



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	20 <u>08</u>	20 <u>09</u>	20 <u>10</u>	20 <u>11</u>	20 <u>12</u>
Capital Expenditures	<u>\$7,100</u>	—	—	—	—
Operating Costs	—	—	—	—	—
External Revenues	—	—	—	—	—
Program Income (County)	—	—	—	—	—
In-Kind Match (County)	—	—	—	—	—
<b>NET FISCAL IMPACT</b>	<u><b>\$7,100</b></u>	==	==	==	==
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	—	—	—	—	—

Is Item Included In Current Budget? Yes X No       
 Budget Account No.: Fund 3900 Department 366 Unit X136 Object     

Reporting Category

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Funding was established in the FY2007 budget for the purpose of funding neighborhood projects. The NPG Application Review Committee has reviewed the projects and recommends that \$87,100.00 of the \$125,000.00 budget be allocated to 5 projects. The remaining \$37,900 will be used for other CCRT projects identified by the Manager of the Office of Community Revitalization and approved by the BCC. NPG projects must be completed within 12 months.

C. Departmental Fiscal Review: *Pat DiGiuseppe*

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

*John Dink* 10-18-07  
 OFMB  
 acw 10-17-07  
 mm 10/17  
 cm 10/15/07

*Ann J. Jacono* 10/24/07  
 Contract Dev. and Control  
 B. Jacono 10/24/07

**B. Legal Sufficiency:**

*Anne Delgent* 10/30/07  
 Assistant County Attorney

*These Agreements comply with our review requirements.*

**C. Other Department Review:**

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 Department Director

**Palm Beach County  
Neighborhood Partnership Grant Program FY 2007-2008**

**Program Overview**

The Neighborhood Partnership Grant (NPG) Program was developed as part of the Countywide Community Revitalization Program (CCRT), established by the Board of County Commissioners, in 1997, to offer designated neighborhoods specialized support and assistance with resident-driven neighborhood improvement efforts. The NPG program was created as an incentive for neighborhood groups and organizations to become active partners in community revitalization, to enhance as well as stimulate interest in the overall quality of life in the County's neighborhoods, and to provide a clear public benefit.

The NPG Program is intended to provide grants for neighborhood improvement projects in unincorporated Palm Beach County. All applicants must provide a match in services, cash, volunteer effort, or supplies, and will be required to demonstrate support for the proposed project from the neighborhood residents. Applicants must also provide for a mechanism to address the ongoing maintenance of the project.

**ELIBIBLE PROJECTS (EXAMPLES):**

- Simple Recreation Improvements (Playground and/or Park Improvements)
- Neighborhood entrance signage & beautification not in the public right-of-way, only on private property (with the owner's permission and the owner/grantee being liable for any and all claims arising from the project)
- Street sign toppers
- Right-of-way landscape improvements
- Exterior Painting (structures)
- Tree planting
- Fencing (safety & decorative)
- Art Murals (eligibility to be determined on a case-by-case basis)
- Expenses for supplies related to public service programs limited to child care, health care, job training, recreation activities, crime reduction, and community outreach

**INELIGIBLE PROJECTS:**

- Projects without at least a 50-50 total project match;
- Projects having another source of County funding and/or process (e.g., sidewalks, alley paving);
- Applications requesting salaries and/or operating expenses;
- Applications for social service/cultural education programs;
- Projects promoting special interests;
- Projects conflicting with existing County improvement projects or programs;
- Projects located outside of unincorporated CCRT target areas, and
- Projects not providing a public benefit.

**MAXIMUM GRANT REQUEST:**

A total of \$125,000 is dedicated to this program during this funding cycle. The maximum award is \$20,000 for a single project. However, the intent is to award grant funds to as many areas as possible.

**GENERAL PROGRAM REQUIREMENTS:**

**Before Implementation**

All grantees must sign a Contract, and provide the following before commencement of the project:

- A Certificate of Insurance evidencing the required coverage,  
A Commercial General Liability policy issued in the name of the

Applicant Name with limits of at least \$500,000 per occurrence.  
The policy must include an additional insured endorsement in favor of  
"Palm Beach County Board of County Commissioners."

- The Certificate of Insurance must be issued to Palm Beach County Board of County Commissioners, c/o OCR Manager, OCR, 2300 North Jog Road, West Palm Beach, FL 33411.
- A minimum 10 day notice of cancellation must be included.
- A copy of the Hold Harmless Agreements for all volunteers committing to work on the project. The original shall be retained by the organization, subject to review by staff.

### **During Implementation**

Grantees shall:

- Provide quarterly status reports.
- Procure all necessary permits applicable to project implementation and completion.
- Submit copies of all approved permits required for the project.
- Maintain accounting records as follows:
  - a. Each volunteer should maintain a time sheet on each project component reflecting the days and number of hours worked.
  - b. Receipts for all cash purchases with the vendors name, address, phone number, item(s) purchased, the date and method of the purchase as well as proof of payment.
  - c. Documentation of volunteer professional services being provided including a written scope of work (deliverables, estimated time necessary to complete the project and current cost of providing the services). Any discount given should be submitted on company letterhead.
- Repair all damages incurred to adjacent properties and to features of the right of way (sidewalks, vegetation, temporary repairs to benches, lights, signs, statues, etc.) as a result of project implementation.

### **After Project Completion**

The following information must be submitted within 30 days of the project completion:

- Ongoing maintenance should be provided consistent with the plan presented within the application. The project area remains a maintenance responsibility of the grantee. It is not the County's intent to acquire additional maintenance responsibilities as a result of the grant projects. However, Palm Beach County will continue its current level of maintenance service in and around the project site after project implementation is completed, if applicable.
- A written final project report summarizing the work completed, including photographs of the completed project, copies of the Hold Harmless Agreements for the volunteers, final list of volunteers working on the project, accounting of the expenditure of the cash match, etc. The final report shall be submitted within 12 months of the grant award and not to exceed 30 days after project completion unless a written request for an extension is received and approved by the County.

