



Broward Beautiful State Thoroughfare Beautification Grant Application

Revised July 14, 2008

Broward Beautiful, in partnership with the Florida Department of Transportation (FDOT), is pleased to announce the 2008 State Thoroughfare Beautification Grant Program. Broward Beautiful is accepting applications for the 2009/2010 FDOT Fiscal year. \$300,000 in funding may be available beginning July 1, 2009. Matching grants, from a minimum of \$50,000 to a maximum of \$300,000, are available to municipalities and public agencies within Broward County for landscape projects on State owned right of ways. Applicants are required to install and maintain projects and match grant funds on a 1:1 basis. Please review the "General Instructions and Requirements" section of this application for detailed grant requirements. To apply, please complete and submit NINE (9) COPIES of the application and attachments to arrive **no later than 12 noon on October 10, 2008** to Broward County Natural Resources Planning and Management Division, Attn: Broward Beautiful, 1 N. University Dr., Suite 301, Plantation, FL 33324. Late and faxed applications will be ineligible

I. GENERAL INFORMATION

Project Name: _____

Thoroughfare name: _____

State Road Number: _____ Section Number: _____

What Broward County Commission District is this project located in? _____

Grant Request Amount \$ _____ Applicant Match \$ _____ Total Project Cost \$ _____

Name: _____

Federal Employer Identification (F.E.I.) Number of Applicant: _____

Type of Organization: (County or Municipality) _____

Contact Person: _____ Title _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Fax:(_____) _____

Email: _____

II. AUTHORIZED SIGNATURE As the duly authorized representative of the applicant, I hereby certify that all parts of the application package have been read and understood, that all application requirements have been met, that all information submitted herein is true and correct and represents the desire and intent of the applicant to install and maintain the proposed project according to the plans, specifications, and costs attached herein. Please attach a Resolution from the City Commission or Governing Board indicating their intention to implement this project in the 2009/2010 FDOT Fiscal year beginning July 1, 2009, to provide matching funds, and to commit resources to maintain the completed project.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Fax:(_____) _____

Email: _____

Signature: _____ Date: _____

III. CERTIFICATION OF LANDSCAPE ARCHITECT: As the certified landscape Architect of record, I hereby certify that I have reviewed all requirements of this grant and FDOT design standards and the project as designed meets the requirements of the grant and all FDOT design criteria.

Name of Landscape Architect: _____

Firm or Agency: (if applicable): _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

Florida Professional Registration Number: _____

Signature: _____ Date: _____

IV. PROJECT INFORMATION

A. Project name: _____

Thoroughfare name: _____

State Road #: _____ Section Number: _____

B. Project location, boundaries, phase (if appropriate) and general description:

C. Site Acreage of Project: _____

D. Linear feet of Right Of Way (ROW) to be landscaped along centerline: _____

E. Identify the entities that own or control the project site (Documentation from each entity authorizing applicant to plant and maintain the project must be attached):

F. INSTALLATION SUPERVISOR: List the following as they pertain to the Applicant's designated representative who will be supervising the installation, planting and maintenance during 12 month establishment period:

Name: _____ Title: _____

Name of Firm or Agency: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

G. MAINTENANCE ENTITY: List the following as they pertain to the entity who will commit to the perpetual care and maintenance of the project during and/or after installation warranty period:

Entity Name: _____

Contact Person: _____

Title: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

V. SUMMARY OF PROJECT COSTS

All costs must correlate to those in the required "Supplemental Detailed Budget". Define sources & timing of availability of all matching funds (by attachment). Calculations used to establish the value of in-kind services must be clearly explained

