

FY 2009

Instructions to Applicants
PALM BEACH COUNTY THOROUGHFARE BEAUTIFICATION GRANT
RFP for State Thoroughfares
Prepared by the
Keep Palm Beach County Beautiful, Inc. Grants Advisory Committee

1. ROLE OF KEEP PALM BEACH COUNTY BEAUTIFUL AS GRANT ADMINISTRATORS:

Since 1994, Keep Palm Beach County Beautiful, Inc. (formerly Beautiful Palm Beaches, Inc.), a 501(c)(3) non-profit, volunteer-based organization, has been designated by the Metropolitan Planning Organization (MPO) as program coordinator to facilitate the administration of this grant application process. The purpose is to assist with the allocation of designated landscaping funds to beautify state designated thoroughfares. The MPO is the agency that is responsible for allocation of Florida Dept. of Transportation (FDOT) funds for state transportation projects in Palm Beach County.

The KPBCB Grants Advisory Committee is comprised of KPBCB Board Member volunteers who are professionals in the fields of landscape architecture, horticulture, forestry, and engineering.

2. ORGANIZATIONAL BACKGROUND OF KEEP PALM BEACH COUNTY BEAUTIFUL:

Keep Palm Beach County Beautiful, Inc. is a grass-roots volunteer-based organization formed in 1988, and received certification in 1994 as Palm Beach County's affiliate of Keep America Beautiful, Inc. The non-profit organization is dedicated to improving the quality of life in Palm Beach County through litter prevention education, beautification efforts and environmental stewardship.

3. GRANT INFORMATION AND REQUIREMENTS:

This application process is used to apply for State Metropolitan Planning Organization (MPO) matching grant funds.

SOURCES OF FUNDING

In 1994, Keep Palm Beach County Beautiful, Inc. (KPBCB) facilitated the budgeting of a new funding source through the MPO (Metropolitan Planning Organization) to assist in the beautification of state thoroughfares throughout Palm Beach County. Since its inception, this grant program has enabled millions of dollars in thoroughfare beautification projects to be implemented with leveraged funds.

GRANT PURPOSE

Matching grants are available for thoroughfare landscape beautification projects on the state highway system in Palm Beach County. Verify that the proposed project is located along a roadway that has been officially designated as a state thoroughfare, eligible for grant consideration, by enclosing documentation from FDOT in the grant application package. Such documentation shall also show verification that Applicant's proposed project is not in conflict with the ultimate road configuration. State MPO grants are only available for landscape improvement projects (or portions of projects) on state thoroughfares falling entirely within the state right-of-way, including such roads traversing municipalities.

This grant program cannot be utilized to satisfy Conditions of Approval for Land Development Projects, but can be used to add plantings to such projects to enhance the original required code plantings.

A series of questions within the application and verification with FDOT (Florida Department of Transportation) will determine project eligibility for MPO funds.

NOTE: Landscape and hardscape improvements that are hidden behind walls and fences or otherwise not entirely visible from the thoroughfare are ineligible for this grant program. **Additionally, grant recipient agrees to repay the full amount of the grant to the granting agency if landscape funded by this grant becomes all or partially obstructed from view from the thoroughfare by a fence, wall, or other architectural feature within ten years of the date of grant reimbursement.**

WHO MAY APPLY

Potential applicants include, but are not limited to, the following legal entities: municipalities and other government entities. Applicants must be able to enter into state contractual agreements and must meet requirements regarding insurance, maintenance, etc. Any entity that has not closed out an outstanding grant that was awarded/allocated by MPO in 2005 or earlier, including submittal of the required close-out documentation, by the upcoming application date, shall be ineligible to apply in the current year's 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).

GRANT AMOUNTS

The minimum grant request amount is \$50,000 (for a project costing \$100,000 or more) for each submitted project. No maximum grant request applies. The total amount of grant funding available for Fiscal Year (FY) 2008-09 is \$339,000. A REDI exempt project does not need to meet the 50% match, but still must meet the minimum grant request of \$50,000 (Please visit http://edis.ifas.ufl.edu/BODY_FE426 for information on REDI).

MULTIPLE APPLICATIONS

Applicants may submit multiple applications requesting grant funds for various projects. However, Applicant must include a statement from Applicant's authorized executive officer that Applicant is prepared to immediately fund, implement, and maintain all projects submitted if grant funding is approved.

