

## NEIGHBORHOOD BLOCK WATCH (NBW) FREQUENTLY ASKED QUESTION (FAQ)

When does the NBW grant application open?	The first business work day in January.
When does the NBW grant application close?	The first Friday in February at 4 p.m.
How much money is awarded to neighborhood associations?	A maximum grant amount that can be applied for is \$10,000. Organizations that have been in existence for six months or less, may only apply for a maximum of \$1,000.
Are alley cameras included in prohibited category?	Grant applicants can partner with Neighborhood Services Department (NSD) to purchase graffiti cameras, which are monitored by NSD personnel (not the neighborhood residents). An employee of NSD would need to be a signer on the contract.
Are entrance fees for a children's end-of-the-year banquet eligible to be paid for with NBW grant funds? Are the parent's fees eligible?	If the entrance fees include food and/or beverages, the fees for children/parents cannot be paid for with NBW grant funds. If no food/beverages are served, the request to pay for fees must go before the NBW Oversight Committee for discussion/vote.
What is the web path to the Neighborhood Block Watch mailbox?	<a href="mailto:nbwgrants.ppd@phoenix.gov">nbwgrants.ppd@phoenix.gov</a>
Can a radar gun be purchased through a City of Phoenix purchase order from a City contracted vendor?	Police Fiscal Management Bureau states that a radar gun cannot be purchased using a City of Phoenix purchase order or using a City contracted vendor. Block Watches must make the purchase directly from a vendor using their awarded NBW grant funds.
What is deadline for registering a new Block Watch with the Phoenix Police Department or Neighborhood Services?	The deadline for registering a new Block Watch is the same due date as the grant application, the first Friday in February at 4 p.m.
If a Block Watch registers with Neighborhood Services Department at the end of January, using Neighborhood Services Department on-line form, is that sufficient time to apply for a grant as long as the Block Watch had previous meetings?	Block Watch associations registered with Neighborhood Services Department are eligible to apply for a grant if they are registered by the deadline. It is not recommended waiting until the last Friday in February to submit a registration form to Neighborhood Services Department.
Block Watch agendas - what dates throughout the year should they be held? Is it still July 1 <sup>st</sup> Dec 31 <sup>st</sup> or is it until the first Friday in February?	The meeting requirement is AT LEAST FOUR meetings - in separate months during a calendar year (January - December). The required documentation does not necessarily have to be an official meeting agenda. Documentation could be a meeting agenda, the minutes from a meeting, a flyer for the meeting, etc. However, the submitted documentation must include the crime

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suppression topic of the meeting. Do not submit personal information on meeting sign-in sheets (names, phone numbers, addresses, etc.), only the number of attendees at the meeting.

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To receive a \$1000 award, how many meeting agendas are needed for a new Block Watch, which has only been in existence less than six months?

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None

Are two agendas/meetings needed for a \$1000 grant application?

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No

Is it too late to have a Block Watch meeting prior to the end of the calendar year?

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A Block Watch meeting to count towards the four meeting requirements, could be held until January 31.

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If a neighborhood association has metal Block Watch signs in their area, is participation from the neighborhood residents valuable?

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The City of Phoenix recognizes the important role that metal Block Watch signs can play in announcing that a neighborhood has united to prevent crime. Experience has proven that metal Block Watch signs are NOT a substitute for active resident participation in the program. Signs by themselves do not necessarily discourage criminals.

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Are cell phones available for Block Watches?

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Cellular phones purchased with NBW grant funds for the purpose of Phoenix Neighborhood Patrol and Block Watch activities, can be funded up to a maximum limit of \$480 per phone for the grant year. Grant funds cannot be used to pay phone charges for long distance or special fee phone calls.

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Will I be reimbursed for my car when I am patrolling my neighborhood?

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Fuel for Phoenix Neighborhood Patrol and graffiti abatement can be funded up to a maximum limit of \$1000 per group. Restrictions apply.

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Will the grant program pay for speed bumps?

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Lawful traffic mitigation devices must be specifically tied to crime prevention. Contact the Street Transportation Department at 602-495-0242 for information on the Speed Hump Program or visit their website at <http://www.phoenix.gov/STREETS/speedhmp.html>.

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My Block Watch needs two-way radios and a police scanner. Will the grant pay for these items?

The following can only be purchased in conjunction with a Block Watch or Phoenix Neighborhood Patrol program: two-way radios; police scanners; walkie-talkies; binoculars; bicycles; equipment/supplies (helium, port-a-johns, and promotional/marketing tools, PNP magnetic signs, and rentals).

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How can a Block Watch purchase metal Block Watch signs?

Only Block Watch associations registered with the Phoenix Police Department may order and install metal Block Watch signs. The City of Phoenix Police Department Block Watch Coordinator (602-495-0597) will verify the group is a registered, active group.

The Phoenix Block Watch Advisory Board has standardized a metal Block Watch sign so they will be more instantly recognized.

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Whom should a Block Watch contact to purchase Block Watch signs?

Contact: **City of Phoenix Police Department** at (602) 495-0597 for more information about the Block Watch program.

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How should Block Watch signs be placed in my neighborhood?

