



2024 Neighborhood Mini-Grant Recipient Guide



Introduction

Congratulations! Your neighborhood project received funding for the 2024 Neighborhood Mini-Grant program. Now let's get started on your project. This guide will help you understand how to successfully navigate through the grant process while providing key resources and information to bring your proposed project to fruition on time and within your approved budget.

Section I: Grant Timelines & Procedures

Consider the Grant Timeline

The mini-grant timeline is a key component to consider when implementing your project. You'll need to allow enough time to implement the project by the deadline, including the required documentation. Timeline considerations include:

Permitting: If a permit is required contact the permitting office for your city or county. Don't wait! The permitting process may take longer than expected. The neighborhood association is responsible for confirming the final sign-off for all permits confirming that the permit has been closed in the governing permit system. Open permits may result in a future code enforcement issue.

Government Permitting Contacts

Hillsborough County Permitting – (813) 272-5600 or visit [Hillsborough County Development Services Department](#)

City of Tampa Permitting – (813) 274-3100 or visit [City of Tampa Permit Contacts](#)

City of Temple Terrace Permitting – (813) 506-6460 or visit [City of Temple Terrace Permitting Services](#)

City of Plant City Permitting – (813) 659-4200, ext. 4144, or visit the [City of Plant City Building Division](#)

Vendor quotes:

- Has the quote expired? Schedule time with vendors to establish an agreed-upon price, and a timeframe for the vendor to do the work. If the quote is higher than the budgeted amount, it will require a Budget Modification. If the new quote is larger than what is in your budget a Budget Modification may be required see Section III Budget Modification below.
- Allocation of time for manufacturing, shipping items, and installation – confirm with the vendor that items will be **delivered and installed before the mini-grant deadline of July 31, 2024**. If the vendor cannot deliver items before the allotted deadline, it is the

neighborhood organization's responsibility to find a vendor that can accommodate the required timeline of the Mini-Grant program.

- The awarded project/event **must be finished** (including all required installations, open to the residents, and all events must have occurred) before the **Wednesday, July 31, 2024**, deadline.

Volunteers/Project Team - Kick off the project as a team.

- Set expectations!
- Assign task!
- Review key dates.
- Schedule your next project team meeting.

Reports: Reports are to provide updates regarding project accomplishments, the current phase of the project, and if you're experiencing issues or concerns.

- Midterm Report Deadline: **Monday, April 1, 2024, by 5 p.m.**
- Final Report Deadline: **Wednesday, July 31, 2024, by 5 p.m.**

Failure to complete the required Mid-Term and Final-Reports may impact any outstanding reimbursements and future Mini-Grant funding eligibility.

Section II: Letter of Understanding

The Letter of Understanding (LOU) is an agreement between Hillsborough County Neighborhood Relations and the recipient neighborhood organization for the proposed funded project.

Your Neighborhood Liaison will schedule a meeting with the association contacts to go through the LOU to review pertinent information. The Letter of Understanding (LOU) must be reviewed with the neighborhood liaison and then signed by the neighborhood organization president, prior to any money being spent.

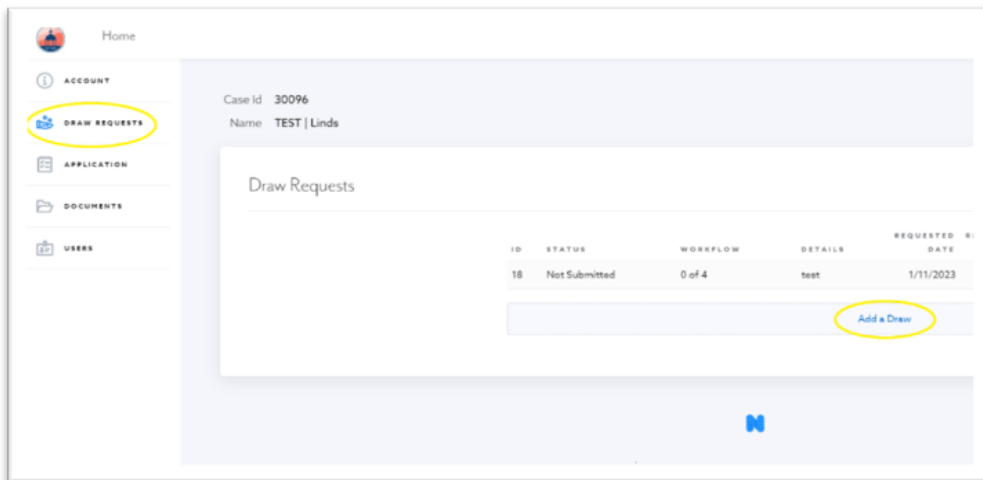
Letter of Understanding Deadline: Friday, February 9, 2024, by 5 p.m.

