



**CASSELBERRY**

**CASSELBERRY  
NEIGHBORHOOD  
IMPROVEMENT  
GRANT PROGRAM**

**FY 2016-2017  
APPLICATION**

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|   |   |
|---|---|
| A. Program Description  | 3 |
| B. Who can apply for which grant  | 3 |
| C. Eligibility  | 3 |
| D. Grant Calendar   | 4 |
| E. Grant Action and Maintenance Plans   | 4 |
| F. Neighborhood Improvement Grants  | 4 |
| Homeowner Improvement Grant   | 4 |
| Neighborhood Beautification Grant   | 5 |
| Neighborhood Empowerment Grant  | 5 |
| G. Project Evaluation Criteria  | 6 |
| H. Casselberry Neighborhood Improvement Grant Application<br>Form and Submittal Information | 7 |
| Application   |   |
| Vendor Acknowledgement Form   |   |
| Sample Neighborhood Improvement Grant Agreement   |   |

## A. PROGRAM DESCRIPTION

The City Commission approved project funding in the amount of \$50,000 for the 2016-2017 Neighborhood Improvement Grant Program (NIGP). The purpose of the Neighborhood Improvement Grant Program (NIGP) is to incentivize residents and neighborhoods to enhance the curb appeal of their residence or community through citizen and government partnership to address exterior rehabilitation and renovation to residential areas.

## B. WHO CAN APPLY FOR WHICH GRANT?

### 1) Existing owner-occupied single family residents: Homeowner Improvement Grant (HIG)

- a. Exterior Retrofits - Maximum City match – Up to \$750

### 2) Contractual HOAs: Neighborhood Beautification Grant (NBG)

Grant Request – Maximum City match – Up to \$2,500

- HOAs must be in existence for at least 1 year prior to submitting an application and shall be required to submit the appropriate paperwork for confirmation.
- Applicants must own and maintain property where project is located.

### 3) Non-organized or Volunteer neighborhood groups. Neighborhood Empowerment Grant (NEG)

Grant Request – Up to \$7,500 with no match (project is paid for by the City to vendor directly)

## C. ELIGIBILITY / REQUIREMENTS

- The project must provide an overall benefit to the neighborhood constituting a public purpose.
- All applicants and properties must reside within the Casselberry city limits.
- There shall not be any outstanding liens on the property.
- Property must be structurally sound.
- The applicant must commit to maintaining the project.
- The property owner must demonstrate that they are committed to maintaining the property.

### Note:

- Each grant type is subject to its own criteria, eligibility, and funding amounts.
- An applicant may only apply for one grant per year.

### In NO event shall project funds be used for:

- A HOAs regular budget
- Expenses without receipts
- Reimbursements for purchases made prior to executing an approved application and agreement
- Projects which are already underway
- Gifts of appreciation
- Food

## D. GRANT CALENDAR

### Monday, January 9, 2017

Applications may be obtained from the City of Casselberry Community Development Department or on the City's website ([www.casselberry.org](http://www.casselberry.org)).

### Tuesday, January 17, 2017 from 6:30 PM – 8:30 PM

Workshop at City Hall for staff to assist with developing and formatting the application for submittal.

### Monday, February 13, 2017 (no later than 5:00 pm)

All proposals are due to the City of Casselberry Community Development Department. Each applicant must submit one original application with two (2) paper copies and one digital .pdf copy (can be emailed). *Faxed proposals will not be accepted.*

Completed applications shall be sent to:

City of Casselberry  
Community Development Department  
95 Triplet Lake Drive  
Casselberry, FL 32707

### Monday, March 27, 2017

City Commission awards grants

### Tuesday, September 5, 2017

Projects shall be completed and the reimbursement request information submitted to the City for processing.

## E. GRANT ACTION & MAINTENANCE PLANS

The grant action plan and maintenance plans are required as part of the application for submittal to the City Commission with detailed information relative to the timeline and future maintenance of the project.

**ACTION PLAN** – Includes a detailed budget and a project timeline for completion of the project and submittal of reimbursement request by September 5, 2017. The plan may be modified after grant funds are awarded to more accurately show dates and costs.

