

**TAMARAC**



The City For Your Life

**CITY OF TAMARAC, FL**

# **NEIGHBORHOOD PARTNERSHIP**

## **PROGRAM POLICY**

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## Purpose

The City of Tamarac is your “Community of Choice”, and in order to maintain that desirability, the City is committed to working together with its Neighborhood Associations, Homeowners’ Associations and Organizations to provide opportunities for on-going improvement. The Neighborhood Partnership and Beautification Recognition Programs (NPBRP) have been developed to foster the needs of our communities, enhance neighborhood vitality, enhance the visual image of the City’s neighborhoods, and improve its livability. The NPBRP will promote two-way communication with residents, support of neighborhood/homeowner associations, cultivate neighborhood partnership agreements and promote community spirit.

## Neighborhood Associations or Organizations

Neighborhood Associations and Organizations are voluntary, non-profit organizations formed by residents of a subdivision or a neighborhood. The goal of these organizations is to enhance and preserve the quality of the neighborhood. A Neighborhood Association’s/Organization’s activities may include beautification efforts and developing crime prevention programs. The Neighborhood Association/Organization has no regulatory powers.



**Homeowners’ Associations** are mandatory for all property owners within the boundaries of the development with an established homeowners’ association and usually charge mandatory fees. They also have legal authority to enact and enforce maintenance and design standards, and levy fees for maintenance of common areas.

## Types of Neighborhood Partnerships

### Neighborhood Association/Homeowners’ Association

The City will enter into matching grant agreements with Neighborhood Associations/Organizations and Homeowners’ Associations located in Tamarac for the purpose of fostering neighborhood empowerment and vitality. All groups must be registered with the Community Development Department as an active neighborhood organization and be registered as a Florida not-for-profit corporation pursuant to Chapter 720.301-312. The improvement is located on private property, which is also common property within the community, and is visible to the general public. Improvements to private properties are subject to easement and other applicable agreements.

### Landscaping, Signage Programs, Outdoor Furniture and Fitness Stations

These programs will involve low maintenance landscaping, hedge materials or other improvements to rights-of-way in or around the neighborhood, which serve to beautify the neighborhood. Such projects could include upgrades such as: existing neighborhood signs, median landscaping, neighborhood landscaping, and street tree plantings in rights-of-way. In an effort to promote health and fitness trends, installation of small outdoor fitness structures, exercise stations and outdoor furniture are also eligible projects. Improvements funded by the City through the Neighborhood Partnership Program need to be identifiable as a shared asset to the community and something that will endure with time.

# Eligibility for the Neighborhood Partnership Matching Grants

The Neighborhood Partnership matching grant program is designed to give assistance to specific neighborhood projects that will promote a stronger and healthier community.

## Who is eligible?

Active Neighborhood Associations/Organizations and Homeowners' Associations within the City of Tamarac registered with the Community Development Department and registered as a Florida not-for-profit corporation pursuant to Chapter 720.301-312

Improvement districts established under Chapter 163 F. S.

Project must be located within a community that is at least 5 years old. (The average ages of the homes are greater than 5 years old.)

All projects must be visible and accessible from a public roadway.

## What type of project is eligible for funding?

The neighborhood improvements must 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). Program funds cannot be used to replace the organization's current operating budget.

Additionally, no project should benefit an individual more than it would the entire neighborhood. Examples of projects that are eligible for funding: low water use landscape projects, removal of nuisance species, subdivision signs, enhanced lighting, hedge materials, small outdoor fitness structures/exercise stations and outdoor furniture, such as benches and tables.

## What kind of project is not eligible?

Funds cannot be used for maintenance-type projects. Maintenance includes (but is not limited to) resealing or repaving streets, routine painting of walls or fences, trimming trees and/or shrubs and installing improvements required as part of the city code. Additionally, projects commencing prior to the selection announcement date will not be considered.

# Terms of the Neighborhood Partnership Program Agreement

## Neighborhood Associations/Homeowners' Associations

### Grant Match

Each Neighborhood Association/Homeowner Association will be expected to match at least 50% of the value of the City's contribution. The Neighborhood Association's/Homeowner Association's contribution may include cash contributions as well as sweat equity contributed by neighborhood residents.

