
CITY OF FORT LAUDERDALE

Neighborhood Capital Improvement Program (NCIP)

and

Neighborhood Capital Improvement Grant Program (NCIGP)

Application for Fiscal Year 2012



Public Works Department
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor
Fort Lauderdale, FL 33301
Phone: (954) 828-6656
www.fortlauderdale.gov

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City of Fort Lauderdale
Neighborhood Capital Improvement Program (NCIP)
and
Neighborhood Capital Improvement Grant Program (NCIGP)
Application for Fiscal Year 2012

Completed applications, including all supplemental materials, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau, 100 N. Andrews Avenue, 5th Floor, Fort Lauderdale, FL 33301, no later than 4:30 p.m. Friday, September 30, 2011.

Neighborhood Capital Improvement Program (NCIP) Eligibility:

Applications will be accepted from neighborhood associations that are currently registered with the state of Florida as not-for-profit corporations, and that have been operating in the City of Fort Lauderdale for a minimum of one year at the time of application. In addition, the applicant must be in good standing with the City of Fort Lauderdale's Neighborhood Recognition Program.

Please note: For additional information about Neighborhood Capital Improvement Program eligibility requirements, please consult the NCIP/NCIGP Guide.

Application Guidelines for Grant Consideration:

1. Submit two (2) complete sets of the application and all supporting documents that are requested. **No binders, please.**
2. Provide two (2) photographs of the project site(s).
3. Attach all supporting documents **to the back of the application** as an appendix.
4. Provide a brief explanation of the proposed project.
5. Provide a budget statement that clearly outlines all funds needed to successfully complete the project (i.e., design cost, materials, installation, etc.).
6. Submit Letter(s) of Support from adjacent property owners.
Required for all capital improvement projects, except brick paver crosswalks and decorative street sign posts.
7. Provide Letter(s) of Support from current Board Members and Directors.
8. Provide Letter(s) of Intent from private corporations or public entities indicating a contribution of funds, materials/equipment or professional services (if applicable).
9. Provide current association minutes showing approval for the proposed project by the general membership. Association minutes must be no older than one year from the date of submission.

10. Association must agree to maintain the project once it has been completed and sign an NCIP Maintenance Agreement. (Please refer to the NCIP/NCIGP Guide for the complete Maintenance Policy.)
11. Financial proof that funds are available for the project shall be provided by the association in the form of:
 - a. Current bank statement (The bank statement may not be older than 30 days.), and/or
 - b. Fundraising plan indicating the timeline for the fundraising activities, amount of funds expected to be raised, and method of fundraising.

Please note: If funds are not currently available in the association's bank account, a fundraising plan outlining how the association will generate the capital must be included with the application (i.e., type of fundraiser, time frame targeted, number of campaigns to be held, and amount of funds expected to be raised).

Guidelines for Speed Hump Requests:

Please note: If the proposed project entails the installation of speed humps as a traffic calming measure, an official survey must be conducted by the City of Fort Lauderdale to determine support for the project.

- a. The association must first meet with the City's Traffic Engineering Division and request a traffic study. Upon completion, Traffic Engineering will provide the association with the results of the study.
- b. The association must submit the traffic study as part of its NCIP application, along with current association minutes showing approval by the general membership for the proposed speed hump project.
- c. To meet the application deadline, associations may need to submit their traffic study request to the City's Traffic Engineering Division one year prior to the grant cycle in which they intend to apply for funds.
- d. If the applicant qualifies and ranks among those being recommended for funding, the City will conduct a consensus survey after the NCIP grant is awarded. The City will poll the property owners directly affected by the traffic calming proposal and those property owners who may potentially be affected by the diverted traffic (as a result of the traffic calming devices) to determine whether or not there is consensus for the proposal.
- e. The grant award will be contingent upon the outcome of the official survey. That is, the survey must produce favorable results for the speed humps in order for the grant award to become effective.
- f. The grant will be terminated if the survey produces unfavorable results.

Please note: Applicants are strongly encouraged to plan ahead and coordinate this effort with the City's Traffic Engineering Division well in advance of submitting an NCIP application. The Traffic Engineering Division may be contacted at (954) 828-5772.

Neighborhood Capital Improvement Grant Program (NCIGP) Eligibility:

The Neighborhood Capital Improvement Grant Program (NCIGP) is a program that was endorsed by the Fort Lauderdale City Commission in March 2000. The program differs from the Neighborhood Capital Improvement Program (NCIP) in that it allows neighborhood associations to bid and enter into direct contractual agreements with licensed professionals to implement their neighborhood capital improvement project, as opposed to the City executing the project.

Associations seeking to be considered for this grant must submit an application during the normal NCIP grant cycle and indicate their desire to implement their capital improvement project through this program. The NCIGP applications will go through the same selection and ranking process as NCIP applications. Upon notification of the grant award and full execution of the Revocable License and Maintenance Agreement, an association may proceed with the permit and implementation phase of the project.