ELIGIBLE COSTS

The guidelines below correspond with the "Summary of Project Costs" charts within the application to be completed by Applicant. Items 1 and 2 combined, must equal or exceed 25% 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%).

1. **Vegetation Materials** (trees, shrubs, ground cover). Plantings that must be replaced seasonally or annually are not an eligible cost. *Note: The use of Washington Palms, Ficus and Yellow Tabebuia Trees and any other low wind resistant trees as evaluated by the University of Florida, I.F.A.S. is prohibited by FDOT (see <http://edis.ifas.ufl.edu/pdf/files/EP/EP29100.pdf> for more information).* A minimum of three (3) tree species is required for each project to minimize monocultures. Existing trees at the project site can count toward this requirement.
2. **Installation: Labor & Planting Materials** (mulch, planting backfill, fertilizer, stakes, etc.)
3. **Irrigation System** (labor & materials: square foot basis). Supportive irrigation (permanent or temporary) for the project landscape is an eligible cost.
4. **Water by Truck During Installation** (labor & materials). Only applicable if no irrigation is existing or proposed, however, irrigation is recommended (unless water restrictions prohibit use).
5. **Authorized Sidewalk Cuts / Removal** (labor & materials). Where permitted by the regulatory authority that has jurisdiction, expenses directly related to the cutting and removal of portions of existing sidewalks for the specific purpose of planting trees, etc. are eligible costs. Projects including such installations must include written authorization from such regulatory authority in application package.

6. Tree Grates (labor & materials).
7. Decorative Paving (labor & materials).
8. Landscape Accent Lighting (labor & materials).
9. Removal of Invasives. See FLEPPC Category #1 and DAC lists for eligible invasive removals. Lists can be found at <http://www.fleppc.org> and <http://www.doacs.state.fl.us> .
10. **Establishment Period Maintenance by Applicant or Others** (labor and materials -maximum 6 months). Maintenance costs for the first six (6) months establishment period are eligible.
11. **Establishment Period Maintenance by Installing Landscape Contractor** (labor and materials - maximum one year). Maintenance costs for a maximum of one year after installation are eligible when Applicant has a contractual agreement with the installing landscape contractor to perform all maintenance / replacements as necessary during the establishment period.
12. **Design and Post-Design Fees** (*maximum 10% of total project cost*). Design and Post-Design fees by the registered Landscape Architect of record are eligible, not to exceed 10% of the total project cost. *Note: Design and Post-Design fees typically exceed 10% of total project costs.*
13. **Traffic Control** Traffic control (maintenance of traffic) expenses directly related to the installation of the landscape beautification project are eligible. Expenses related to this item shall be specifically identified under the "Traffic Control" section of the "Summary of Project Costs" chart.
14. **Mobilization Costs** (construction start-up costs for complicated projects with many trades and sub-contractors working under a general contractor).

INELIGIBLE COSTS

1. **Utility Connection and Impact Fees** (water and electric associated with irrigation system).
2. **Annual flowers and plantings.**
3. **Permits** Cost for permits, construction administration, continuing annual maintenance after the establishment period described above.
4. **Litter Control**
5. **Site Preparation** Costs for site preparation, clearing and grubbing, earth moving or fill (to raise grade level).

VEGETATION REPLACEMENT

The enhancement of older, existing landscape projects with additional landscape will be considered. Replacement of existing, non-invasive, appropriate, healthy and safe (sight lines) plant material is discouraged and may cause the project to be ranked lower. **Replacement of previously installed KPBCB grant projects, because of unsuccessful implementation or maintenance will not be eligible for another KPBCB grant.**

GRANT MATCH / COST SHARING

Except for Rural Economic Development Initiative (REDI) exempt agencies, this grant requires a minimum 50% match by applicant. (Please visit http://edis.ifas.ufl.edu/BODY_FE4266 for information on REDI). Favorable consideration is given in the evaluation process to applicants providing a match in excess of 50%. The following items qualify as allowable grant matches:

- The uses of in-kind services, including donated materials and labor, may be applied toward applicant's match. Documentation of in-kind services will be required prior to reimbursement.
- Depending on their specific requirements, municipal, county, and federal funds can match state MPO grants.
- County Commissioners' District discretionary funds can be used as a match for a State MPO grant request from this program.

