



## KEEP PALM BEACH COUNTY BEAUTIFUL, INC.

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# PALM BEACH COUNTY THOROUGHFARE BEAUTIFICATION GRANT PROGRAM FY 2013-14 GRANT - FACT SHEET

for State Thoroughfares (Application Package Issued January 2010)

*The following is intended only to provide a basic overview of this matching grant program in order to evaluate the eligibility of a proposed project, and to assist potential applicants with determining their interest in receiving the complete grant application package for the next grant cycle.*

*The following information is based on the year FY 2013-14 application criteria. However, the program criteria are subject to revision each year.*

### **Grant Purpose**

The purpose is to assist with the allocation of designated landscape funds to enhance the appearance of state thoroughfares in Palm Beach County and protect and improve the quality of our environment. The enhancement of older, existing landscape projects with additional landscape material will be considered.

### **Grant Match / Cost Sharing**

This grant requires a minimum 50% match by applicant, unless Rural Economic Development Initiative (REDI) exempt. Please visit <http://edis.ifas.ufl.edu/fe426> for information on REDI. Favorable consideration is given in the evaluation process to applicants providing a match in excess of 50%. The uses of certain in-kind services, including donated materials and labor, may be applied toward applicant's match.

### **Landscape Maintenance and Litter Control**

Applicant must provide (or arrange for another entity to provide) a commitment for the perpetual care of installed landscape projects. In addition, applicant shall become entirely responsible for perpetual litter control of the entire project area.

### **Eligible Applicants**

Potential applicants include, but are not limited to, the following legal entities: municipalities and other government entities. Applicants must be able to enter into grant contractual agreements with the state and must meet requirements regarding insurance, maintenance, etc. **Any entity that has not closed out an outstanding grant that was awarded/allocated by the MPO in 2008 or earlier, including submittal of the required close-out documentation, by the upcoming application due date, shall be ineligible to apply in the application process.** (Applicants that have received previous grant awards for projects that have been abandoned and the grant funds unencumbered are eligible to apply, but the new grant request will be scored slightly lower.)

### **Eligible Roadways**

Matching grants are available for state thoroughfare landscape beautification projects on *designated* Florida Department of Transportation (FDOT) right-of-ways. To verify that the proposed project is eligible for grant consideration, contact Randy Willich, FDOT District IV Grant Coordinator by emailing the exact project limits (a dimension from a "known" such as a dimension from an intersection before or after project limits) of the proposed project to [Randy.Willich@dot.state.fl.us](mailto:Randy.Willich@dot.state.fl.us).

### **Application Requirements**

Applications must include Conceptual Landscape Design that is FDOT safety criteria compliant prepared by a FDOT pre-qualified Florida Registered Landscape Architect (or a firm's LA of record) experienced in FDOT roadway landscape design and streetscape principals. The Conceptual Design must include a "planting and hardscape" scheme development and preliminary costs. This includes delineation of all proposed landscape improvements: plant materials, tree grates, pavers, accent lighting and areas to be irrigated. Irrigation costs can be provided as a lump-sum basis, but major elements should be itemized and justified. Irrigation plans do not need to be submitted. Any above ground irrigation equipment and points of electrical and water source connections should be included in the costs and shown on the conceptual landscape plans to show feasibility. Water meter connection costs, permit fees and impact fees are not covered under this grant program. Sightlines per FDOT Design Standards Index 546, and the Horizontal Clearance Dimension per Index 700, need to be shown on the conceptual plans. Above ground irrigation equipment and landscape plantings should be kept out of clear sight windows per Index 546.

### **Role of Keep Palm Beach County Beautiful, Inc., as Grant Program Administrators**

Since 1994, the Metropolitan Planning Organization (MPO) has designated Keep Palm Beach County Beautiful, Inc. (KPBCB) as program coordinator to facilitate and administer the grant application process. KPBCB prepares the application packages and solicits, reviews, and recommends projects for grant funding to the MPO. Keep Palm Beach County Beautiful, Inc. (formerly Beautiful Palm Beaches, Inc.), is a 501(c)(3) non-profit, volunteer-based organization, which serves as Palm Beach County's affiliate of Keep America Beautiful, Inc.

### **Funding Source**

Grant awards for this program come from the Metropolitan Planning Organization (MPO), the agency responsible for allocation of Florida Dept. of Transportation (FDOT) funding for state transportation projects in Palm Beach County.

### **Grant Amounts**

A total of \$400,000 in grant funds is available for FY 2013-14 for this RFP release. No maximum grant request applies; however, a \$50,000 minimum grant request (for a project costing \$100,000 or more) does apply for each requested project.