If your association would like its project proposal to be considered under the Neighborhood Capital Improvement Grant Program (NCIGP), please indicate by checking the box below:

	Yes, my association would like this project proposal to be considered under the Neighborhood Capital Improvement Grant Program (NCIGP). If yes, please include this page with the completed application.
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Associations must meet the following criteria to be considered eligible to implement a capital improvement project under the NCIGP:

1. The association must be registered with the state of Florida as a not-for-profit corporation and be operating within the City of Fort Lauderdale for a minimum of one year at the time of application. In addition, the applicant must be in good standing with the City of Fort Lauderdale's Neighborhood Recognition Program.
2. The proposed project must be within the City's right-of-way (ROW), property or easement dedicated for public use.
3. The proposed project must meet the City's Engineering Design and Construction standards and Florida Building Code, as applicable.
4. An appropriately licensed professional must design and certify the construction contract documents for the proposed project.
5. The association's contractor must obtain all applicable permits.
6. The association shall be responsible for securing or ensuring that the contractor secures a payment and performance bond. Payment and performance bonds are required for all work within the City's public ROW prior to issuance of a permit. The bond shall be 100% of the cost of construction. The association shall ensure that the bond has been posted. The bond shall be posted in the form of a surety bond or cash in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work will be permitted to begin.**

7. An appropriately licensed contractor must perform all work.
(Exception: Landscape that does not require digging more than 12" deep for installation.)
8. The association's past history in implementing and maintaining projects will be taken into consideration for the grant award.
9. The association must adhere to the NCIGP Maintenance Agreement/Revocable License.
10. Projects must be constructed within a 12-month period. The 12-month period begins on the date the City Commission authorizes the grant and the Maintenance Agreement/Revocable License. Grant funds must be expended within this allotted time frame. Grants will be forfeited if projects are not fully completed within this time frame. If warranted, the City Manager or designee may grant an extension to this time frame.
11. Projects funded in part or in whole by Community Development Block Grant (CDBG) funds are not eligible.

Application Deadline:

Completed applications, including all applicable exhibits and supporting documents, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau no later than 4:30 p.m. Friday, September 30, 2011.

Please mail or deliver to:

City of Fort Lauderdale
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor
Fort Lauderdale, Florida 33301
Attention: Neighborhood Services

Incomplete or late application packets will not be considered
and will be returned to the applicant.

Faxed copies or older versions of the grant application will not be accepted.

**For more information, please contact:
Sheri Roberts, Neighborhood Services Program Coordinator
Phone: (954) 828-6656/E-mail: sheriroberts@fortlauderdale.gov**

City of Fort Lauderdale NCIP and NCIGP Application for Fiscal Year 2012

(Please type or print in black or blue ink. Pull out pages from booklet at perforations and submit completed application.)

SECTION I: NEIGHBORHOOD ASSOCIATION INFORMATION

A. Neighborhood Association:

B. Date Incorporated:

C. Please indicate Association Boundaries:

Northern boundary:

Southern boundary:

Western boundary:

Eastern boundary:

D. Corporation Tax ID Number:

E. Project's Primary Contact Person:

Mailing Address:

Daytime Telephone:

Evening Telephone:

E-mail Address:

F. Project's Secondary Contact Person:

An alternate contact is REQUIRED.

Mailing Address:

Daytime Telephone:

Evening Telephone:

E-mail Address:

G. Number of households represented by the association: _____

H. Current Association President: _____

Please note: The association must certify that it meets the eligibility requirements outlined in the NCIP/NCIGP Guide and, that if awarded the grant, the association will abide by the terms and conditions outlined in the Guide. If the association is not in compliance with the eligibility requirements, the grant application will not be considered beyond phase one of the grant review/selection process.

By signing below, I, _____, certify that:
(Association President)

A. _____ neighborhood association has met
(Name of Association)

the grant eligibility requirements outlined in the NCIP/NCIGP Guide; and

B. If the NCIP or NCIGP grant is awarded, the neighborhood association agrees to match or exceed the grant award and to abide by all of the terms and conditions set forth in the NCIP/NCIGP Guide.

Signature: _____ Date: _____
(Association President)

Amount

B. Amount of NCIP/NCIGP funds requested (\$35,000 max):

(See example B on page 16.)

\$ _____

C. What is the Association match for proposed project?

- I. a. Association Cash
- b. Community Development Block Grant (CDBG) Funds
- c. Corporate/Public Contributions
 - i. Cash Contribution
 - ii. Value of Materials
 - iii. Value of Professional Services

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

(Letter of Intent must accompany application for Corporate/Public contributions)

- d. Community Area Planning (CAP) Points
- e. Citizens Volunteer Corps (CVC) Points
- f. Neighborhood Recognition Points

(All points do not have a dollar value and must be used in increments of 100 or 1,000.)

