

CITY OF COCONUT CREEK
NEIGHBORHOOD ENHANCEMENT GRANT PROGRAM
(revised 4-27-06)

Purpose

The purpose of the Neighborhood Enhancement Grant Program is to stimulate and enhance neighborhood vitality by addressing the concerns and special needs of our neighborhoods. The City Commission has allocated funds for a Neighborhood Enhancement Grant Program to assist in promoting neighborhood vitality through neighborhood planning opportunities, neighborhood enhancement programs, support of neighborhood/homeowner associations, and neighborhood partnership agreements. The City's mission statement is to "Foster continuous quality improvement to enhance a sense of community, quality of life, and personal security." Quality neighborhoods are crucial to attaining our mission. The state of our neighborhoods reflects the overall economic stability, social quality, and security of the City.

Neighborhood / Homeowner Associations or Enhancement Districts

The goal of neighborhood associations or enhancement districts is to create ongoing organizations of residents devoted to the betterment of the neighborhood in which they live. The types of organizations eligible for funding include the following:

Neighborhood Associations – Voluntary, non-profit organizations formed by residents of a subdivision. The goal of these organizations is to enhance and preserve the quality of the neighborhood. Association activities may include beautification efforts and the development of crime prevention programs. Neighborhood associations have no regulatory powers.

Neighborhood Enhancement Districts – Voluntary, non-profit organizations that are established through the City as provided in the Florida State Statutes. A neighborhood council would be established, and an enhancement plan prepared with input from the neighborhood residents. This type of association would then be eligible for other funding through the State.

Existing Homeowners Associations – Mandatory organizations for all property owners within the boundaries of a development. Homeowners Associations have legal authority to enact and enforce maintenance and design standards, and levy fees for maintenance of common areas. This type of organization is formed as a part of the development process of new neighborhoods prior to actual construction.

Schools – Accredited Schools serving elementary age children and higher.

Others – Other non-profit organizations that can assure the long-term maintenance of the enhancement.

Staff Consultants

City staff is available to assist in the establishment of neighborhood associations or enhancement districts. They may serve as consultants and facilitators during initial neighborhood planning or organizational meetings to give technical advice as well as to be on hand for questions. Staff may also provide sample articles of incorporation and by-laws for neighborhood associations and enhancement districts.

Neighborhood Enhancement Matching Grant Programs

The matching grant program is designed to provide funding assistance to specific neighborhood projects that will promote a stronger, safer, and healthier community. The City will enter into matching grant agreements with organizations within the City for the purpose of promoting neighborhood empowerment and vitality. These agreements will pertain to either community involvement or beautification, and shall include, but not be limited to the following items:

1. **Beautification Programs** involve low maintenance landscaping or other improvements to common areas, rights-of-way or City-owned property, which serve to beautify the neighborhood. Projects may include upgrades to neighborhood identification or directional signs, street trees, lighting, or median landscaping.
2. **Traffic Calming Programs** involve the effect of slowing traffic and/or re-circulating traffic in a neighborhood to provide a safer environment and more visually appealing roadways. This item may include the creation of additional off-street parking spaces where a neighborhood is no longer controlled by the developer and the addition of parking will improve both the safety and aesthetics of the neighborhood.
3. **Butterfly Gardens** involve the planting and maintaining of caterpillar food plants upon which adult butterflies lay their eggs. Projects may include the planting of blossoming nectar plants to make the butterfly garden more beautiful and provide for adult butterfly feeding.
4. **Wildlife Habitat Sites** involve providing the basic habitat elements (food, water, cover, and places to raise young) and taking steps to conserve natural resources in the habitat, applying for, and receiving certification from the National Wildlife Federation. Reimbursement for the National Wildlife Federation \$15.00 application fee to the homeowner/applicant whose yard has been certified as a "Backyard Wildlife Habitat."
5. **Noise or buffer walls** which both screen and reduce traffic noise, and which serve to provide the aesthetics and enhanced quality of life to the neighborhood.
6. **Storm damage canopy** replacement as approved by the City Landscape Architect.

Who is eligible?

- Single-family neighborhood associations located within the City of Coconut Creek that utilize public streets within their development.
- Condominium/townhouse neighborhood associations abutting a city collector or arterial roadway within the City of Coconut Creek.
- Not-for-profit corporations for both single family and townhouse/condominium neighborhoods. These corporations must have either a homeowners or neighborhood association and be established as a not-for-profit corporation pursuant to Chapter 617.301-312, Florida Statutes.
- Neighborhood Enhancement District Council as provided for in the Florida State Statutes.
- Homeowner groups that are registered with the City Manager's Office.
(Hereafter, all of the above associations will be referred to as "associations.")
- Accredited schools and other organizations that can assure long-term maintenance of the project.

