma at 1-888-216-3523 or 1-888-218-3919. PSO is required to repair all lighting problems within 72 hours of receiving the complaint. **Note:** The City of Tulsa is responsible for replacing street lights and poles on Tulsa highways and expressways. Reports of expressway lighting outages should be made to the MAC at 596-2100. Traffic crews need an exact location in order to fulfill the request.

**Question:** How can I find out how much something might cost, in order to include it in my grant budget?

**Answer:** The City of Tulsa Parks website has a pre-approved inventory available for viewing at [www.cityoftulsa.org/Parks](http://www.cityoftulsa.org/Parks). Once you've determined that the item is on the approved list, you can then research the cost online and include this in your budget. Be sure that your budget includes not only the actual cost for the item, but the cost to have the site prepared and the item installed. Check to see if professional preparation and installation is required to validate a warranty. It may be possible for you to get a professional to donate part or all of their work/services on the project. Ask!

**Question:** Are there specific things the budget should include that I might not think of?

**Answer:** Be sure to include the complete costs of any utility that you need, whether water, gas, or, electric, including the cost of installing meters and pipes. Include monthly billing charges that must be paid for utilities. Remember, your project may require the addition of another meter, so please do not assume that an existing meter can be used for your project.