

Village of Friendship Heights
New initiatives project

Friendship Heights strives to be a safe, attractive, welcoming, and convenient community that serves the needs of an increasingly diverse population.¹

Program Description

The Friendship Heights Village Council (the Council) wishes to acknowledge and recognize the aspirations, expertise, creativity, and experience of individuals and organizations within the Village. Residents may have ideas to support improvements to the quality of life of Village residents, including suggestions for enhanced or additional services to improve any aspect of our community, or to create the best environment possible.

The Village budget for fiscal year 2025 contains an appropriation of \$4,000 to support one or more initiatives.

Program Eligibility

Through this announcement, The Council solicits ideas from individuals and organizations with those ideas. Village staff and Council members are ineligible to apply.

How to Apply

Propose ideas with a subject line “New Idea” via letter or email addressed to:

Village Manager
4433 Friendship Boulevard OR info@friendshipheightsmd.gov
Chevy Chase, MD 20815

Letters of interest shall:

1. Be postmarked or dated no later than February 10, 2025.
2. Describe in no more than 250 words the idea proposed, along with data, argument, or other information that substantiates the need for what is proposed and the source of that information, if available.
3. State whether the proposer wishes to implement the idea or request that the Village staff work to identify a vendor or organization that can perform the work and/or implement the idea at a cost not to exceed \$4,000.
4. Include the timeframe for completion of the idea or project.
5. Include a proposed budget of no more than \$4,000 detailing on what items funds, if awarded, will be spent.
6. Provide the name, address, telephone number, email address, street address with office or residential unit number, city, state, zip code, and organizational

¹ See the Village’s Strategic Vision and Strategic Goals at friendshipheightsmd.gov at Strategic-vision-statement-FHV.pdf, adopted by the Village Council on 12/12/16.

position (if any) of the individual, representative, or organization submitting the letter. If the letter is from an organization, the individual submitting the letter shall provide on a separate page a letter documenting that they are authorized by the organization to submit the letter on its behalf.

The Village Manager shall screen proposals submitted for completeness. He or the Village staff may contact the proposer and request any additional information required. Any additional information must be received by the Village Manager and postmarked or dated no later than February 10, 2025. Proposals or information received after February 10, 2025, shall not be considered for an award.

The Village Manager may contact one, none, or more than one person or organization to discuss the proposal in further detail and/or to solicit additional information in writing and/or to further substantiate the need for what is proposed.

One whose name is listed in the letter may be asked to make a presentation to the Village Council at one or more of its regularly scheduled meetings.

Proposal evaluation process

The Village Manager shall strip any identifying information from any letter of interest before it is submitted to the Village's Community Advisory Committee (Committee) or Council.

The Committee shall first review and evaluate any letters of interest received from the Village Manager using the point system below. No Committee member who has submitted a proposal shall be present during the discussion or scoring of any proposal.

A list ranked by points scored by the Committee shall be returned to the Village Manager by **March 3, 2025**.

The Village Council is not bound to accept the rankings of the Committee in its award decisions.

The Village Council at its sole discretion shall ultimately determine the merit of each proposal, the points awarded, if any, and the amount of the award.

Criteria

Criteria to be used by the Community Advisory Committee to make recommendations are:

1. The number of residents proposed to benefit from the proposed award (30 points).
2. The information submitted to support the proposed award (5 points).

3. How the idea will benefit and have a positive impact on residents of the Village or Village life including enhanced community engagement or participation in community events (40 points).
4. Evidence, if available, that the idea has been attempted successfully elsewhere (5 points).
5. The experience of the organization or individual receiving the award with project management (if the proposer is listed as seeking responsibility for implementing the proposal (5 points).
6. The likelihood of completion of the project in the timeframe proposed (10 points).

Award information

The Council, at its sole discretion, shall determine how funds will be disbursed. Council may make no awards or award no more in total than \$4,000 to one or more entities from the New Initiatives line item of the FY 25 Village budget. Submission of a letter of interest or proposal does not guarantee an award.

Regardless of the proposal's content and recognizing that some individuals or organizations in the Council's sole discretion may not have the wherewithal or capacity to implement their ideas, the Council may choose to implement the idea itself with funds from the New Initiatives line item or from other line items.

No award shall be of benefit or inurement to a single individual. Funds may not be used to reimburse salary, wage, hourly costs, or other personnel costs.

No award shall be made to any member of the Council, Village staff, or any individual participating in making a recommendation to the Council about the priority or merit of any award.

Any award will come with the responsibility to provide a written report to the Village Council by a date specified upon award which describes the project's accomplishments or such other information as the Council shall require.

An award during the Village's FY 2025 (July 1, 2024-June 30, 2025) is no guarantee of any further or future award in any subsequent fiscal year.

Applicants will be notified of the Council's decision.

Questions about this solicitation

Questions regarding this solicitation shall be directed to the Village Manager at the postal or email address listed above. Answers to questions about this solicitation of general interest to potential applicants will be shared on the Village website.