MAINTENANCE

Applicant must provide (or arrange for another entity to provide) a commitment for the perpetual care of installed landscape projects during and after the contractor's warranty period.

LITTER CONTROL

In addition to the perpetual maintenance of the landscape, successful Applicants, in accepting the grant, shall become entirely responsible for perpetual litter control of the entire project area on an as-needed basis. Application package shall include a description of Applicant's litter control plan including budgeting for staff labor or contracted labor (or plans for volunteer labor), plus related expenses for trash disposal and supplies including bags, gloves, safety vests, etc. As this obligation of successful grant recipients greatly exceeds the commitment of participating volunteer groups in FDOT's Adopt-A-Highway program, existing or future participants in these adopting programs shall be considered as an assist, but not a replacement, for Applicant's obligation. All labor for the litter control effort, whether paid or volunteer, shall comply with all safety standards of FDOT. Please be aware that volunteers are restricted by these standards (i.e. minimum age of volunteers, access to medians, access to interstate interchange ramps by volunteers will not be allowed, etc.)

UTILITIES

To be eligible, it is required that all grant applications include letters of approval on letterhead from all utility companies (FPL, BS, PBC Water Utilities Dept. or municipal utilities dept., and natural gas company) whose underground or overhead lines are located in planting areas or may be impacted by proposed plantings. *Letters shall be insufficient unless they demonstrate that the utility has reviewed Applicant's final planting plan, species selection, maintenance schedule, etc. and has no objections to the project. Utility letters must refer to the issue or revision date of the plans that they have reviewed.* For FPL approval, a letter must be included from Robert Lazano of the FPL Vegetation Management Dept. (561/640-2246). If letters from utility companies are not received in time for inclusion in the completed grant application package, the application must provide documentation of phone calls or meetings with utility company staff (include dates and names with titles of utility representatives). This documentation shall indicate that the utility has granted conceptual approval of the project, and the utility contact shall be copied on the documentation letter.

SCHEDULE AND PROCEDURE

Grant applications are due as noted in the enclosed cover letter. After the one-month review process is completed by the KPBCB Grants Advisory Committee, KPBCB presents its recommendations to the MPO for final decisions on the allocation of funds. All applicants will be notified of approval status immediately afterward by KPBCB. **Please note timeline on the enclosed Fact Sheet.**

Applicants approved to receive grant funds will then be required to enter into a Joint Participation Agreement (JPA) contract and a Maintenance Memorandum of Agreement (MOA) which are administered and processed directly by the Florida Department of Transportation. FDOT's proposed schedule for preparation of grant agreements and plan review for successful applicants has been included in the application packet FACT SHEET. Once received by Applicant, the Grant Agreements must be fully executed and project installation completed within twenty-four (24) months of fund award to Applicant by the MPO or Applicant's allocated grant funds will be subject to being relinquished. Any applicant relinquishing grant funds for failure to perform according to this schedule will have future applications for grant funding penalized during

the evaluation process. It is required that grant applications include a resolution from Applicant demonstrating commitment to proceed with the prompt implementation and maintenance of the project if grant funds are approved. The application must note if the proposed project can or cannot proceed if less than the requested amount of funding is allocated.

FDOT GRANT AGREEMENTS

Please note that the Florida Department of Transportation may only enter into Grant Agreements with governmental agencies. Therefore, although non-governmental organizations may be interested in having a project considered, the local governing agency (municipality or Palm Beach County) is required to be the applicant and become a party to the Grant Agreement process.

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 is required for reimbursement from the granting agency. Projects installed (or portion thereof) prior to execution of contract with FDOT will be ineligible for reimbursement.

PROJECT MONITORING

Project monitoring may include periodic inspections and a post-audit by the granting agency. Following certification of acceptance by the granting agency, care and maintenance of the project will be subject to monitoring. KPBCB reserves the right to comment to the MPO / FDOT should a project be observed to have poor installation and / or maintenance.

MULCH AND COMPOST SPECIFICATIONS

Although the use of mulch is encouraged, Cypress mulch is prohibited on all state-funded projects. Alternatives to Cypress mulch such as recycled mulch, eucalyptus mulch, and melaleuca mulch are encouraged. The use of "Florida Tire Waste Mulch" is prohibited.