**MAINTENANCE PLAN** – A plan describing how the applicant will maintain the property for a three (3) year period and committing the applicant to maintain all improved areas during that period of time.

## F. NEIGHBORHOOD IMPROVEMENT GRANT TYPES

### 1. HOMEOWNER IMPROVEMENT GRANT (HIG)

#### 1. *EXTERIOR RETROFITS (Maximum Match up to \$750)*

**Eligible projects:** ● Fascia improvements ● Windows ● Doors ● Roof repair  
● Professional exterior paint work ● Porches  
● Carport to garage conversions ● Other similar work

- Not eligible:**
- Any detached accessory structure work
  - Fencing and/or walls
  - Awnings
  - Mobile homes and renters shall not be eligible
  - Landscaping

**Requirements:** Applicants are not eligible if they have received a HIG award in a prior program year.

## 2. NEIGHBORHOOD BEAUTIFICATION GRANT (NBG)

### (Maximum City Match up to \$2,500)

If a neighborhood association board or deed restricted homeowners association wishes to improve the communal areas within its neighborhood they may be eligible for the Neighborhood Beautification Grant.

- Eligible projects:**
- Tree Planting
  - Landscaping
  - Common area lighting improvements
  - Decorative fountains
  - Neighborhood entrance beautification
  - Neighborhood identification/entry signs

- Not eligible:**
- Sidewalk construction
  - Traffic calming devices
  - Staff for project management
  - Projects already underway

**Requirements:** Applicants may receive a NBG grant award two years in a row and must take the third year off. Applicants will need to provide deed restrictions or HOA documents to prove they are a dues collection association. Applicants will need to show that a neighborhood group exists by providing minutes from a meeting or providing signatures of all group participants along with their addresses. The group would also need to show that land owned where any work may be performed is owned by the common land owned by the residents. A neighborhood association's board must vote on and approve the grant application prior to submitting to the City. Minutes from the meeting must be notarized, show the voting process, as well as:

- The name of the project
- Motion, Vote and Action to submit project to the City
- Design specifications for the project shall be provided as an exhibit to the minutes as stated and approved by the board.
- A lead contact on the project shall be identified for the record.

## 3. NEIGHBORHOOD EMPOWERMENT GRANT (NEG)

### (Maximum Project Amount - \$7,500)

In the event a small group of neighborhood homeowners or a voluntary organization wishes to engage in a site specific improvement project in a neighborhood, this group may be eligible for the Neighborhood Empowerment Grant.

**Eligible projects:**

Tree planting, landscaping, neighborhood identification/entry signs, Neighborhood Entrance beautification, other similar work.

- Not eligible:**
- Improvement relating to any private household
  - Projects already underway

**Requirements:** Applicants may receive a NEG grant award two years in a row and must take the third year off. Applicants will need to show that a neighborhood group exists. This could be done by providing minutes from a meeting or providing signatures of all group participants along with their addresses. The group will need to sign a Right of Way Use Agreement to make any alterations to City Right of Way and receive permission from City Commission and City Engineer prior to starting their project. The City will pay the vendor directly for approved projects.

## G. PROJECT EVALUATION CRITERIA

**Aesthetics:** Will the project enhance the aesthetics of the neighborhood? Does it improve the attractiveness of the project site?

**Project Design & Quality:** Does the project fit into the purpose of the program? Would the project greatly enhance the value of the property or neighborhood? Does the site plan meet code? What are the current conditions of the project site?

**Business Cooperation:** To the greatest extent possible, does the applicant show a demonstrated commitment to local business owners with one (1) quote from a Casselberry business?

**Maintenance:** Is the project a one-time expenditure or is on-going maintenance required? Does the applicant demonstrate the ability to maintain the project?

**Financial Need:** Can the group show that they are not part of a HOA or group which collects funds from its community for the specific purpose that they are applying for the grant? Is there a demonstrated financial need to enhance the property? Does the application demonstrate the ability to leverage private funds? Have other funding sources been tried?

**Project Viability:** Is the project long lasting? What is the life cycle before replacement?

### **Geographic Location:**

**Income Element:** Is the average household income of the property less than the City average (calculated by census block or designated Community Development Block Grant areas)?

