



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: City Administrator Dan Wietecha
Date: January 3, 2022
Item: Community Investment Fund

Council Action Requested:

Review and approve implementation of Community Investment Fund.

Background Information:

The City has created a new Community Investment Fund to encourage and support community partnerships and community-driven projects. The approved 2022 Budget includes \$100K for implementation of the CIF.

The Management Team met December 15, 2021 and the Finance Committee met December 21, 2021 to review and comment on the draft Program Information, Guidelines, and Application. The attached draft reflects comments from those two meetings. With this being the first year of a new program, it should be considered a pilot program, with opportunity to learn and adjust for the future.

I expect that we will schedule a kick-off meeting in mid January to invite likely applicant organizations for an overview of the CIF as well as opportunity for feedback about the process.

Several key features of the program:

- Emphasis is on community partnerships and community-driven projects
- The opening date for project proposals is March 31, after that date proposals will be considered on an open timeline as long as money is available
- Proposals would be reviewed by the Finance Committee, as well as applicable Commissions, with the City Council making final funding decisions
- Projects need to be located on City property
- CIF dollars will be handled by the City according to City purchasing and financial policies

- Matching dollars are not required, but would help an application
- Applicants are encouraged but not required to consult with City staff prior to application
- Projects would need to be completed by end of 2023

Financial Impact:

\$100K, budgeted

Committee Discussion:

Finance Committee (Vaughan*, Folch, and Fox) met December 21, 2021

Attachments:

Community Investment Fund: Program Information, Guidelines, and Application Instructions



Community Investment Fund

City of Hastings

PROGRAM INFORMATION, GUIDELINES AND APPLICATION INSTRUCTIONS

Contact:

Parks & Recreation Director Chris Jenkins

651-480-6175

cjenkins@hastingsmn.gov

HASTINGS

COMMUNITY INVESTMENT FUND

PROGRAM INFORMATION, GUIDELINES AND APPLICATION INSTRUCTIONS

SECTION 1: GENERAL PROVISIONS

A. Purpose

This is about community partnership. The City will award use the Community Investment Fund (CIF) to create vibrant, community-supported, public projects. Vibrant projects contribute to a strong quality of life, sense of place, and Hastings' identity. Community-supported projects demonstrate public awareness, civic engagement, and/or local momentum. Public projects are open and available for public use and enjoyment.

B. Funding Amount

The City of Hastings has budgeted \$100,000 for this program in 2022. Applications will be accepted on an ongoing basis. First review will be March 31, 2022. After March 31, applications will be reviewed on a first-come basis to the extent funds remain available. There is not a maximum grant award; however, the City may limit grants in order to fund multiple project applications. Matching dollars are not required by the CIF program but will help demonstrate community support, as well as help the CIF funds go further to partner with multiple projects. The City may carry-over any unused CIF funds to the following year, and the City may budget additional funding to the CIF.

SECTION 2: ELIGIBILITY CONSIDERATIONS

A. Location

Eligibility for the Community Investment Fund is for projects within Hastings city limits.

B. Eligible Projects

Projects should be community-supported public amenities. Examples include (but not limited to):

- a. Streetscape beautification and walkability.
- b. Enhancements to parks or athletic facilities.
- c. Trails and non-motorized infrastructure.
- d. Public art.
- e. Improved access to public amenities.
- f. Tourism amenities.
- g. Historic preservation or commemoration.
- h. Studies to investigate otherwise eligible projects.
- i. Seed funding for pilot projects.

C. Ineligible Projects

Examples of ineligible projects:

1. Projects not located within Hastings city limits.
2. Projects that won't be completed by December 31, 2023.
3. Direct support of a private business.
4. Ongoing operating expenses.
5. Expenses incurred prior to application/approval.

SECTION 3: APPLICATION PROCEDURES

Applications will be accepted on an ongoing basis. First review will be March 31, 2022. After March 31, applications will be reviewed on a first-come basis to the extent funds remain available. Only one application may be submitted per organization. Incomplete applications will not be accepted.

A. Preliminary Meeting

Prior to submission of an application, the potential applicant is encouraged to meet with City staff to discuss the proposed project and CIF requirements. Contact Parks & Recreation Director Chris Jenkins with questions (651-480-6175 or cjenkins@hastingsmn.gov).

B. Application Format

Applicants shall submit a CIF application package consisting of the following:

- a. Completed CIF Application form, including any supplementary information.
- b. Documentation of community engagement or support (such as surveys, letters of support, or funding commitments).