Plants (trees, shrubs, ground cover, non-annuals only)	\$ _____
Installation: Labor & Planting Materials (mulch, backfill, fertilizer, stakes, etc.)	\$ _____
Irrigation System (labor & materials: square foot basis).	\$ _____
Water by Truck During Installation (labor & materials).	\$ _____
Authorized Sidewalk Cuts / Removal (labor & materials).	\$ _____
Removal of Invasive plants. (Maximum 20% of total project cost)	\$ _____
Establishment Period Maintenance by Applicant or Others	\$ _____
Establishment Period Maintenance by Installing Landscape Contractor	\$ _____
Design and Post-Design Fees (maximum 10% of total project cost).	\$ _____
Traffic Control	\$ _____
Other	\$ _____
 GRANT REQUEST (maximum 50% of total project cost)	 \$ _____
GRANT MATCH (minimum 50% of total project cost)	\$ _____
 TOTAL PROJECT COST	 \$ _____

VI. APPLICATION CHECKLIST: Check to indicate which items are included or mark "n/a". Omission of any of the required items below may cause application to be deemed ineligible. Submit nine (9) complete application packages: one (1) original with original signatures, photos/CD, (clearly marked "ORIGINAL" on the cover) and eight (8) copies. Each application package shall include the following items bound in a concise format (by GBC, 3-ring binder, etc.) and divided by numbered tabs into the following eleven (11) sections. The titles for the eleven (11) required sections of the application package (to be shown on a Table of Contents) are listed in bold type below:

- 1. APPLICATION FORM:** The application form, completed and signed.
- 2. SUPPLEMENTAL DETAILED BUDGET:** utilizing the outline "Summary of Project Costs" chart, prepare a "Supplemental Detailed Budget" which shall explain costs for installation, (materials, labor), and costs for follow-up maintenance during the initial establishment period as allowed toward Applicant's grant request or match. All cost estimates for plantings must show specifications (for species, size, etc.), plant quantities, unit costs of vegetation materials, and unit costs to install (which may be derived by using a multiplier factor times the vegetation material cost to cover the cost of labor and planting materials: mulch, fertilizer, planting backfill, and staking). Irrigation costs may be derived on a unit cost per square foot basis to include both materials and labor. Cost totals must clearly relate to Applicant's completed "Summary of Project Costs" chart. Identify if costs are wholesale or retail, or in-kind / volunteer / donated materials and labor. Only include costs eligible for requested grant funds and items eligible toward Applicant's match. Identify all funding sources. Itemized cost estimates from local licensed contractors may be used if easily correlated to the "Summary of Project Costs" chart, and signed by the Landscape Architect of record with his/her validation statement.
- 3. OUT DOOR ADVERTISING (ODA) ANALYSIS:** Applicant must inspect project location to determine and document any Out-Door-Advertising (ODA) signage in the vicinity of the project or that may have protected ODA View Corridors within the limit of the project. Please indicated the location of all ODA signage on the project plans and any actual or potential protected ODA View Corridors.
- 4. TIME-LINE / MATCHING FUND AVAILABILITY:** Please indicate the expected time line to complete final design and installation of your project including availability of matching funds. Broward Beautiful is accepting applications for the 2009/2010 FDOT Fiscal year. \$300,000 in funding may available in this fiscal Year beginning July 1, 2009. Matching funds shall be documented defining sources and timing of availability (whether "only been applied for" or "have already been allocated for the project"). If not yet allocated, application must note if the lack of such potential funds would prohibit or delay the project.
- 5. ANNUAL MAINTENANCE PLAN & COST ESTIMATE:** A general annual maintenance plan (outlining performance standards) and budget shall be included to ensure applicant understands maintenance commitment (not eligible for grant or use as match other than initial establishment period where allowed).
- 6. ANNUAL LITTER CONTROL:** An annual litter control plan and budget shall be included to ensure Applicant understands commitment (not eligible as Applicant's grant request or match.)
- 7. PROJECT BENEFITS:** A brief written description (Two pages maximum) of the project benefits for the public, the environment, and how the project meets the Project Ranking Criteria (Record of Project Completion and Maintenance, Area Need, Increases Shade Tree Canopy, Supports Greening Gateways, Aesthetic Value/ Impact to Location, Public Support).