Section III: Budget – Purchases, Reimbursements, and Modifications

Guide for Purchases by Hillsborough County

Grant recipients may request to have Hillsborough County Neighborhood Relations purchase their projects' approved budget items via a website or from a vendor's invoice. This guide is to help recipients create such purchase requests. If you have any questions, please contact your neighborhood liaison listed at [HCFL.gov/MiniGrant](https://www.hcfl.gov/MiniGrant).

1. Within the “Draw Requests” tab of the [Hillsborough County Participant Portal](https://www.hcfl.gov/MiniGrant), click “Add a Draw.”



2. Within the “Summary” window, include:
 - Summary of items to be purchased, the quantity of each, item number/code/SKU, and purchase price.
 - Indicate whether you're requesting a Credit Card Purchase (*preferred method*) from a website or vendor by phone, or for a check to be issued to the vendor. *Note: Allow 72 hours for credit card payments, check payments require a W-9 to be uploaded per the steps below and can take six to eight weeks to be mailed.*
 - Vendor/store name. Include a website link if one exists.
 - Contact name, phone number, and address where items are to be shipped (or contact information of the party who is picking up)

Example:

Ten shovels, item#/SKU code 45-665482001, Purchase amount \$451.22

Purchase from website

Home Depot: www.homedepot.com

Ship to John Doe: (813) 555-5555, 9999 Wonderful Lane, Tampa, FL 33655

Request Workflow 0 of 4

ACTION REQUIRED: This draw request has NOT yet been submitted. In the form below provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

SUMMARY

Ten shovels, item# / SKU code 45-665482001, Purchase total \$451.22
Purchase from a website
Home Depot: www.homedepot.com
Ship to John Doe: (813) 555-5555, 9999 Wonderful Lane, Tampa FL 33655

DOCUMENTATION

Upload File

DETAILS

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Miscellaneous/Other 2021/22 Funding	\$451.22	\$0.00	\$451.22	\$451.22
Totals	\$1.00	\$0.00	\$1.00	\$0.00

Last updated by: lindsey.donahue@neighborhoodliao.com on 1/11/2023 3:58:30 PM

Cancel Submit

3. Review, prepare, and upload your supporting documentation.

- Confirm the invoice does not include Florida sales tax. *Upon request, your neighborhood liaison can provide a copy of Hillsborough County's Tax-Exempt Certificate.*
- Confirm the invoice amount to be paid by Hillsborough County does not exceed the approved budget amount. If the cost exceeds the budget, the vendor can either:
 - Split the invoice amount between Hillsborough County and the grantee and note which amount is to be paid by Hillsborough County, OR
 - Provide separate invoices - one for the grantee and another for Hillsborough County.
- Use the "Upload File" function to attach all supporting documentation. This could include a shopping cart list from a website, an itemized invoice, or a list of items with prices and quantity of each.
- If payment is required by check, use the "Upload File" function to attach a completed Substitute W-9 for the vendor/store to be paid. Blank W-9 forms are available in the portal Documents folder.