KPBCB strongly encourages and will favorably consider the specification of a compost product for project installation and maintenance programs for grant projects. The Solid Waste Authority of Palm Beach County (SWA), produces a compost product from wastewater residuals and yard waste which may be available at no charge for certain types of projects. Contact Pat Byers of SWA at (561) 640-4000 x4611. SWA's compost is recommended for use as planting soil backfill when mixed well with native soils (25% compost), and also provides good mulch cover.

PROJECT CONCEPTUAL DESIGN

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 should be provided in 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 Index 546 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.

4. APPLICATION INSTRUCTIONS AND REQUIREMENTS:

Please complete all items in this application form following specific instructions carefully. All attached typed pages must be 8 1/2" x 11". **Attached sketches, plans, and maps must be no larger than 11" x 17"** and at an appropriate scale with appropriate legends. Plans prepared at a size larger than 11x17 may be reduced to

11x17 if legible and scaleable. Place the entire application form at the beginning of each application package, preceding other exhibits. The cover of each application package must identify:

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- 1) State Road Number/Thoroughfare Name / Project Name; Project Limits with mileposts; indicating if median and/or roadside project
 - 2) Identification as a State Owned and Maintained R/W
 - 3) Request for State MPO Grant
 - 4) Name of Entity Applying for Grant
 - 5) Contact name(s) and phone number(s) of Project Applicant
 - 6) Contact name(s) and phone number(s) of Landscape Architect
 - 7) Submission Due Date
 - 8) Design Speed
- b. Submitted Conceptual Landscape Designs should be FDOT safety criteria compliant.
- c. Irrigation costs should be provided in 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 Index 546 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. Water Meter connections, permit fees, and impact fees, etc., are not covered by this grant. If non-xeric planting is proposed, irrigation plans will be required by the permitting agencies. Since "xeriscape" design groups plants by the level of water needed, many plants utilized in a "xeriscape" theme are not totally drought tolerant, so require some irrigation. Totally xeric (drought tolerant) plantings are difficult to sustain in highly trafficked urban streetscapes and will be carefully evaluated.
- d. An FDOT pre-qualified Florida registered Landscape Architect or a firm's LA of record preparing and approving the plans must be experienced in FDOT roadway landscape design and streetscape standards is required to prepare the Conceptual Landscape Design compliant with FDOT design criteria, submitted as part of the application package and later utilized for FDOT permitting. A certification of completion by the Landscape Architect of record must be provided with the request for reimbursement from the granting agency.
- e. Minimum requirements for plant stocks is Florida Grade No. 1 or better and must be so specified on plans, as per Department of Agriculture, Division of Plant Industries, Grades & Standards (most current edition), and updates.
- f. All plant species must be rated no greater than "slightly susceptible" to contagious diseases (such as lethal yellowing) by current accepted industry research literature and purchased from Florida-based nurseryman stock.
- g. All trees and palm must be designated "high wind resistant" per the University of Florida, IFAS research 2006.
- h. Landscape designs using a "mono-culture" plant palette are discouraged.
- i. Applicant must document authorization to plant, construct and maintain the project. *****A letter of authorization request should be the first item completed for the application.** FDOT authorization letters can be obtained from:

Elisabeth Hassett
District IV Landscape Architect
FL Dept. of Transportation
(954) 777-4219 Elisabeth.Hassett@dot.state.fl.us

If the project is controlled by an entity other than the applicant, such as on FEC railroad right-of-ways, authorizations must be received by those entities. Such authorization would be conceptual in nature, pending the satisfaction of FDOT's permit

requirements.

- i. If applicable, Applicant must supply all past and current permits and maintenance agreements pertinent to the project
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- j. area from FDOT, PBC, FEC etc.
- j. Clearly show and label public right-of-ways, all underground and overhead utilities, easements, and private lands on attached plans. All landscape installation shall comply with the requirements of FPL's "Plant the Right Tree in the Right Place" publication.
- k. Submit one (1) original and seven (7) copies of the completed "Application Form", including supplemental documents, **to be received by 3:00 p.m. on Friday, June 13, 2008.**

5. EVALUATION CRITERIA:

A summary of evaluation criteria is provided on the attached "Evaluation Form". Please refer to detailed requirements and criteria listed above and within the application form.