(See example C on page 16.)

D. What assurance does the association provide to the City of Fort Lauderdale that funds are available? Attach copies of association's current bank statements, Letter(s) of Intent from private/public contributions and/or the fundraising plan to the back of the application as an appendix.

E. Has the association received funding assistance from the City in the past?

Yes/No: _____ If yes, how many times? _____

F. Will the association partner with an outside public or private organization to complete this project (i.e., Broward County, state of Florida, ABC Landscaping, etc.)?

Yes/No: _____

If yes, please provide the organization's name _____

G. What is the contributing organization's role in the development (i.e., funding or design) or construction of this project?

SECTION IV: PROJECT MAINTENANCE

A. What maintenance responsibilities will be assumed by the association after completion of the project?

B. How will maintenance be funded?

C. How will the project improvements be maintained?

D. Please include an outline of the maintenance schedule below:

Please note: If the association seeks maintenance assistance from the City’s Parks and Recreation Department for improvements that will be installed in a park or median island, a letter of commitment from the Parks Superintendent must be obtained by the association and submitted with the application.

**City of Fort Lauderdale NCIP and NCIGP
Application for Fiscal Year 2012**

**MAINTENANCE AGREEMENT
BETWEEN THE
CITY OF FORT LAUDERDALE AND**

NEIGHBORHOOD ASSOCIATION

As established by the City Commission and cited in the NCIP/NCIGP Guide, any repairs and/or regular maintenance needed in connection with the project located at:

will be remedied by the neighborhood association. We further understand that if the project is in need of repair or the maintenance falls below satisfactory conditions, the City of Fort Lauderdale reserves the right to remove the capital improvements for which the neighborhood capital improvement funds were granted.

Description of Project:

The neighborhood association will be responsible for conducting the following regular maintenance, as appropriate:

Special maintenance services to be provided by the association: (Indicate N/A, if not applicable)

On behalf of the _____ neighborhood association, we, the undersigned, have read the NCIP/NCIGP maintenance terms outlined in the NCIP/NCIGP Guide and agree to the terms set forth herein.

Association President or Authorized Signature: _____ Date: _____

Association Representative or Project Manager: _____ Date: _____

NCIP/NCIGP Program Coordinator: _____ Date: _____

cc: Neighborhood Association Project File

ATTACH THIS PAGE TO THE BACK OF THE APPLICATION AS AN APPENDIX.

City of Fort Lauderdale NCIP and NCIGP
Application for Fiscal Year 2012
Letter of Intent

This letter shall confirm that, _____ will participate as a partner
(Public/Private Organization or Individual Name)
with the _____ in the implementation of their
(Name of Neighborhood Association)
NCIP/NCIGP project.

Please Print:

Name: _____
Company: _____
Address: _____
E-mail: _____ Telephone Number: _____

The contribution will consist of the following: (Please check all that apply.)

- Cash: \$ _____
- CAP Points: _____
- Neighborhood Recognition Points: _____
- CVC Points donated by another association: _____
- Materials/Equipment: (Indicate the amount and value of the items being donated. Please use additional sheets if necessary.)

- Professional Services: (Please indicate the type of service being rendered.)

The market value for professional services rendered is \$ _____ at a rate of \$ _____
per hour. The total number of hours being donated is _____.

Please note: If professional services are being rendered for architectural, electrical, landscape and/or irrigation design, the design plans submitted must comply with the City's CADD standards, signed and sealed, and must include project specifications and construction documents for full credit.

Signature: _____ **Date:** _____

ATTACH THIS PAGE TO THE BACK OF THE APPLICATION AS AN APPENDIX.

City of Fort Lauderdale NCIP and NCIGP
Application for Fiscal Year 2012
Letter of Support/Agreement

Required for all capital improvements proposed under the Neighborhood Capital Improvement Program and Neighborhood Capital Improvement Grant Program (i.e., landscape, sidewalks, entrance signs, irrigation, curbing, lighting, swale reclamation, etc.) (Exceptions: brick paver crosswalks, median islands and decorative street sign posts.)

This letter shall confirm that I, _____, am the
(Name of Property Owner - Please Print)

property owner of the parcel located at _____.

Members of the _____ neighborhood association have solicited my authorization and support for the construction of a neighborhood capital improvement project they are seeking to implement in the public right-of-way, immediately adjacent to my property.

Project Description: (This section to be completed by the association - Please type or print.)

I acknowledge that the scope of the project has been explained to me and I offer my full support for the proposed project as outlined above. I do hereby consent to the improvements that will be installed in the City's right-of-way, immediately abutting my property.