### Amount of Grant

Grants will be capped at **\$4,999** for each project. Exceptions will be made only when the public benefit to the community outside of the neighborhood warrants additional investment. -

***NOTE:** Twenty (20) percent of the total grant award will be withheld until final project completion and inspection. This requirement may be waived if the neighborhood is performing 100% sweat-equity for project match.*

### Grantee Must be an Established Entity

The Neighborhood Association/Homeowner Association must form a Florida not-for-profit corporation in order to be considered for City funding under the Neighborhood Partnership Program. Some neighborhoods may already have existing homeowners' associations, which could be utilized. All Associations must have officers (a President, Treasurer, and Secretary) and must show minutes of the meeting at which these officers were elected. The Association must submit the last approved budget as a part of the application packet.

### Collection and Disbursement of Funds

The City encourages all Neighborhood Associations/Homeowners' Associations to collect and disburse all monies collected for the purpose of joint partnership agreements. There may occasionally be extenuating circumstances where the Neighborhood Association/Homeowner 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 projects must be inspected and completed within one year of signing the agreement with the City. Any remaining balance will be forfeited.

### Project Monitoring

City staff will continually monitor the partnership to ensure adequate maintenance.

### Application Deadlines

Application window opens once yearly. All applications must be submitted by the approved deadline dates as established by the City administration. Applications will be available during the time frame listed below at [www.tamarac.org/NeighborhoodBeautificationProgram](http://www.tamarac.org/NeighborhoodBeautificationProgram) or at the Community Development Department. Applications will be accepted NO LATER THAN 4:00 P.M. or postmarked by 4:00 P.M. on the deadline date. Applications should be mailed or delivered to:

City of Tamarac  
Community Development Department-Housing Division  
7525 NW 88<sup>th</sup> Avenue, Room 206  
Tamarac, FL 33321

## District Award Break-Down

Each City Commission District will receive a \$10,000 per year maximum contribution with an additional \$10,000 At-Large. The grant awarded within each District will be based solely on the highest ranked score as determined by the Evaluation Criteria worksheet. At-Large contribution will be triggered in the event that respective Districts have exceeded the \$10,000 cap. Award of At-Large funding will be based solely on the highest ranked score as determined by the Evaluation Criteria worksheet. Encumbered funds will be rolled to the next year. Staff will present the City Manager with the highest ranked applications for approval.

## 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:

- ✓ Neighborhoods which have not received partnership funds in the past.
- ✓ Projects which impact major thoroughfares, will receive a higher priority than those which impact interior streets.
- ✓ Projects which serve to revitalize older or declining neighborhoods.
- ✓ Neighborhood Associations and Homeowners' Associations who serve larger numbers of residents will have a higher priority than those serving fewer residents will.

Each project will be evaluated on the basis of how well it addresses the Neighborhood Partnership Program's main purpose of improving its neighborhood/community (see attached Evaluation Criteria). For each respective Neighborhood Association/Organization and Homeowner Association, ***only one project per year may be funded through a Neighborhood Partnership Program matching grant.***

## Selection/Notification

Applications submitted by the deadline will be reviewed by the Community Development staff to ensure that minimum criteria have been met. Any group that does not meet these standards will be notified at that time. The remaining applications will be submitted for review to the City's Evaluation Committee. The Evaluation Committee comprises representatives from the following City departments: City Manager's Office, Community Development (Code Compliance, Housing, and Planning & Zoning), Parks and Recreation, and Public Services. Once applications are ranked, the highest ranked application/s for each District will be presented to the City Manager for final approval. The City will require 30 days in which to make a selection. Once a selection has been made a formal agreement will be executed.

## Neighborhood Proposal

The Neighborhood Association/Homeowner Association will submit a work plan with a complete description of the project and subsequent maintenance. The work plan will be used as a guide for drafting the formal agreement, and will include the following:

1. Contact Names and Association Description – The names and telephone numbers of Officers of the Association with whom the City will enter into the agreement. Included in this portion of the work plan will be the date of incorporation, the Association’s boundaries, and the number of residents represented by the Association.
2. Project Purpose – How will this project benefit the neighborhood and its residents. This shall include what problems the project is to solve, and how it will solve them.
3. Project Plan – Provide a brief description of the proposed neighborhood project including a timeline for completion of the project.
4. Project Funding – Provide a brief description of how the project will be funded. 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.)
5. Maintenance Plan – The maintenance plan should include a description of ongoing maintenance for the project. Materials that do not require a high level of maintenance should be used.
6. Community Involvement – Community involvement is necessary to build a good neighborhood. A block party, neighborhood get-together, planting, or development of a community newsletter, are just a few examples of how this requirement can be completed.