### **Cost Eligibility** (See application instructions for further details).

The following items are eligible for state funding as grant requests and/or matches:

- Vegetation Materials (trees, shrubs, ground cover) and Vegetation Installation - Labor & Planting Materials (mulch, planting backfill, fertilizer, stakes, etc.) combined, must equal or exceed 50% of the all project costs. All other costs below can be applied in any combination (except Design and Post-Design Fees, which are limited to 10%).
- Supportive Irrigation System
- Water by Truck During Installation only when water restrictions prohibit irrigation use (not eligible if an irrigation system exists or is funded by the project)
- Authorized Sidewalk Cuts / Removal to install trees
- Tree Grates, Decorative Paving, and Decorative Lighting
- Removal of Invasive Exotic Plants
- Establishment Period Maintenance (excluding water by truck)
- Design and Post-Design Fees (may not exceed 10% of total project cost). *Note: Design and Post-Design fees typically exceed 10% of total project costs. Post Design includes bidding assistance and site observation visits and reports by the Landscape Architect.*
- Traffic Control (maintenance of traffic during landscape installation)

The following items are **not eligible** as grant requests and/or matches:

- Costs for permits, construction administration (managing contractor, approving contractor's requisitions for payments, etc.), continuing annual maintenance after the establishment period, litter control, and utility connections and impact fees for irrigation system water and electric.
- Demolition or construction of items such as sidewalks, roadway curbs, fences, walls, fountains, signage, and other hardscape items
- Costs for site preparation, clearing and grubbing, earth moving or fill (to raise grade level)
- Annual flowers.

**Grant Program Timeline**

The grant application and accompanying cover letter, instructions and evaluation form will be available online at [www.keepPBCbeautiful.org](http://www.keepPBCbeautiful.org). Look for the link titled "Palm Beach County Thoroughfare Beautification Grant Program." Please call (561) 686-6646 or email [keepPBC@bellsouth.net](mailto:keepPBC@bellsouth.net) for answers to questions on the current grant application. Please note that the annual grant cycle timeframes may vary from year to year. Potential applicants should check the KPBCB website at [www.keepPBCbeautiful.org](http://www.keepPBCbeautiful.org) for future grant cycles and application deadlines.

**January 2010** – Release of supplemental Request for Proposal (RFP) covering the 2013-14 grant year.

**May 28, 2010** – Completed applications are due to the KPBCB office by 3 p.m.

**June 2010** – Review and evaluation of applications by KPBCB Grants Advisory Committee.

**July 2010** – KPBCB recommendations forwarded to the Metropolitan Planning Organization

**August 2010** – KPBCB notifies approved applicants.

**(tentative) Plan Review Timeline (See Flow Chart)**

**1. Grant Application Plans reviewed for completeness following MPO notification of Grant award**

- Grant award funding programmed by FDOT
- FDOT and Grant Awardee Kickoff Meeting to initiate grant cycle
- FDOT DLA / Grant Coordinator review grant application plans for completeness
- Initial plan review comments returned to the Agency/Designer: by 3 weeks

**2. Agency/Designer Submittal of Revised Plans Due Date: 3 weeks after receipt of initial FDOT comments**

- FDOT 2nd plan review for completeness (DLA and Grant Coordinator) 1 to 2 weeks
- Completed plans distributed for review to FDOT Units (Design, Drainage, Traffic Ops, Maintenance, Program Mgt, Permitting, Utilities, Construction) via the FDOT Electronic Review Comments (ERC) System

**3 . FDOT Approved of Final Plans**

**4. Agency/Designer Draft Joint Participation Agreement (JPA )/ Maintenance Memorandum of Agreement (MMA) Support Documents Submittal: within 1 week of Approved Plans**

MMA	JPA
4 Sets of 8 ½" X 11" Plans	4 Sets of 8 ½" X 11" Plans
1 Set of 11" X 17" Plans	1 Set of 11" X 17" Plans
4 Cost Estimate – 8 1/2" X 11"	
4 Maintenance Plans– 8 ½" X 11"	
4 Exhibits (A, B, C & D)	

**5. Agency notifies FDOT Grant Coordinator of Agency Commission meeting agenda date. Agency Contact monitors progression of agreement execution status and returns Agreements to FDOT once signed**

**6. Final Signatures by FDOT for fully Executed JPA/MMOA**

**7. FDOT sends Notice to Proceed (NTP) Letter to Agency**

**8. Agency submits for FDOT Permit**

**9. Project completed and invoiced by 24 Months from Date of Agreement**

### **Payment of Grant Funds**

Grant funds are paid on a reimbursable basis after project installation. A certification of completion by the landscape architect of record must be provided with the request for reimbursement from the granting agency at which time the FDOT DLA/Grant Coordinator will inspect the project to see that the project complies with the intent of the grant and FDOT safety criteria. Upon the successful inspection of the project, the Agency will be notified to submit invoices to FDOT for payment. No invoices for work occurring before the execution of the Joint Participation Agreement (JPA) will be reimbursed.

### **Evaluation Criteria**

Project applications are evaluated by a panel of KPBCB professionals in the fields of landscape architecture, horticulture, forestry, and roadway / traffic engineering.

Projects are ranked according to an evaluation form included in the application package. Evaluation categories include the following:

- Basic Eligibility Requirements Met including Resolution from Governing Body approving Grant Application
- Previous Grant Status
- Previous Maintenance History
- Clarity of Application
- Community Values
- Community Support
- Environmental Value
- Cost Sharing
- Visibility
- Design Quality