What type of project is eligible for funding?

- Neighborhood improvements that benefit the entire neighborhood or community and demonstrate the direct involvement of the neighborhood residents. (All project proposals must include members of the neighborhood in the identification, planning and execution of the project.)
- No project should benefit an individual more than it would the entire neighborhood. Examples of projects that are eligible for funding include low water use landscape projects, subdivision signs, enhanced lighting, traffic calming devices, safety projects, and storm damaged canopy replacement.
- Projects must be approved by a 2/3 majority of the members of the applicant association in attendance at the meeting where the vote is taken. Proxy votes may be utilized. If there is a Homeowners Association, the Board may vote in favor of the project on behalf of their members.

What kind of project is not eligible?

- Funds cannot be used for maintenance-type projects or improvements that are required by code. Maintenance includes, but is not limited to, re-sealing or re-paving streets, routine painting of walls or fences, trimming trees and/or shrubs, or installing improvements that are required as part of the City code or required as a condition of site plan approval.
- Program funds cannot be used to replace the organization's current operating budget.

Terms of a Neighborhood Enhancement Grant Program Agreement

Grantee must be an Established Entity

In order to be considered for City funding under the Neighborhood Enhancement Grant Program, the City prefers that the residents form a not-for-profit corporation to serve as the neighborhood association. However, it is not a requirement pursuant to sections 617.301-312, of the Florida Statutes. Some neighborhoods may already have existing homeowners associations, which could be utilized to form a not-for-profit corporation. This association must have officers (a President, Treasurer, and Secretary) and must show minutes of the meeting at which these officers were elected. If the organization / association is not registered as a Florida not-for-profit corporation pursuant to Chapter 617.301-312, Florida Statutes, the improvement must be located on public property.

Amount of Grant

Grants will be capped at \$20,000 for accredited schools, \$20,000 for standard single-family neighborhoods with public rights-of-way and master associations that represent more than one homeowners association, \$5,000 for signs, and \$7,500 for townhouse /condominium projects. Exceptions may be made for noise walls and when the public benefit to the community outside of the neighborhood warrants additional investment.

Each neighborhood association will be expected to match at least 50% of the value of the project. The City's contribution may include in-kind services, such as labor and materials used as well as cash contributions.

The grantee contribution may include cash contributions as well as "sweat equity" contributed by neighborhood residents. Sweat equity will be valued at the rate of \$15.00 per hour per person except for professional services, which will be rated at the fair market value for the provided type of service.

Funding Priorities

When there are more projects requested than funding will allow, the following priorities will be used to determine which projects will be funded.

- Projects that impact major thoroughfares will receive a higher priority than those that impact interior streets.
- Projects which serve more than one HOA (adjoining or adjacent communities).
- Projects, which serve to revitalize older or declining neighborhoods.
- Projects that further City and neighborhood goals and/or complement other public improvements.
- Projects that have a realistic plan and can be completed within the proposed time frame.

Each project will be evaluated on the basis of how well it addresses the Neighborhood Enhancement Grant Program's main purpose of improving neighborhoods and the community.

Funding Restrictions:

If funds are not expended within 18 months of award, the applicant must seek an extension. Extensions may be granted by the City Commission for up to an additional 12 month period. An applicant who has previously received funds will not be eligible to receive additional funds for two years unless:

- There are no other applicants that meet the criteria and / or funding requirements.
- The project provides an immediate direct or indirect benefit to the residents because it addresses a health and/or safety issue that needs prompt attention.
- It is a multiple neighborhood association project that will require that all neighborhood associations apply, including previously funded associations, in order to implement the proposed project.

Application Deadlines

All applications must be submitted on approved application forms, which may be obtained by contacting Development Services at City Hall or call 954-973-6750. Applications should be mailed or delivered to:

**City of Coconut Creek
Development Services Department
4800 West Copans Road
Coconut Creek, Florida 33063**

Funding is available each fiscal year, October 1st through September 30th. Applications will be accepted until July 31st for the current fiscal year. Funds will be awarded on a first come, first-served basis.