**Housing Value Element:** Is the property's assessed value less than 80% of the average (calculated by census block)?

**Curb Appeal Element:** Is the project located in a prominent area within the neighborhood which is seen daily by the community's residents? On an arterial, minor collector or local road?

| Grading System             | HIG | NBG | NEG |
|----------------------------|-----|-----|-----|
| Aesthetics                 | 20  | 15  | 15  |
| Project Design and Quality | 25  | 20  | 20  |
| Business Cooperation       | 15  | 15  | 15  |
| Maintenance                | 15  | 15  | 15  |
| Financial Need             | 0   | 10  | 10  |
| Project Viability          | 10  | 10  | 10  |
| Geographic Location        |     |     |     |
| Income                     | 5   | 5   | 5   |
| Housing Value              | 5   | 5   | 5   |
| Curb appeal                | 5   | 5   | 5   |
| Maximum Points Awarded     | 100 | 100 | 100 |

## H. CASSELBERRY NEIGHBORHOOD IMPROVEMENT GRANT APPLICATION FORM AND SUBMITTAL INFORMATION

**CHECKLIST – Please submit your application and attachments *in the order* provided in the checklist below.**

- Application
- Map of the location
- A clear site plan showing the location of all improvements
- Photos of Existing Conditions
- Copy of 2 quotes for the project (one quote from a Casselberry business owner, the address of the business must be shown). *Show the total cost of the project, along with a breakdown of specific work and associated cost, the more detail provided the better. Quotes must match in scope of work (Example. A 4x4 glass window should be the same on both quotes, not 4x4 glass window and 4x2 glass window).*
- Quotes for different types of projects (doors, windows, paint) should be submitted separately.
- A copy of the property deed or Seminole County Property Appraiser print out (HIG only)
- Grant Action and Maintenance Plans
- A copy of homeowner’s insurance (*HIG only*)
- A copy of the most recent water bill received at the property (*HIG only*)
- Map of neighborhood boundaries (*NBG and NEG*)
- Proof of neighborhood group (minutes, group signatures & addresses) (*NBG and NEG*)
- Vendor Acknowledgement form signed (*NEG only*)

*The City of Casselberry reserves the right to request supplemental information as deemed necessary from the applicant on a case-by-case basis to accurately evaluate eligibility.*

Applicants shall complete the application form in its entirety and provide one original and two copies of the above listed documents. Incomplete applications and/or failure to provide required documentation may result in a rejection of the application.

If you have any further questions, please contact 407-262-7700 x1106 or [nigp@casselberry.org](mailto:nigp@casselberry.org).

## APPLICATION

1. Applicant Contact Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Organization Name (if applicable): \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Alt. Number: \_\_\_\_\_

**\*\*\*If applying for the NEG, please provide contact information for all applicants associated with the application on a separate sheet of paper\*\*\***

4. Which grant are you applying for?

- Homeowner Improvement Grant (**HIG**) (*Maximum City match - \$750*)
- Neighborhood Beautification Grant (**NBG**) (*Maximum City match - \$2,500*)
- Neighborhood Empowerment Grant (**NEG**) (*Maximum City match - \$7,500*)

5. Have you previously been awarded a grant as part of the NIGP (only applies to HIG and NBG Grants)? Yes  Year \_\_\_\_\_ No

6. On a separate sheet of paper, typed or neatly hand written, please provide the answers to the following questions:

- a. Will the project enhance the aesthetics of the neighborhood? Does it improve the attractiveness of the project site?
- b. Does the project fit into the purpose of the program? Would the project greatly enhance the value of the property or neighborhood? Does the site plan meet code? What are the current conditions of the project site?
- c. To the greatest extent possible, demonstrate commitment to local business owners with one (1) quote from a Casselberry business?
- d. Is the project a one-time expenditure or is on-going maintenance required? Demonstrate the ability to maintain the project?
- e. Is there a financial need for the project?
- f. Is the project long lasting? What is the life cycle before replacement?
- g. Is the project located on an arterial, minor collector or local road?