- 8. SUPPORT:** Demonstrate public and/or private support of the project by including one **required resolution from the governing entity** and a maximum of five (5) other written endorsements from community stakeholders. Endorsements must be written and included in application package. Separately received letters and telephone calls will not be considered.

- 9. AUTHORIZATION LETTERS:**
 - Authorization letter to install the project from the FDOT - contact Randy Willich, FDOT District 4 Grants Coordinator, at email Randy.Willich@dot.state.fl.us or Tel. 954-777-4340. **PLEASE NOTE:** Applicants must meet with FDOT for preliminary authorization to install the project. FDOT has reserved September 3rd and September 4th to meet with applicants.
 - Authorization letters (or other documentation of conceptual approval) from utility companies whose underground or overhead lines are located in proposed planting areas or may be impacted by the plantings.
 - Authorization letters from funding sources to match grant request.

- 10. PHOTOS OF EXISTING CONDITIONS:** A minimum of five various color views of the existing site conditions of the project area before landscape installation. Views must directly correlate with those required upon completion of project installation. Each view must be labeled with the project thoroughfare name and view orientation. Photos must be provided in the following format: Digital photographs (full color laser prints) taken at a high resolution and saved in a larger size, accompanied by the corresponding computer CD or floppy disk (no ZIP disks) containing the digital files.

- 11. LANDSCAPE PLAN** (planting plan / plant list / quantities / specifications) Landscape plan may be detailed or conceptual and must at a minimum include a site plan showing planting locations, and a plant list showing species, quantities, sizes and unit costs. Site factors which influence long-term survivability and safety must be shown on plan: overhead and underground utilities, easements, drainage structures, walls, fences, guard rails, curbs, sidewalks, signage, lighting, R/W's, easements, driveways, turn lanes, clear sight lines and horizontal clearances as per current F.D.O.T. Index 546 and Plans Preparation Manual Item 2.11. Plans must show any protected ODA View Corridors (outdoor advertising - billboards) within the project area or indicate on plans that none exists (refer to current FDOT Roadway & Traffic Design Standards). Project begins/ends indication, directional arrow, measurement scale, vicinity sketch, and project phasing (if applicable), must be included on plans. Plans must be designed in 11" X 17" format and must be legible.

VII. GENERAL INSTRUCTIONS AND REQUIREMENTS

- A. **PROJECT EVALUATION CRITERIA:** This is a competitive grant program. Applications will be rated using the following point system. Applicants may submit no-more than two (2) pages of additional information detailing how their project meets these criteria. Any information beyond the two (2) page limit will not be considered. The committee's evaluation of each criteria category may include but is not limited to the examples given:
 - i **PAST PROJECT COMPLETION AND MAINTENANCE** - 30 points (e.g. Track record of completing past grants in a timely fashion and subsequent maintenance of grant projects since the 2003 grant cycle. Full points will be awarded in this category to applicants that have never been awarded a grant under this program.)
 - ii **AREA NEED** - 20 points (project in low income community or blighted area etc..)
 - iii **INCREASES SHADE TREE CANOPY** - 35 points (e.g. project includes large shade tree species planting and follows Right Tree Right Place concepts, and/or ensures the preservation of existing shade trees)
 - iv **SUPPORTS GREENING GATEWAYS** - 15 points, (e.g. project supports Broward Beautiful's Greening Gateways initiative to improve major gateways to our community)