Selection/Notification

Applications will be reviewed by the Development Services staff to insure that the minimum criterion has been met. Any group that does not meet these criteria will be notified at that time. The remaining applications will be submitted for review to the City's selection committee. The selection committee is comprised of representatives from the following City departments: Development Services, Engineering, Police, Fire and Public Services.

Collection and Disbursement of Funds

The City encourages all associations to collect and disburse all monies collected for the purpose of joint partnership agreements. There may occasionally be extenuating circumstances where the association is not equipped to collect the money themselves. In these cases, the City will hold the funds in a separate account until the association's bank account is open and ready to accept funds. All funds are to be spent or encumbered within one year of approval.

Neighborhood Project Proposal / Application

The association will submit an Application with a complete description of the project and subsequent maintenance. The application will be used as a guide for drafting the formal agreement, and will include the following information:

1. Contact Names and Association Description

The description shall list names and telephone numbers of officers of the association who have the authority to enter into the agreement. Included in this portion of the work plan will be the date of incorporation or registration with the City Manager's Office, the association boundaries, and the number of residents represented by the association.

2. Project Purpose

The project purpose shall include the identification of the benefits to the neighborhood and City. This shall include what problems the project is to solve, and how it will solve them as well as any other information supporting your application.

3. Project Plan

This is a brief description of the proposed project.

4. Project Funding

Itemization and total project costs. This shall include how the cost estimate was developed, the amount of City funding requested, the amount of matching funds supplied by the association, and the make-up of the funding (cash, sweat equity, materials, etc.) A minimum of three estimates must be submitted for all work over \$1,000.

5. Maintenance Plan

A maintenance plan will include a description of funding for the ongoing maintenance of the project as well as methods of maintenance. Materials, which do not require a high level of maintenance, should be used. Staff will ensure through this aspect of the work plan that the project will not act to change the current level of maintenance performed by the City for areas the City currently maintains, unless approved by the City. If the City agrees to maintain

the improvement, it will be at a minimal level, i.e. without replacement of annuals, with infrequent maintenance schedules, etc.

6. Additional Information

Also please attach the following:

- Photographs of the proposed project area.
- Plans or maps indicating the project in relation to the neighborhood and surrounding community.
- Letters of authorization, where applicable, from the appropriate agencies, abutting property owners of property to be improved, utility companies, etc.
- Any other information you feel would be beneficial to this application.
- Signed Maintenance Agreement and Conditions.

7. Project Completion

Upon project completion, please submit the following:

- Photographs of the project area.
- Actual costs, invoices, etc.
- Final maintenance plan.

Estimated Time Line

Activity	Completion Time
Applications received.	-----
Applications reviewed by staff including meetings with applicant.	Up to 1 month after date of receipt.
Recommendation made to City Commission for funding.	Up to 1 month after date of receipt.
City Commission approval.	Next scheduled Commission Meeting.
Development of preliminary designs and cost estimates by applicant.	Up to 2 months
Refine project with applicant.	2-3 weeks
Bid project, if required.	1 month
Review and evaluate bids.	1 month
City Commission approval of bid.	1 month
Construction of project.	Varies According to Project



Step 1

Residents identify an area within their neighborhood that is in need of improvement and meets the criteria for a matching grant.

Step 2

The residents form a neighborhood association or form a not-for-profit entity or neighborhood group and register with the City Manager's Office. This step does not apply if the residents are already members of a Homeowners Association.

Step 3

City staff works with neighborhood leaders to develop preliminary ideas and to begin drafting the work plan.

Step 4

The neighborhood leaders present the work plan to the residents. If the association is a new one, notifications must be mailed advising of when and where the neighborhood will vote on the project. **The City requires that all residents be notified of a potential partnership project, and that a 2/3 majority of those in attendance at the meeting vote in favor of the project in order for funding to be recommended.** Proxy votes may be utilized. The board of an active Homeowners Association may vote in favor of the project on behalf of their constituency.

Step 5

Apply for the City's matching grant program.

Step 6

Receive notification of staff recommendation.

Step 7

The agreement is presented to the City Commission for its approval.

Step 8

The neighborhood begins collecting funds to match the grant to be provided by the City as identified in the work plan. **The corporation or association must provide evidence that the funds have been collected. City staff and the neighborhood association (corporation) will work together to complete the Neighborhood Enhancement Program Agreement.**

Step 9

Apply for City building permits and other necessary permits.

Step 10

Submit final project report upon completion.

