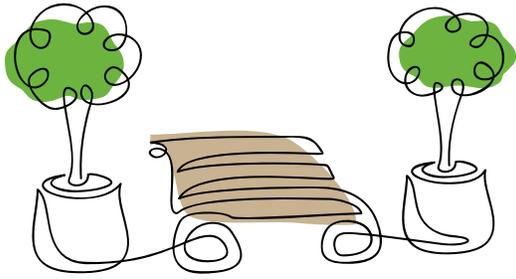


Community Project Selection Process



Seattle | October 2011–Fall 2012

The winner of Seattle's Neighborhood Waste Reduction Rewards competition will receive a \$50,000 community improvement project. Following is a description of the process, schedule, responsibilities and project criteria whereby the project is selected and constructed. Please contact Signe Gilson at (206) 859-6706 if you have any questions about this process.

Process

I. Solicit Projects

Goal: Distribute Community Project Proposal forms broadly and receive at least 10 project proposals that meet project criteria.

Oct-Dec 2011 CleanScapes distributes Community Project Proposal forms to Neighborhood groups and public locations.

Community Councils, neighborhood groups and other residents and businesses distribute Project Proposal forms.

January 31, 2012 Deadline to submit Community Project Proposal forms.

II. Screen Projects

Goal: Identify projects that meet CleanScapes criteria. Accurately determine their cost.

February 2012 CleanScapes reviews and provides cost estimates for all projects.

March 2012 CleanScapes submits approved project proposals (including cost estimates) to the Project Selection Committee.

III. Select Project

Goal: Project Selection Committee has the information they need to make timely decisions on project(s) to be constructed.

February 2012 Community Council Chairs within the Tuesday North collection area agree to represent their organization on the Project Selection Committee or assign another member. Selection committee meets to discuss responsibilities, schedule and to identify a committee contact/chairperson.

March/April 2012 Committee reviews eligible projects and identifies project(s) valued at \$50,000 or less for construction.

Responsibilities

Project Champion

- ▶ Present project to Project Selection Committee.
- ▶ If project is selected, assist in City of Seattle approval process.
- ▶ Participate in implementation planning.
- ▶ Serve as project liaison to winning neighborhoods.

Project Selection Committee:

- ▶ Select a committee chair who will serve as the committee contact person, convene and organize selection committee meetings, facilitate meetings and coordinate communication among members.
- ▶ Select the project(s) for construction from the list of eligible proposals. Project(s) selected must not exceed \$50,000 as estimated by CleanScapes.
- ▶ Meet project deadlines for project(s) selection.

CleanScapes:

- ▶ Request that the Community Council Chairs located in the winning area identify a representative to serve on the Project Selection Committee. Attend committee meetings.
- ▶ Review all project proposals, determine eligible project(s) and their cost and submit to selection committee.
- ▶ Work with the City of Seattle to obtain required project approvals.
- ▶ Construct the project(s).
- ▶ Provide routine maintenance such as painting benches or signs. Repair routine damage due to normal wear and tear.

City of Seattle:

- ▶ Assist with approval/permitting process for selected project(s).
- ▶ Coordinate with City Departments, as needed.

Project Criteria

Projects will be evaluated by CleanScapes using the following criteria. Projects meeting the criteria will be submitted to the Project Selection Committee.

1. The proposed project must be a capital improvement project easily accessible to the public, such as:
 - ▶ playground equipment
 - ▶ public bench
 - ▶ community garden structure or shed
 - ▶ information kiosk
 - ▶ bike rack
2. Amenities such as signage and public art will be reviewed on an individual basis. Projects that are a discrete part of a larger project will be reviewed on an individual basis. Public works projects or repairs (sidewalks, speed bumps, drainage ditches) or one-time service projects (e.g., neighborhood clean ups) would not qualify.
3. Award money can be used to fund more than one project if each project meets the criteria.
4. The project(s) must be located in the winning neighborhood collection area (see map).
5. Project design and required permits or approvals must be completed by October 2012. The project must be completed by December 2012. "Shovel ready" projects that meet the criteria are encouraged.
6. The total cost of project(s) including materials and labor is not to exceed \$50,000. Professional fees (e.g., architects, lawyers) are not included. Licensed labor (plumbers, electricians) and permit/approval fees can be included as part of the \$50,000 project cost. Routine, ongoing maintenance will be provided by CleanScapes.



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