

VOLUNTEER PARTNERSHIP PROGRAM

GUIDELINES

A. PROGRAM SUMMARY

Under the Volunteer Partnership Program, volunteer groups, or organizations may obtain assistance with property improvement projects. The goal of the Program is to help individual homeowners with visible improvements to their properties, and to beautify neighborhoods, by building and using volunteer partnerships.

B. PROCEDURES

Eligible volunteer groups or organizations may submit a Volunteer Partnership Program application to the Ogden City office located at the address listed below. Multiple projects may be included in one application. The application will include a detailed scope of work for each Volunteer Partnership project. Applications will be reviewed by Ogden City staff to assess project needs and best use of Ogden City funds, and the level of funding to be approved.

Once a Volunteer Partnership project is approved, Ogden City staff will meet with the volunteer organizers to develop a final budget, schedule and plan of action. Ogden City will enter into a Grant Agreement with the Volunteer Group or Organization. Ogden City funds will only be disbursed for materials and supplies, or Contractors for service, with supporting documentation.

C. REQUIREMENTS

1. Volunteer Group/Organization Qualifications:

- a. Size: Minimum of five volunteers who would perform physical labor and/or administrative duties.
- b. Formal Organizations: Ogden City may enter into a Grant Agreement with a corporation, a non-profit organization, or religious body or an individual Volunteer Committee Chair affiliated with one of the above.
- c. Informal Group: A volunteer group of five or more individuals may undertake a project. Ogden City may enter into a Grant Agreement with the individual designated as the Committee Chair.

2. Property Qualifications:

- a. The Program is available citywide for owner-occupied homes. Priority will be given for projects in the East Central Planning Community.
- b. Property Standards: The rehabilitation work must comply with the Building Code adopted by Ogden City.
- c. Zoning: The home and property must be in compliance with applicable zoning regulations.

3. Work Items:

- a. Eligible Work Items: The scope of work will be approved by Community Development Staff, and will include items that are determined to stabilize

deterioration and improve the appearance of the home and property. This may include items such as exterior home repair, painting, fencing, concrete, cleanup, and landscaping (including sprinklers).

- b. Contracted Work Items: Any work which requires a building permit must be performed by a contractor licensed for that type of work. This may be donated work or paid by Volunteer Partnership Program funds.
- c. Historic Preservation: Community Development Staff will determine the effect of the work on a historic or potentially historic building, and will direct volunteers in modifying the scope of work to eliminate adverse effects. Properties on the Ogden City Landmarks Register will follow the procedures established by ordinance, including staff and/or Landmarks Commission review.

D. GRANT TERMS

- 1. Maximum Grant Amount: \$1,000, based upon eligible scope of work and available funds.
- 2. Uses of Funds: Funds may be used to pay for materials and equipment, as well as to pay for contracted work which the volunteers are not qualified to perform. Volunteer labor is not eligible for reimbursement.
- 3. Disbursement: Funds are paid to vendors, suppliers, and contractors. Upon prior approval, funds may reimburse a volunteer committee member for documented costs paid to vendors, suppliers, or contractors.

For more information, contact:

Ogden City
Community Development Division
2549 Washington Blvd. Suite 120
Ogden, UT. 84401
801-629-8940
info@ogdencityhomes.com
www.ogdencityhomes.com

Volunteer Partnership Application

☐ Informal Volunteer Group, or
☐ Volunteer Organization Name: _____
 Committee Chair: _____
 Work Phone _____ Cell Phone _____

Project Address _____
If more than one project address, please include a list of all projects as an attachment

Schedule (Start & Completion Estimate): _____

Project Scope of Work

Uses of Funds:

Amount Materials or Supplies to be Purchased

The information provided above is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of such information for purposes of verification related to my/our application for financial assistance. I/We understand that any willful misstatements will be grounds for disqualification. I/We hereby acknowledge receipt of the Volunteer Partnership Program Guidelines and agree to comply with procedures and requirements specified therein.

Committee Chair: _____	Date _____
Committee Member: _____	Date _____
Committee Member: _____	Date _____
Committee Member: _____	Date _____
Committee Member: _____	Date _____