### **Please also submit the following:**

- ✓ Photographs of the proposed project area (please submit copies of pictures on a jump drive as well)
- ✓ Plans or maps indicating the project in relation to the neighborhood and surrounding community.
- ✓ Letters of authorization from appropriate agencies, where applicable. (Property owners of property to be improved or abutting the project, utility companies, etc.)
- ✓ A minimum of **two (2)** estimates for all work.

## Evaluation Criteria

The following criteria are used by the City’s Neighborhood Partnership Evaluation Committee to rank proposals.

CRITERIA	PRIORITY WEIGHT	EXPLANATION OF CRITERIA
SUPPORTS NEIGHBORHOOD PARTNERSHIP PROGRAM PURPOSE, COMMUNITY VALUE AND APPEARANCE	30	To stimulate and enhance neighborhood vitality and customer satisfaction by addressing the concerns and special needs of neighborhoods through progressive, collaborative planning. Projects should benefit the City by improving the quality of life in the neighborhood through beautification, education, and enhancement
NEIGHBORHOOD STATUS/ MATURITY	20	Applications requesting funds are rated according to the maturity of the neighborhood or demonstration of need
OTHER	10	Neighborhoods not previously funded
PROJECT EFFICIENCY	15	Cost effectiveness, realistic/achievable plan, sufficient funds, maintenance of project. Letters of intent for in-kind donations
COMMUNITY INVOLVEMENT	15	Active involvement of residents within the neighborhood with the proposed project (Block party, sweat equity, planting projects, etc.) or Board action in support of planned project.
ENVIRONMENTAL VALUE	10	Contributes to nuisance species removal, noise abatement, visual screening, water improvements and/or the correction of other environmental problems.
TOTAL	100	

## Ten Steps to Success

### 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

Residents form a Neighborhood Association, Homeowners’ Association or Neighborhood Organization and register with the Community Development Department as an active organization.

### Step 3

The neighborhood leaders present the work plan to the neighborhood. If the Association is a new one, City staff will assist by mailing notification 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 51% 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. In the case of an active homeowners' association, the board may vote in favor of the project on behalf of their constituency.

### Step 4

Apply for the City's Neighborhood Partnership matching grant program. Receive notification of award.

### Step 5

The Neighborhood Association, Homeowners' Association or Neighborhood Organization begins collecting funds to match the City's grant as identified in the work plan.

### Step 6

The Neighborhood Association, Homeowners' Association or Neighborhood Organization must provide evidence that the funds have been collected. City staff to complete the Neighborhood Partnership Program Agreement.

### Step 7

The agreement is forwarded to Neighborhood Association, Homeowners' Association or Neighborhood Organization for review. Neighborhood Association, Homeowners' Association or Neighborhood Organization will return signed agreement to the City no later than the deadline listed in the cover memo.

### Step 8

The agreement is presented to the City Manager for approval.

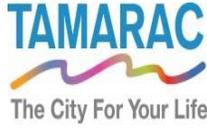
### Step 9

Neighborhood Association, Homeowners' Association or Neighborhood Organization applies for County or City permits (if necessary). City permits are required for additional or dimensional changes to signage, permanent landscape features such as slabs, fountains, additional irrigation or other permanent structures other than landscaping. City permits are not required for copy changes on existing signs, the addition of landscaping or minor additions of non-permanent landscape features such as brick pavers set in sand or curbing/border materials for landscape areas. Any tree removal must obtain a Tree Removal Permit from Broward County prior to any improvements.

### Step 10

Upon project completion, contact City staff to request an inspection of the project. Once City staff has completed inspection and approved the project, the Neighborhood Association, Homeowners' Association or Neighborhood Organization will be required to submit final project report/packet. The final report/packet should include pictures of the completed project (please submit copies of pictures on a jump drive), a copy of the final invoice evidencing the total payment made to the Vendor of the winning bid and a copy of the cashed check or copy of bank statement showing wire transfer or ACH debit.

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**Home Owners Association (HOA) / Condominium Association (Condo)**  
**REGISTRATION**

Registered HOA/Condo Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Community Name: \_\_\_\_\_

Senior Living Community (55+) YES  NO

Tax ID No.: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Name (Print): \_\_\_\_\_

**BOARD MEMBERS INFORMATION**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

FAX: \_\_\_\_\_

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