4. Enter the amount you are requesting Hillsborough County to pay in the "Amount Requested" box.

5. Click "Submit"

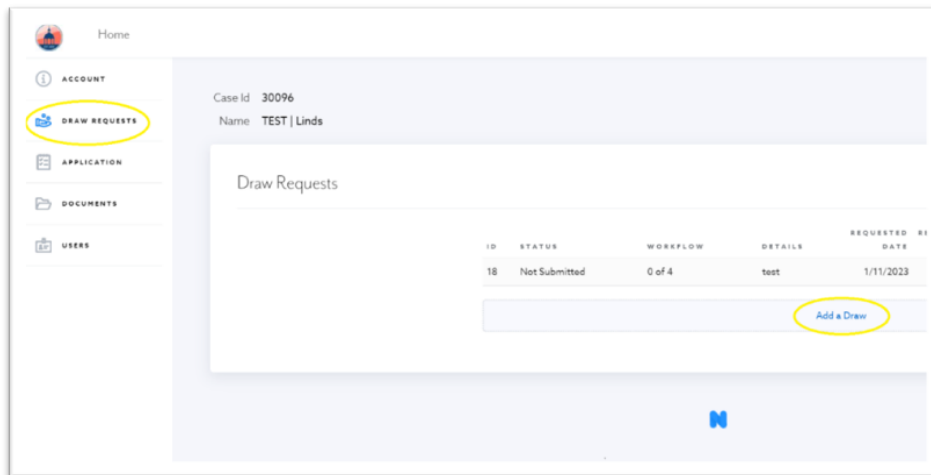
Next Steps: Your neighborhood liaison will receive a notification and will let you know if anything further is required to process your request. After the purchase is made, your neighborhood liaison will upload to the Hillsborough County Participant Portal a copy of the

purchase receipt, order confirmation, projected shipment date (if applicable), and any other details you will need.

Guide for Reimbursements

It is important to note that before any money can be spent on a Mini-Grant project, the Letter of Understanding (LOU) must be reviewed with the neighborhood liaison and then signed by the neighborhood organization president. Hillsborough County can reimburse up to the grant award amount. Grantees are responsible for paying any overages. To be eligible for reimbursement, grant recipients must follow the steps detailed in this guide. If you have any questions, contact your neighborhood liaison listed at [HCFL.gov/MiniGrant](https://www.hcfl.gov/MiniGrant).

1. Within the “Draw Requests” tab of the [Hillsborough County Participant Portal](https://www.hcfl.gov/MiniGrant), click “Add a Draw.”



2. Within the “Summary” window, include:
 - o Note that this is a Reimbursement Request.
 - o Summary of items purchased, the quantity of each, item number/code/SKU, and purchase price.
 - o Total amount to be reimbursed (including fees and sales tax if applicable).
 - o Name and contact information of the person or organization to be reimbursed.

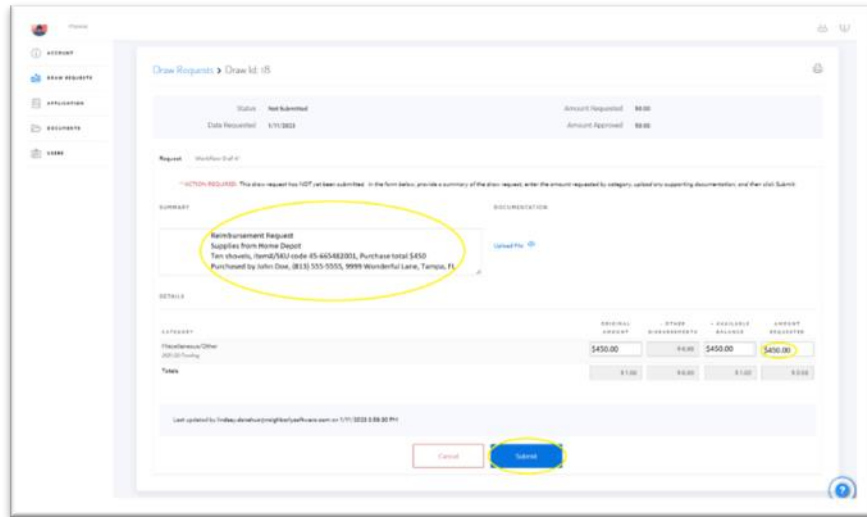
Example:

Reimbursement Request

Ten shovels, item#/SKU code 45-665482001, Reimbursement total \$450.00

Purchased from Home Depot

Purchased by John Doe, (813) 555-5555, 9999 Wonderful Lane, Tampa, FL 33655



3. Review, prepare, and upload your supporting documentation.

Note: Hillsborough County can reimburse sales taxes paid by neighborhood organizations or individuals.