C. Application Submittal

The completed application and all required attachments shall be submitted electronically to:
Parks & Recreation Director Chris Jenkins
cjenkins@hastingsmn.gov

SECTION 4: REVIEW PROCESS

A. Review and Recommendation

City staff shall the review the application for completeness and verification that the proposed project meets the standards and eligibility requirements of the program. Incomplete or ineligible applications will be denied, and the applicant will be notified.

Once an application is deemed complete, staff will schedule the grant application for review by the Finance Committee of the Council. Depending on the nature of the proposed project, other City commissions may also review. For example, the Parks Commission may review proposals for park or athletic facilities. Applicants are encouraged to attend the meeting(s) to provide additional information and/or answer any questions by committee members.

B. Evaluation Criteria

The Finance Committee will consider the following criteria in its review:

- **Defined and focused project** – Has the project been thought-through and ready to proceed? Is the application complete?
- **Impact on community** – How would the project contribute to a strong quality of life, sense of place, and/or Hastings' identity?
- **Demonstrated community engagement and support** – What public awareness, civic engagement, and/or local momentum does the project have? This may include letters of support and may include financial or in-kind commitments. Matching dollars are not required by the CIF program but will help demonstrate community support.
- **Partnership** – Does the project strengthen community collaboration and partnership?
- **Budget** – Is the project's budget thought-through and realistic?
- **Ongoing operation/maintenance** – Have ongoing operation and maintenance costs been reasonably estimated?
- **Timeline** – Is the project's timeline realistic, including significant milestones and completion date (no later than December 31, 2023)?
- **Project location** – The project must be located within Hastings city limits and must be located for public use and enjoyment.
- **City Compliance** – The project must follow City codes and obtain city permits before commencement of work and disbursement of funds.

C. Formal Review

The City Council will consider the project application with recommendations from the Finance Committee of the Council and any City commissions. The City Council will decide funding awards and grant agreement, as well as siting on City property or ongoing ownership and responsibility by the City. Applicants are encouraged to attend the meeting(s) to provide additional information and/or answer any questions.

SECTION 5: DISTRIBUTION OF FUNDS TO APPROVED APPLICANTS

A. Evidence of Expenditures and Disbursement of Funds

The City intends project funding and management to be by the City, meaning CIF funds and any matching dollars to be coordinated and disbursed through the City. Disbursement details will be included in the grant agreement.

**CITY OF HASTINGS
COMMUNITY INVESTMENT FUND APPLICATION**

SECTION 1: PROJECT CONTACT INFORMATION

Applicant Organization Name: _____

Address: _____

City / State / Zip: _____

Primary Contact Person (name and title): _____

Primary Contact Phone: _____

Primary Contact Email: _____

SECTION 2: PROPERTY INFORMATION

Project Site Address: _____

SECTION 3: PROJECT BUDGET

CIF Funds Requested: \$ _____

Matching Contribution (if in-kind, please describe): \$ _____

Total Project Costs: \$ _____

Please provide a project budget, including all sources and uses. Letters of support or funding commitments may be used to supplement the application.

Please identify future (5 to 10 years) operation and maintenance expenses and who will be responsible for these costs.

SECTION 4: PROJECT DESCRIPTION – please provide a narrative proposal that answers the following questions in this order.

Please provide a brief summary of the proposed project, including its impact on the community.

Please describe the project’s community engagement and support. Surveys, letters of support, or funding commitments may be used to supplement the application.

Please provide a brief summary of the proposed project implementation, including timeline and milestones.

Please describe the need for and impact of CIF funds.

SECTION 5: AGREEMENT

I/We certify that all information provided in this application (and its attachments) is true and correct to the best of my/our knowledge. I/We agree to provide any addition information as may be requested by the City of Hastings.

APPLICATION SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____

SECTION 6: NOTICES OF DATA PRACTICES

Notice of Data Practices

*THE MINNESOTA DATA PRACTICES ACT requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for CIF funding through the City of Hastings. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data; however, refusing to supply the data may cause your application not to be processed. Your signature on this application indicates you understand these rights. Your address and telephone number will be considered public data unless you request this information to be private and provide an alternate address and telephone number. **Please sign below to indicate you have read this notice:***

Signature _____ Date _____

I request that my address and telephone number be considered private data. My alternative business address and telephone number are as follows:

Address _____ Phone Number _____

DRAFT