7. Total amount of project: \$ \_\_\_\_\_

|                    |   |                                     |          |
|--------------------|---|-------------------------------------|----------|
| <b>HIG PROGRAM</b> | - | <i>Maximum City Financial Match</i> | - \$750  |
| <b>NBG PROGRAM</b> | - | <i>Maximum City Financial Match</i> | -\$2,500 |
| <b>NEG PROGRAM</b> | - | <i>Total Project Cost</i>           | -\$7,500 |

8. Total amount of in-kind contribution (*maximum 25%*): \$ \_\_\_\_\_  
 “In-kind goods and services” is defined as a donated material for use on the submitted project or a Professional Service by a legitimate provider valued at “fair-market value”. No more than 25% of In-kind Goods and Services shall be included as a proposed match.

9. Total amount of financial assistance you are applying for: \$ \_\_\_\_\_  
**Note: Applicants will only be eligible to receive up to the Maximum City match/Total Project Cost.**

**APPLICATION AGREEMENT**

I (we), the applicant of the above described project understand that the intent of this application is only for purposes of pre-qualifying and does not guarantee acceptance or approval and no commitment is hereby made, in whole or in part, on behalf of the applicant, City Staff, or the Casselberry City Commission.

I understand and agree to these terms

\_\_\_\_\_  
 Applicant Signature

**Certification By The Applicant**

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant’s knowledge and belief. Providing false information shall disqualify the applicant from the approval process for the 2016-2017 fiscal year.

Verification of any information contained in this application may be obtained by City Staff from any available source.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**Please return this original application with two (2) copies and one (1) digital copy of this completed application including any required supporting documentation to the following:**

City of Casselberry  
 ATTN: Community Development  
 95 Triplet Lake Drive  
 Casselberry, FL 32707

## VENDOR ACKNOWLEDGMENT FORM

Your company is bidding to be selected to perform services for a neighborhood organization as part of City of Casselberry's Neighborhood Improvement Program. (*NEG recipients only*)

**Please read this acknowledgement in its entirety before proceeding with any activity. By signing the below form you are accepting the terms set forth:**

- You acknowledge upon submission of your quote, that you will comply with all vendor requirements including requirements for proof of insurance for workman compensation Commercial General Liability, State License and Business Tax Receipt.
- You **are not** to start any work on proposed project until you have been granted permission by City of Casselberry.
- The quote provided by your organization should include all costs associated with completing this project, i.e. – labor, material, permitting, engineering and design.
- You understand that if you are completing work that requires permitting, you must be an City of Casselberry licensed contractor.
- You understand that City of Casselberry will not be responsible for costs exceeding the amount on the original quote.
- You are aware that the project must be completed within 90 days of approval of the Project.
- If your services or costs have changed or the project is delayed, City of Casselberry must be contacted immediately.
- Upon completion of the project, you are to invoice the City of Casselberry with the exact products/services identified on the original quote. Any deviation may result in loss of payment.
- After project is complete, your payment may take up to 30 business days
- You may not ask for a deposit or installments for project from community or City of Casselberry.

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2016-2017 NEIGHBORHOOD IMPROVEMENT GRANT AGREEMENT

**This AGREEMENT**, made and entered into this day \_\_\_\_\_ of \_\_\_\_\_ 2016, by the City of Casselberry, a Florida municipality, located at 95 Triplet Lake Drive, Casselberry, Florida 32707 (hereinafter referred to as “City”) and \_\_\_\_\_ located within the limits of the City of Casselberry, in the State of Florida, (hereinafter referred to as “Grantee”). City and Grantee may be referred to collectively as the “parties”.

**WHEREAS**, the City has established the Neighborhood Improvement Grant Program (hereinafter referred to as “Program”) to provide grants for qualifying neighborhood organizations, individual homeowners, and non-organized neighborhood groups to complete specified projects that will benefit the community of Casselberry at large; and

**WHEREAS**, all grant monies under this program shall be expended solely for the construction and/or completion of the specified project (hereinafter referred to as “Project”), a description of which is set forth in Section “C” of this Agreement; and

**WHEREAS**, the Grantee’s receipt of Program funding is conditioned upon satisfactory completion of the Project, as well as contribution of a “Matching Grant” from the Grantee; and

**WHEREAS**, Grantee is required to provide receipts and invoices showing expenditures related to the grant award; and

**WHEREAS**, the Program serves to maintain high quality residential neighborhoods, thereby promoting economic stability, exceptional quality of life, community serenity and security within the City, the Program constitutes a public purpose.