- o Confirm the invoice amount to be reimbursed by Hillsborough County does not exceed the approved budget amount. If the cost exceeds the budget, the vendor can either:
 - Split the invoice amount between Hillsborough County and the grantee and note which amount is to be paid by Hillsborough County, OR
 - Provide separate invoices - one for the grantee and another for Hillsborough County.
- o Use the “Upload File” function to attach the invoice or purchase receipt. This document should include the vendor’s name and address, a list or description of the items/ services purchased and the number of each, the purchase price of each, any fees and/or tax paid, and any other pertinent details. *Please redact any bank account numbers.*
- o Use the “Upload File” function to attach proof-of-payment. This can be a receipt or invoice that shows the last four digits of the card that was charged, OR a copy of the bank statement showing the charge, OR a copy of the cleared check used to complete the purchase. *Please redact any bank account numbers.*
- o Use the “Upload File” function to attach a completed Substitute W-9 for the individual or organization to be reimbursed. Blank W-9 forms are available in the portal Documents folder.

4. Enter the amount you are requesting Hillsborough County to pay in the “Amount Requested” box.

5. Click “Submit.”

Guide for Budget Modification Requests

Mini-grant projects cannot deviate from the approved budget in the signed Letter of Understanding without prior written approval from Hillsborough County Neighborhood Relations. Requests to modify a budget due to factors outside of grant recipients' control will be considered, but they are not guaranteed. Budget modification requests that are outside of the scope of the approved project will not be considered. Examples of budget modifications that may be considered include reallocating funds from one approved budget line to another. If you have any questions, please contact your neighborhood liaison (see Section IV)

To create a Budget Modification Request:

- Email your Neighborhood Liaison and include the following information.
- Subject: Budget Modification Request – Your Organization's Name
- Email body: Describe the changes you are requesting and the reason for each change. Describe the proposed changes to each affected line item, including potential cost differences. If applicable, propose shifting of funds to alternate line items.
- Your neighborhood liaison will review the request and will let you know if anything further is required to approve your request and will notify you of approval or denial through the Hillsborough County Portal.

Example: Request to Reallocate Funding

Subject: Budget Modification Request – Lowry Homeowners Association

Details: As the Lowry HOA Mini-Grant project leader, I would like to request a budget modification for our community garden. We were able to save money on the purchase of our garden trellises so we would like to purchase more seeds to plant. We were able to save \$100 on the purchasing of the garden trellises, which was originally budgeted for \$400. We are requesting to reallocate the \$100 surplus to our "Plant Seeds" approved budget item.

Example: Request Non-Budgeted Items

Subject: Budget Modification Request – Lowry Homeowners Association

Details: As the Lowry HOA Mini-Grant project leader, I would like to request a budget modification for our community garden. We are unable to have our vertical garden trellises delivered in time to complete the project by the mini-grant deadline. We would like to purchase raised garden boxes in place of the trellises. We confirmed that the raised garden boxes are currently in stock locally and available for pick up by our project volunteers. We budgeted \$400 for the garden trellises. The raised garden boxes are estimated to cost \$300 with shipping and taxes included. We would like to reallocate the remaining \$100 to a new line item for garden tools, which also supports our scope of work and will help our

community maintain the integrity of our garden for years to come. Garden tools are not currently a line item budgeted within our signed Letter of Understanding.

Section IV: Neighborhood Relations Contact Information

We are excited to help our neighborhoods safe, healthy, and engaged neighborhoods through our Neighborhood Mini-Grant program.

If you have any questions, please contact your Neighborhood Liaison.

Liaison Contacts:

District 1 - Mary-Elizabeth Fuentes at (813) 277-1645 or fuentesm@HCFL.gov

District 2 - Gabrielle Nickerson at (813) 274-1628 or nickersong@HCFL.gov

District 4 - Wanda Sloan at (813) 307-3564 or sloanw@HCFL.gov