- v AESTHETIC VALUE/ IMPACT TO LOCATION – 35 points (e.g. Project is expected to have a large visual impact, proposed design and species significantly beautifies project location. Project uses native species, a diverse, innovative or under-utilized plant palette, promotes wildlife and ecosystem restoration, uses species with color, high wind resistant and low water requirements, can be used as a demonstration project that makes significant aesthetic impact while conforming to FDOT standards.
 - vi. PUBLIC SUPPORT - 10 points (e.g. application includes letters of support from a variety of community stakeholders, Homeowners Associations, Civic Organizations, Business Groups, Beautification or other related Advisory boards, City Resolution etc.)
 - vii COMMITTEE JUDGMENT- 10 points (e.g. complete application, cost effective etc.)
- B. PROJECT PRE-QUALIFICATION LETTER: Applicant must obtain conceptual authorization to plant and maintain the project in the proposed location from FDOT. Projects may not be eligible under this program if the project location is within the limits of an existing project in the FDOT five year work program. Requests for conceptual authorization should be addressed to: Randy Willich, FDOT District 4 Grants Coordinator, at email Randy.Willich@dot.state.fl.us or Tel. 954-777-4340. Applicants must meet with FDOT for preliminary authorization to install the project. FDOT has reserved September 4, 2008 and September 5, 2008 to meet individually with Applicants.
- C. SOURCE OF FUNDING: Funding for this grant program is made available through the Broward County Metropolitan Planning Organization (MPO) Transportation Improvement Plan. The Florida Department of Transportation (FDOT) is the final granting authority for this program. These funds will be available only upon distribution of funds by FDOT.
- D. GRANT PURPOSE: Under this program matching grants are only available for landscape improvement projects (or portions of projects) on state thoroughfares falling entirely within the state right-of-way, even such roads traversing municipalities.
- E. WHO MAY APPLY: Potential applicants are limited to Broward County, municipalities and public agencies within Broward County.
- F. GRANT AMOUNTS: The minimum grant request is \$50,000, the maximum grant requested may not exceed \$300,000; Applications are being accepted for the 2009/2010 FDOT Fiscal year. \$300,000 in funding may be available in this fiscal Year beginning July 1, 2009.
- G. MULTIPLE APPLICATIONS: Applicants may submit multiple applications requesting grant funds for various projects or phases of 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.
- H. ELIGIBLE COSTS: The guidelines below correspond with the "Summary of Project Costs" charts within the application to be completed by Applicant:
- i PLANTS (trees, shrubs, ground cover). Plantings that must be replaced seasonally or annually are not an eligible cost. All plant material must be listed "High Wind Tolerance" by the University of Florida. A minimum of three (3) tree species is required by FDOT for each project to minimize monocultures. Existing trees at the project site can count toward this requirement.
 - ii INSTALLATION: Labor & Planting Materials (mulch, planting backfill, fertilizer, stakes, etc.) Cypress mulch and Florida Tire Waste mulch is prohibited.
 - iii IRRIGATION SYSTEM (labor & materials: square foot basis). Supportive irrigation (permanent or temporary) for the project landscape is an eligible cost.
 - iv 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).

- v 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.
- vi REMOVAL OF INVASIVE PLANTS. Eligible cost but may not exceed 20% of total project cost.
- vii ESTABLISHMENT PERIOD MAINTENANCE BY APPLICANT or Others (labor and materials - maximum 12 months). Maintenance costs for twelve (12) month establishment period are eligible.
- viii ESTABLISHMENT PERIOD MAINTENANCE BY INSTALLING LANDSCAPE CONTRACTOR (labor and materials - maximum 12 months). 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.
- ix 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.
- x 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.

I. INELIGIBLE COSTS

- i "HARDSCAPE" ITEMS including tree grates, decorative paving and landscape accent items. This shall include the demolition or construction of items such as sidewalks, roadway curbs, fences, walls, fountains, signage, etc. "Hardscape" items may be shown on applicant's construction documents only if clearly distinguished on plans and in budgets that they are not to be included as a part of this grant program. The height of all fences or walls must be indicated on construction drawings.
- ii UTILITY CONNECTION AND IMPACT FEES.
- iii ANNUAL FLOWERS and plantings.
- iv PERMITS COST for permits, construction administration, and continuing annual maintenance after the establishment period described above.
- v LITTER CONTROL
- vi SITE PREPARATION COSTS for site preparation, clearing and grubbing, earth moving or fill (to raise grade level).
- vii REQUIRED PLANTINGS – this grant can not be used to meet minimum landscape or tree replacement requirements under any code, ordinance, or license.