Now, in consideration of the mutual covenants described herein, the parties agree as follows:

1. **Above Provisions**: The above provisions are hereby incorporated into the agreement.
  2. **Grant**: City hereby awards Grantee a grant for the Project in the amount of \$ \_\_\_\_\_ under the \_\_\_\_\_ grant.
  3. **Matching Grant**: Grantee hereby agrees to provide a matching grant in the amount of \$ \_\_\_\_\_. (*NEG recipients not applicable*)
  4. **Payment**: City shall pay to the Grantee/Vendor the agreed upon grant amount specified herein once the Project has been completed to the satisfaction of City staff. Reimbursement will only be made based on proof of payment to the vendor such as copies of cancelled checks, (payable to the vendor or store only) or credit card receipts. (*NEG recipients not applicable*)
  5. **Condition**: The matching grant provision set forth in paragraph 3 of this Agreement is a prerequisite to receipt of this grant. Failure to comply with the matching grant requirement shall constitute a material breach of the Agreement.
  6. **Project**: Grantee agrees to perform, or supervise the performance of, all work constituting the Project.
  7. **Implementation of Project**: Grantee shall execute all project activities and shall apply for any permits required to construct physical improvements as part of the Project. The City shall not be required to issue any permit unless the applicant satisfies the City’s requirements for the issuance of such permit, as provided by the City Code of Ordinances and any other lawful requirements.
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8. **Role:** The City is not a partner or joint venture with the Grantee or the Grantee's agents or contractors. The City's sole role is to award a grant, and the awarding of the grant does not in any way bind the City to the Grantee or Grantee's contractors, or create any City obligations to the Grantee or Grantee's contractors. The City is not in privity with the Grantee's contractors. The City has no right to control the scope of the Project or the means and methods of construction of the Project, except in its role as the governing authority. Nothing in this Grant creates any rights on the part of the Grantee or Grantee's contractors to lien City property or recover anything from the City.
9. **Term:** The work activities to be performed by the Grantee, as part of the Project, **shall be completed and the reimbursement request submitted to the City on or before Tuesday, September 5, 2017.** If there is any need for an extension, Grantee shall submit a written request for an extension no later than 30 days prior to the completion date described herein. Any extension shall be granted at the discretion of the City. The City's grant of an extension shall in no way constitute a waiver of any other term of this Agreement. If for any reason the Project cannot be completed by the completion date, written notification must be provided to the City.
10. **Applicable Laws:** The Grantee must comply with all applicable laws and ordinances, and shall, at its own expense, secure and pay for all permits and be responsible for all other fees or charges associated with the performance of the project or any other activities under this Agreement. The Agreement does not constitute a waiver of any applicable codes or regulations nor does it constitute approval of the project for development.
11. **Indemnification:** The Grantee shall indemnify and hold the City harmless, including its elected officials, agents and employees, from and against all claims, damages and losses, and expenses, including but not limited to, attorney's fees and costs arising out of or resulting from the carrying out of the Agreement, arising out of any activities performed under this Agreement, or constituting a breach of any term of this Agreement.
12. **Monitoring:** The Grantee agrees that City staff may employ any means, by law, to see to it that the aforementioned requirements of the grant program are met.
13. **Maintenance:** Grantee shall maintain any and all improvements that are purchased or installed under this agreement.
14. **Notices:** Any notices to the City, under this Agreement, shall be made in writing and mailed to:  
City of Casselberry ATTN: Community Development  
95 Triplet Lake Drive  
Casselberry, Florida 32707
15. **Termination:** The City shall have the right to terminate this Agreement for any breach of any term of this Agreement. In the event of a termination for Grantee's breach of the Agreement, Grantee shall not be entitled to receive any portion of the grant amount. Termination of the Agreement shall preclude the Grantee from applying for any further grants under the Neighborhood Improvement Grant Program.

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The City and Grantee have executed this Agreement on the day and year first above written.

**CITY OF CASSELBERRY**

**GRANTEE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Charlene Glancy, Mayor/Commissioner

Print Name: \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_