



SEATTLE DEPARTMENT OF NEIGHBORHOODS
 Neighborhood Matching Fund Program
Interdepartmental Review Form

Project name: Envisioning a Vibrant Community Gathering Place		Project number: S10083
Applicant group: Sustainable Magnolia		
Reviewer: Pamela Kliment		
Department: <input type="checkbox"/> Arts <input type="checkbox"/> DPD <input type="checkbox"/> Hist. Pres. <input type="checkbox"/> OED <input type="checkbox"/> HSD <input type="checkbox"/> DoIT <input checked="" type="checkbox"/> Parks <input type="checkbox"/> SDOT <input type="checkbox"/> SPU <input type="checkbox"/> P-Patch <input type="checkbox"/> Other:		Other Agencies: <input type="checkbox"/> Seattle Public Schools <input type="checkbox"/> Seattle Housing Authority <input type="checkbox"/> Other:

FEEDBACK

OVERALL PROJECT FEASIBILITY AND RELEVANCE

Does your department support this project idea? Yes No

Explain:

This is a very well thought out application for design of a public open space in a neighborhood with few neighborhood parks. As pointed out by the applicant, there are many ideas now and in the past, but a plan is needed to implement any of them.

The Parks Department will support the project by working closely with the applicant and the consultant to understand the policies and procedures of the parks department. These include the consultant hiring process and regular park reviews; these meetings will identify Parks design and maintenance needs that will need to be included in the final design.

We will assist with consultant selection (advertisement and selection), public notification and consultant selection process, the design review process and any thing else necessary to develop the schematic plan.

Are there relevant project issues that have not been addressed? Yes No

If yes, please outline the issues **AND** how can issues be addressed including any specific requirements from your department:

ISSUE:	RESOLUTION OR OPTIONS:
Outreach	It is important to continue to do wide ranging outreach including people who live near the park. We can pay for a one project sign and one mailing.
Operations and Maintenance	The Parks Department has very limited money to spend on maintenance. If the project is designed to require low maintenance, it will receive more support later on. If there is artwork, it will need to be reviewed to make sure it is safe and easy to maintain.

Interdepartmental Review Form page 2

If this project is awarded, what conditions – if any – would you recommend?

The Off leash area needs to be included as a program element in the final schematic design.

For LPF applications only:

Did the applicant address issues you raised in your LOI comments? Yes No Not Applicable

Explain:

DEPARTMENT ROLE

Did you assist the applicant or discuss this project idea with the applicant before this proposal was submitted? Yes No

Explain:

Yes, we met once and emailed several times. In addition, the applicant met with other park staff.

Who in your department should the applicant contact for advice on this project?

Name: Pamela Kliment

Phone number: 684-7556

Email address: pamela.kliment@seattle.gov

If this project is approved for funding, implementation will take place within the next 12 months.

Will there be any scheduling constraints on your department to assist? Yes No

If yes, what alternatives can you suggest for project support?

THANK YOU.

Please email completed review form to the **Neighborhood Matching Fund Program**: NMFfund@seattle.gov

For more information, please call: (206) 233-0093



City of Seattle
Seattle Department of Neighborhoods
Stella Chao, Director

September 10, 2010

Nancy Spragins
Sustainable Magnolia
3518 29th Ave W
Seattle, WA 98199

Dear Ms. Spragins:

Congratulations! Your project, Envisioning a Vibrant Community Gathering Place at Manor Park, has been awarded \$20,000 from the Neighborhood Matching Fund. We received 56 applications for this extremely competitive round and you are one of 34 projects being awarded.

To move forward, your organization must fulfill the following award conditions or questions by October 15, 2010:

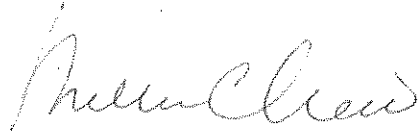
- Review and respond to comments from the Parks and Recreation Department.
- Revise timeline to begin project in October 2010 or later.
- Conduct a fair and competitive process to select contractors, vendors, or consultants. This process is required for goods and services valued at \$5,000 or more. You must have a signed contract before you start this process.
- Eliminate \$600 for facilitators and use these funds for translated materials and interpreters for community meetings.
- Any person or organization that is part of the steering committee, applicant organization, or who participated in developing the proposal cannot be paid with matching fund dollars for work on this project.
- An individual or business that will be paid for any project-related work cannot additionally pledge volunteer time nor donate other goods or services to the project.
- Websites supported with matching fund dollars cannot contain or be linked to other websites that are related to advertising, fundraising, political, or religious content.
- Ensure that any design or physical project addresses ADA accessibility needs.
- Your project may be required to display signage or other outreach materials in one or more of the top tier languages, as identified by the City of Seattle.
- The project may be required to provide interpreters and translation services for public events, meetings, etc. Work with your project manager to develop a budget and advise us if additional resources are necessary.
- Provide fiscal sponsor name, contact information and federal tax identification number.

Once you fulfill the award conditions, an agreement may be executed with the Department of Neighborhoods to implement this project. After your organization has a fully signed agreement with the City, you may begin spending the funds awarded. Committed match resources to this project can be counted anytime after the July 12 application deadline.

Please contact your NMF Project Manager Laurie Ames, at 206-684-0320 if you have any questions or need assistance.

Again, congratulations on your Neighborhood Matching Fund award!

Sincerely,

A handwritten signature in cursive script, appearing to read "Stella Chao".

Stella Chao, Director
Seattle Department of Neighborhoods