## **SPECIAL REQUIREMENTS NPG PROJECTS**

### **Necessary Permits**

In unincorporated Palm Beach County, a "building permit" is required for any man-made structure being built, installed, or permanently affixed to the ground whether on private property or in the (public) County Right-of-Way. Examples of a structure would include, but not be limited to neighborhood signs, fences, walls, fountains, gazebos, sheds, etc. In addition, all construction work must be performed by a properly licensed contractor, in accordance with Palm Beach County's construction licensing requirements.

All NPG approved projects must be constructed in accordance with all applicable federal, state and local laws. All projects built on property owned by a person or entity other than the grant applicant shall require written permission and releases from the property owner, whether public or private. Approved projects shall also require written permission and applicable permits from appropriate public agencies, i.e., Florida Dept. of Transportation, Palm Beach County Traffic Engineering, etc. Any necessary permits from applicable County Departments will be the sole responsibility of the applicants. To ensure the above listed is satisfied, the applicant must contact the applicable County permitting agencies (i.e., Zoning Division, Engineering Services, Building, etc.) for compliance with permitting standards and expectations.

### **Vendor Quotes**

All proposed NPG recipients shall be required to provide a minimum of three (3) price quotes (bids) from vendors (contractors, consultants, suppliers of plant materials, etc) in support of the project. It should be noted that vendors who provide an initial cost estimate for the application are not guaranteed they will be awarded the contract work. It is the sole responsibility of the NPG applicants to approach material vendors and provide written documentation indicating their commitment to the proposed project scope. The price quotes (bids) should be for the same quantity of materials, supplies, and labor. All modifications to the approved vendor bids should be submitted in writing to the PBC Planning Division, for review and approval.

### **Insurance**

As part of the formal Contract executed with Palm Beach County, all approved NPG recipients will be required to provide proof of insurance (a Certificate of Insurance) to cover the project development.

The County's Risk Management Department, prior to the initiation of work, will approve the type and dollar amount of insurance coverage. Normally, the minimum insurance requirements for the implementation of all NPG projects for legally organized organization are as follows:

A Commercial General Liability policy issued in the name of the Applicant Name with limits of at least \$500,000 per occurrence.

The policy must include an additional insured endorsement in favor of "Palm Beach County Board of County Commissioners"

The Certificate of Insurance must be issued to Palm Beach County Board of County Commissioners, c/o OCR Manager, OCR, 2300 North Jog Road, West Palm Beach, FL 33411.

A minimum 10 day notice of cancellation must be included.

## 2007-2008 PUBLIC PARTICIPATION AND SELECTION REVIEW PROCESS

As part of the public participation process for the Neighborhood Partnership Grant Program for FY 2007-2008, the following were undertaken:

1. On February 19, 2007 a press release was issued to advertise the Neighborhood Partnership Grant (NPG) Program and funding availability for FY 2007-2008. The OCR website was updated with a CCRT Eligibility Areas Map, NPG Pre-Application Workshops Schedule and NPG application. NPG application packages were mailed and e-mailed to community groups, interested organizations, County Commissioner's Aides, County Administration and interested County Departments. The NPG application packets contained instructions, information concerning the deadline, application submission requirements, eligibility criteria, matching contributions, technical assistance, and evaluation process.
2. Four (4) Pre-Application Workshops were held on March 20<sup>th</sup>, 21<sup>st</sup>, 27<sup>th</sup> and 30<sup>th</sup>, throughout the County, to discuss the NPG Program and provide technical assistance.
3. Letters were sent to applicants re: meeting eligibility criteria and notification of Application Review Meeting.
4. CCRT Staff provided technical assistance to six (6) community groups in preparation of their applications. Staff was also available to participate in any public meetings held by the community groups.
5. On August 23, 2007, NPG Application Review Committee members visited previous and current project sites.
6. On September 14<sup>th</sup>, 2007, notification of the September 26, 2007 Application Review Committee Recommendation Meeting along with notification of the November 6, 2007 BCC meeting were mailed.
7. On October 8<sup>th</sup> through 12<sup>th</sup>, 2007, applicants signed the Agreements.
8. On December 4, 2007, Grantees will attend an orientation meeting to go over billing, project changes, budget revisions, and program requirements.

### SELECTION REVIEW PROCESS

An application review committee was formally established to include representatives from various County Departments, that may be involved or will be responsible for certain aspects of the proposed project, to review all applications and make recommendations on projects to be funded. The committee was staffed by representatives from: Solid Waste Authority (SWA), PZ&B Finance, Housing & Community Development, Zoning, Code Enforcement, Engineering, Building, OFMB and the Palm Beach County Sheriff's Office. Projects were screened using the following minimum eligibility criteria.

### MINIMUM ELIGIBILITY CRITERIA

#### Eligible Applicants:

- Neighborhood/Business associations with 501(c)(3) tax status
- Neighborhood organizations/groups of residents who are interested in working on neighborhood projects.

#### Minimum Eligibility Criteria:

Proposed projects:

- Must be located in unincorporated Palm Beach County within one of the Eligible areas
- Must have support of adjacent property owners.
- Must provide at least a 50 - 50 match directly related to the **total project cost** including: cash, volunteer effort (sweat equity), materials, private grants or any combination of these. Proof of available cash must be verified by a bank statement and submitted with the application.