J. REPLACEMENT OF VIABLE LANDSCAPES: 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 grant projects, because of unsuccessful implementation or maintenance will not be eligible for another grant.

K. GRANT MATCH/COST SHARING: This grant requires a minimum 1:1 match by applicant.

L. MAINTENANCE: Applicant must provide (or arrange for another entity to provide) a commitment for the perpetual care of installed projects during and after the contractor's warranty period. Successful grant applicants will be required to enter into a formal agreement for maintenance with FDOT.

M. SCHEDULE:

<p>August 21, 2008 10:00am</p>	<p>Pre-Application General Informational Meeting Broward County Natural Resources Planning and Management Division - Pond Apple Room - 1 N. University Drive - Suite 301, Plantation, Florida 33324</p>
<p>September 3, 2008 & September 4, 2008</p>	<p>Dates reserved for Applicants to meet individually with FDOT for preliminary authorization to install the proposed project. Please contact Randy Willich, FDOT District 4 Grants Coordinator, email Randy.Willich@dot.state.fl.us Tel. 954-777-4340 to schedule your meeting on one of these dates.</p>
<p>October 10, 2008 12 noon</p>	<p>Applications due to Broward County Natural Resources Planning and Management Division, Attn: <u>Broward Beautiful</u>, 1 N. University Drive - Suite 301, Plantation, Florida 33324</p>
<p>November 2008</p>	<p>Applicants will be notified of Broward Beautiful committees funding recommendation. Applicants will be required to enter into a reimbursable Grant Agreement directly with the Florida Department of Transportation. No work shall be eligible for grant funds until a Notice to Proceed has been issued by FDOT.</p>

- N. PAYMENT OF GRANT FUNDS: Grant funds are paid on a reimbursement basis after project installation. Projects installed (or portion thereof) prior to written authorization from FDOT will be ineligible for reimbursement.
- O. APPLICATION PACKAGE: Please complete and submit nine (9) copies of the completed "Application Form", including supplemental documents. All attached typed pages must be 8 ½" x 11"; attached sketches, plans, and maps must be no larger than 11" x 17" and at an appropriate scale with appropriate legends. Plans reduced to a legible scale are acceptable. Place the application form at the beginning of each application package, preceding other exhibits.
- P. REQUIRED LANDSCAPE PLANS: Landscape plan may be detailed or conceptual, prepared by a landscape architect registered in the state of Florida and experienced in FDOT roadway landscape design and streetscape standards. It is highly recommended that the Landscape Architect complete the FDOT Highway Landscape Management Seminar. For information on this seminar, please contact Elisabeth A. Hassett, R.L.A. FDOT District 4 Landscape Architect, elisabeth.hassett@dot.state.fl.us or Tel. 954-777-4219.
- Q. IRRIGATION PLANS: Submission of irrigation plans is not a requirement with grant applications. However, landscape plans must note a guarantee that 100% irrigation will be provided by the applicant via an underground irrigation system (please indicate water source) for all median planting projects, including median projects with totally xeric (drought tolerant) plant palette. Roadside planting projects that propose dense, multi-layered groupings of native-xeric plants that are large enough to create a self-sustaining bio-mass tolerant of drought and harsh road conditions may be non-irrigated, but are required to use mulch and planting backfill of native soils.
- R. PLANT STOCK QUALITY: Minimum requirement for plant stock is Florida Grade No. 1 or better and must be so specified on plans, as per Department of Plant Industries Grades & Standards (most current edition). All plant species must be rated no greater than "slightly susceptible" to contagious diseases (such as lethal yellowing) by current accepted industry research literature.