Owner's Signature: _____ Date: _____

Phone Number: _____

Agreement to Sign an Easement Deed

There are certain capital improvements that require the execution of an easement deed before the project can be constructed in the City's right-of-way. The property owner(s) whose property immediately abuts the improvements must sign the easement deed(s). These are capital improvements that do not normally serve the general welfare of the public such as, entranceway guardhouses, monuments or columns/pillars.

Should the project warrant the execution of an easement deed for the area identified above, I _____, hereby declare that I will agree to sign an easement deed, subject to review and approval of the final drawings and plans.

Owner's Signature: _____ Date: _____

A EXAMPLE OF USING CASH FOR NCIP MATCH		CASH
One Entryway Monument		\$20,000
Landscaping		\$ 7,500
Irrigation		\$ 7,500
	Subtotal	\$30,000
15% Contingency	15% x \$30,000 =	\$ 4,500
ESTIMATED COST OF PROJECT		\$34,500
B Funding Breakdown		
NCIP Requested Funds = (\$35,000 maximum)		\$17,250
C Association Match Using Cash:		
CASH		\$17,250
TOTAL NEIGHBORHOOD MATCH:		\$17,250
NCIP: Cash		\$17,250
Neighborhood Match: Cash		\$17,250
TOTAL COST OF PROJECT		\$34,500

A EXAMPLE OF USING POINTS FOR NCIP MATCH		POINTS	CASH
One Entryway Monument			\$20,000
Landscaping			\$ 7,500
Irrigation			\$ 2,500
	Subtotal		\$30,000
15% Contingency	15% x \$30,000 =		\$ 4,500
Estimated Cost of Project			\$34,500
B Funding Breakdown			
NCIP Requested Funds = (\$35,000 maximum)			\$34,500
C Association Match using Points:			
CAP	25,000		
CVC	8,500		
Neighborhood Recognition	1,000		
TOTAL POINTS TO BE USED:		34,500	
NCIP: Cash			\$34,500
Neighborhood Match: Points	34,500		
TOTAL COST OF PROJECT			\$34,500

Community Area Planning (CAP), Citizens Volunteer Corps (CVC), and Neighborhood Recognition (NR) points are considered as one point for one requested NCIP dollar. Do not add the points to the NCIP dollar. Example: 1 CVC point = \$1 NCIP dollar

A EXAMPLE USING CASH, POINTS, AND MATERIALS FOR NCIP MATCH		POINTS	CASH
One Entryway Monument			\$20,000
Landscaping			\$ 7,500
Irrigation			\$ 2,500
	Subtotal		\$30,000
15% Contingency	15% x \$30,000 =		\$ 4,500
Estimated Cost of Project			\$34,500
B Funding Breakdown			
NCIP Requested Funds = (\$35,000 maximum)			\$26,000
C Association Match using Cash, Points and Materials:			
Cash			\$ 5,000
Materials (value)			\$ 3,500
CAP	11,500		
CVC	5,000		
Neighborhood Recognition	1,000		
TOTAL NEIGHBORHOOD MATCH			\$26,000
17,500 points + \$8,500 cash = 26,000 combination match			
NCIP: *Cash			\$26,000
Neighborhood Match: *Cash			\$ 8,500
Points	17,500		
TOTAL COST OF PROJECT:			\$34,500
*(\$26,000 NCIP + \$8,500 Neighborhood Cash = \$34,500)			

2012 NCIP/NCIGP APPLICATION CHECKLIST

Please use the following checklist to ensure that all of the items listed below are submitted with your NCIP/NCIGP application packet:

- Application Form to include:
 - Two (2) complete sets (1 original/1 copy) of the application and all supporting documents
 - Two (2) photographs of the project site
 - All supporting documents attached to the back of the application as an appendix
(Submitting an incomplete application will be grounds for elimination from the grant process.)
- Current association minutes showing general membership approval for the proposed project. Association minutes may not be more than one year old from the date of submission.
- Letters of Project Support/Agreement from:
 - Current Board Members and Directors
 - Adjacent Property Owner(s)
 - Adjacent Neighborhood Association (if applicable)
- Current cost/bid estimate from contractor/vendor (optional)
- Association's not-for-profit corporation status with the state of Florida is current
- Corporation Tax ID Number
- Proposed project budget (clearly outlined)
- Current bank statement and/or fundraising plan (Bank statement may not be older than 30 days.)
- Project location indicated
- Project description indicated
- Funding request and match clearly identified:
 - Cash CVC Points Professional Services Rendered
 - CAP Points Materials
 - Contributions Neighborhood Recognition Points
- Completed and signed Letter(s) of Intent from outside organizations providing contributions, materials, equipment or professional services (if applicable)
- Completed and signed Maintenance Agreement

Applications must be received no later than 4:30 p.m., Friday, September 30, 2011.

City of Fort Lauderdale
Public Works Department
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor, Fort Lauderdale, FL 33301
Attention: Sheri Roberts, Neighborhood Services Program Coordinator
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