Signs are most effective when placed on private property where they intercept intruder paths or on the corners of the perimeter streets of a Block Watch or Neighborhood Association.

The Street Transportation Department in conjunction with the Phoenix Police Department provide guidelines in an effort to help neighborhood groups know the key information as to how they may receive authorization to install metal Block Watch signs. By following guidelines, you ensure that metal Block Watch signs do not conflict with necessary traffic signs and do not present a hazard to pedestrians, bicyclists, or motorists.

The City of Phoenix DOES NOT manufacture, neither installs or maintains metal Block Watch signs, nor provides the hardware needed to install them.

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What are the guidelines for placement of Block Watch signs?

Signs should be installed on private property at strategic locations where they can do the most good. Special care should be taken to make sure they do not detract from view of important traffic control signs.

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Block Watch associations must provide its own mounting hardware, post, and installation at their expense.

Signs must not be mounted on telephone poles without first obtaining express written permission from the respective telephone company.

Permission must be obtained from the property owner before mounting any signs on private property.

Maintenance of the signs is the block Watch association's responsibility. Any sign that is damaged, defaced or in any deteriorating condition breeds disrespect and should be promptly repaired, removed or replaced.

If a neighborhood association is no longer active or disbanded, the Block Watch sign/s must be removed.

Metal Block Watch signs will not be personalized.

Failure to comply with these guidelines may result in the removal of sign/s by the City of Phoenix.

For more Information Contact:  
**Street Transportation Department** at  
(602) 262-4659 for questions regarding the placement and approved hardware for metal Block Watch signs.

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What is the cost of a metal Block Watch sign? \$16 each

Metal Block Watch sign order forms can be obtained through your Community Programs Coordinator, your Community Action Officer, on-line at [www.phoenix.gov/POLICE](http://www.phoenix.gov/POLICE) or at a Phoenix Block Watch Advisory Board Meeting.

Make check payable to the Phoenix Block Watch Advisory Board, Inc.

In the event your check is returned for insufficient funds and the funds are not collected, the Phoenix Block Watch Advisory Board will retrieve the sign/s.

Please allow 2 to 3 weeks from receipt date of your order and payment for delivery of signs.

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Can I pay an accountant to complete the required reports of spending of grant funds?	No, this is an ineligible item.
Should we purchase pepper spray or a stun gun to use when we patrol our neighborhood?	No, weapons of any type are ineligible items.
Can I use my bank to set up a checking account if I receive grant funds?	All recipients' grant funds will be deposited into a bank checking account with the City of Phoenix listed as a co-signer on the account. All checking accounts will be centralized at the Downtown Chase Bank. Checking accounts must contain grant funds <u>ONLY</u> .
I do not understand the budget page of the grant application.	Please call 602-262-6131 and asked for a Neighborhood Block Watch analyst. An analyst is available Monday through Friday, 8 a.m. to 5 p.m. and can assist individuals in completion of the budget page, application, and answer any questions.
If I do not get funded, is there an appeal process?	Appeals must be submitted within six weeks after the date on the Award Notification letter that groups receive towards the end of June. An appeal request should be sent by e-mail to <a href="mailto:nbwgrant@phoenix.gov">nbwgrant@phoenix.gov</a> . NBW staff will notify groups of the date that their appeal will be heard by the Neighborhood Block Watch Grant Program Oversight Committee.
Our Block Watch would like to take the neighborhood residents to Disneyland at the end of the grant. Is this okay?	No, entrance or admission fees for any in-state and/or out-of-state non-educational field trips, including water and amusement parks, are ineligible items.
Are police scanner considered surveillance equipment?	No
Is there a workshop to fill out a grant application?	There is a PowerPoint and written directions on the NBW website to assist applicants in completing a grant application. If additional assistance is needed, grant applicants may contact NBWGP Analysts at 602-232-6131.
Due to increased crime in our neighborhood, we wish to request a reallocation of grant funds toward the acquisition of several graffiti cameras.	Because the cameras would have to be monitored by Neighborhood Services Department (NSD), it is not an allowable expense. For the graffiti cameras to be purchased, your group would have had to partner with NSD when you submitted your original grant application. The only situation in which grantees are allowed to buy cameras is in

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partnership with Neighborhood Services Department. Your original grant was not in partnership with NSD and cannot be changed now.

Staff's recommendation is to partner with NSD on a future grant application and request the cameras in your grant budget. You must acquire NSDs permission to list them as a partner on your application and a signer on your contract.

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A signer on our grant moved out of the neighborhood and can no longer be a signer. What do we do?

The remaining signer(s) must contact NBWGP Staff with a replacement signer contact's information. All partners must sign a contract amendment replacing the old signer with the new signer. The new signer must also sign the signature card at Chase Bank.

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How do we obtain a copy of our signed grant contract?

To obtain an electronic copy of your official Neighborhood Block Watch Grant Program contract, please go to the following website <http://www.phoenix.gov/APPINTRO/offrec.html>. Accept the usage agreement, choose advanced search options, click on the checkbox next to contracts, scroll to the bottom of the screen and in the box under Search by Document ID Number enter you contract number.

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Can grant contract signers be from the same neighborhood?

There are at least two signers on a contract and a signer must be from each partnership.

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