CITY OF COCONUT CREEK

Neighborhood Enhancement Grant Application

1. Name of Neighborhood Association, Homeowners Association (HOA), Accredited School or Registered Association:

a. If applicant has previously received a grant provide date: _____ and amount: _____
Date of incorporation or starting date: _____

Contact Person:

Phone Number: _____

Mailing Address:

Location of Neighborhood or Subdivision name:

Estimated Cost:

2. Please give a brief description of the project that you are proposing.

3. Projected start date _____ Expected completion date _____

*Note: Project must be completed within 18 months or applicant must seek an extension.

4. Provide project budget including total project costs and requested city funding. HOA's need to include how the funding will be matched by the neighborhood.

5. Please provide brief statements as to how this project would meet the following criteria for your neighborhood. Use a separate page, if needed. ***Provide supporting documents where applicable.***

a. This project would enhance the community by

b. The major deficiency in our neighborhood, which this project would correct, is

c. We solicited neighborhood input into the selection of this project by

d. Residents are involved in the implementation of the project by

This project is consistent with the Neighborhood Partnership Program and our neighborhood's goals in that it

f. To complete this project, our community involvement element is

g. This project is a one-time expenditure, and if future maintenance or operational costs are necessary, they are anticipated to be

We plan to finance these costs by

h. The project would enhance the aesthetics of our neighborhood by

Please submit the following:

- Photographs of the proposed project area.
- Plans or maps indicating the project in relation to the neighborhood and surrounding community.
- Letters of authorization from appropriate agencies, where applicable. HOA's, property owners, utility companies, etc.
- A minimum of three estimates for all work totaling more than \$1000.
- A list of the Board or Committee Members and their respective addresses and telephone numbers.

The City shall have discretionary authority to amend or modify any of the guidelines. All Groups shall enter into an agreement(s) with the City of Coconut Creek upon recommendation for approval of any request. **If work is on a City right-of-way, applicant must secure a plan review, permit, maintenance, and license agreement from the City of Coconut Creek.**

Signature (applicant): _____

Print applicant name: _____ Date _____

Please submit your application in a sealed envelope. Include all required materials listed above and any additional information you feel will benefit in the analysis of your proposed project.

Mark the envelope: NEIGHBORHOOD ENHANCEMENT GRANT PROGRAM
APPLICATION

Drop off at City Hall or mail to:

CITY OF COCONUT CREEK
DEVELOPMENT SERVICES DEPARTMENT
4800 WEST COPANS ROAD
COCONUT CREEK, FL 33063

City of Coconut Creek
Neighborhood Enhancement Grants Program
Maintenance Agreement and Conditions

The signature below and submittal of the attached application to the City of Coconut Creek constitutes acknowledgment and agreement to the terms and requirements for participation in the Neighborhood Enhancement Grant program. The grantee agrees to maintain the improvements. Landscape material must be maintained in a healthy condition free of weeds and invasive materials. Other funded projects must be maintained in a reasonably well-maintained condition allowing for normal aging.

Funding Agreement

The signature below certifies that the funding for this project is as follows:

City requested funding \$ _____

Organization's funding:

*Cash \$ _____

*Sweat Equity \$12.50/hour x _____ hrs. = \$ _____

*Donated Professional Services \$ _____

*Donated Equipment/Materials \$ _____

*Any amounts included in the application are estimates. Documentation of actual amounts will be needed upon completion of project.

Name and signature of authorized representative _____

Title _____

Print name _____

Date _____

Criteria for Neighborhood Enhancement Program Grant

CRITERIA	PRIORITY WEIGHT	EXPLANATION OF CRITERIA
NEIGHBORHOOD STATUS/ MATURITY	20	Applications requesting funds are rated according to the maturity of the neighborhood or demonstration of need
COMMUNITY VALUE AND APPEARANCE	20	Projects should benefit the City by improving the quality of life in the neighborhood through beautification, education, enhancement or infrastructure repair.
OTHER	10	Uniqueness of the project. Outstanding innovative project
PROJECT EFFICIENCY	20	Cost effectiveness, realistic/achievable plan, sufficient funds, maintenance of project. Letters of intent for in-kind donations
COMMUNITY INVOLVEMENT	20	Active involvement of residents within the neighborhood with the proposed project. (Block party, sweat equity, planting projects, etc.)
ENVIRONMENTAL VALUE	10	Contributes to nuisance species removal, noise abatement, visual screening, water improvements and/or the correction of other environmental problems.
TOTAL	100	