



**BLIGHTED AND DISTRESSED PROPERTY CLEAN-UP
AND BEAUTIFICATION GRANT APPLICATION**

**Issue Date:
December 4, 2015**

***THE SOLID WASTE AUTHORITY OF PALM BEACH COUNTY
7501 NORTH JOG ROAD
WEST PALM BEACH, FLORIDA 33412
(561) 640-4000***

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1.0 INTRODUCTION

1.1 GENERAL BACKGROUND

The Solid Waste Authority of Palm Beach County (“Authority”) is the governmental agency responsible for providing an economical and environmentally conscious integrated Solid Waste Management System for Palm Beach County, Florida. The Authority provides solid waste disposal and recycling services and programs to the County’s 1.4 million residents and businesses.

1.2 OBJECTIVE:

The Solid Waste Authority of Palm Beach County (“Authority”) Governing Board has allocated \$500,000 for grants for the 2015-2016 fiscal year. This grant is intended to assist in the cleanup and beautification of distressed, blighted or otherwise impacted properties within both the unincorporated and incorporated areas of Palm Beach County. This grant is offered as an incentive to improve the quality of the life and provide a safer, healthier and more aesthetically pleasing environment for the residents.

Therefore, the Authority is requesting Municipalities, Community Development or Redevelopment Districts, Special Districts or other Governmental Entities (“Applicants”) to submit application packages for projects that meet the criteria to qualify for grant funding, and for which the Applicant would like to receive grant funding.

1.3 ELIGIBILITY REQUIREMENTS:

A. Eligible Projects:

The property must be under the ownership and control of the Applicant. Also, to be considered for this grant program, projects should be located in Palm Beach County, visible, accessible and beneficial to the surrounding community, capable of being completed within twelve (12) months, and the property should be:

- Distressed or blighted with/without derelict or damaged structures, or with structures requiring maintenance or repairs; or
- Subject to trespass or illegal entry; or,
- Subject to chronic illegal dumping or littering; or,
- Otherwise eligible at the discretion of the Authority.

B. General Requirements:

1. Entities may apply for multiple projects. However, funding is approved on an annual basis by the Authority Board and no guarantee of future funding of projects is provided for additional years. Subject to availability of funds, the Authority reserves the right to conduct multiple application periods.
2. Examples of Projects and activities that would qualify:
 - Recycling, hauling and disposal costs associated with the demolition of derelict/abandoned structures;
 - Recycling, hauling and disposal costs associated with land clearing/landscape improvement projects;
 - Recycling, hauling and disposal costs associated with litter cleanup of land and waterways;
 - Recycling, hauling and disposal costs associated with vacant lot cleanup;
 - Recycling, hauling and disposal costs associated with lake and canal projects.
 - Projects or Activities that mitigate illegal dumping, including lighting, fencing and gate installation.
 - Costs of other beautification, cleanup or maintenance projects that may be approved.
3. Examples of Projects and activities that would not qualify:
 - Projects with incomplete applications;
 - Projects on property without the property owner's consent;
 - Projects on private property;
 - Projects that otherwise have a dedicated funding source (e.g., road and bridge projects);
 - Projects that lack a significant recycling and/or solid waste management (hauling and disposal) component.

2.0 APPLICATION PROCESS

2.1 Process Overview

This application process is not a procurement. The purpose of this process is to provide an opportunity for Municipalities, Community Development or Redevelopment Districts, Special Districts or other Governmental Entities within Palm Beach County ("Applicants") to receive a grant from the Solid Waste Authority of Palm Beach County ("Authority") for funds to assist in the cleanup or beautification of distressed, blighted or otherwise impacted properties within their jurisdiction.

Applications received through this process will be reviewed, and subject to available funding, applicants may be awarded a Grant under the program. The Authority, in its sole discretion, will determine which projects will receive grant funding and the amount of that funding.

The Authority is pleased to offer assistance in the preparation of your Application. Applicants seeking assistance may contact John Archambo, Director of Customer Relations, at (561) 697-2700, extension 4725.

2.2 Application Deadline

The Authority requests that applications be submitted no later than 5:00 p.m. E.S.T. on **January 11, 2016** via mail, email or hand delivered. Late applications may not be accepted. Subject to availability of funding, the Authority may conduct additional application periods.

Applications shall include the attached application and all requested supporting information. Incomplete applications will be rejected. The Applicant shall provide sufficient background on the projects to allow the Authority to determine eligibility for the grant program. The Applicant shall identify the means and methods by which the project will be accomplished and an estimate of the total cost necessary to accomplish the project.

Applications shall be submitted to:

By Mail or Hand Delivered: Customer Information Services
Solid Waste Authority of PBC
Director of Customer Relations
7501 N. Jog Road
West Palm Beach, FL 33412

By Email: jarchambo@swa.org
Email Subject Line: 2016 Blighted Property Grant Application

2.3 Application Instructions

I. General Information

The Applicant must be a governmental entity as defined in Section 1.2. Applicant shall complete and return the Blighted Property Grant Application provided on Page 12 and all other information requested, including a requested Grant amount. This amount should, together with any other funding identified, be sufficient to accomplish the project. In addition to Grant funds requested, the Applicant should identify in Section VII of the Application any other sources of funding committed to the project and the value of in-kind or force account labor, materials and services to be provided by entities other than the Authority using the Budget Form provided or a reasonable equivalent. The Authority reserves the right to offer a lesser amount to the Applicant.

II. Description of the Project

Applicant shall provide a description of the objective for the project and the end state of the property at the completion of the project. Also, identify the potential benefits to the community adjacent to the property and at large; provide a description of any activity to recycle wastes produced by the project; and, identify the solid waste hauling and disposal activities associated with the project. The Applicant shall clearly demonstrate that the project meets the eligibility criteria.

If the work will be accomplished through the use of contractors, the method of procurement of contractor services should be identified. If force account labor of the Applicant will be used for all or part of the project, the tasks proposed to be undertaken by force account labor should be identified. If volunteer services are proposed to be used for any part of the project, the Applicant should identify the agencies or organizations which may serve as a source of volunteers and provide documentation of their commitment to provide those services. The general scope of activities that may be undertaken by volunteers should be identified.

III. Estimated Timeframe for Completion

The Applicant shall identify the timeframe for completion, including the project initiation date and the project completion date. If a competitive procurement will be part of the project, an estimate of the process time should be provided. Any approved grant will be paid out in phases beginning with the actual start of the project (e.g., Notice of Commencement, Construction Start, Contractor Mobilization, or other

milestone as defined in the Interlocal Agreement that the parties will enter into) and ending with final completion.

IV. Project Schedule

Applicant shall provide a project schedule in the format provided below to include the project start date and project completion date, and as applicable, any other significant milestone dates related to for example, permitting, design, procurement, and contractor mobilization.

Task	Start Date	Completion Date	Entity Responsible

V. Project Location

Applicant shall provide the physical location/address of the property and the Parcel Control Number. Applicant shall attach to the Application photographs of the proposed project area, a plan or map depicting the project area and the relationship to the surrounding neighborhood/community. The photographs shall clearly demonstrate the condition of the project area and the appearance of the project area as viewed by the surrounding neighborhood/community.

VI. How Will the Project be Maintained

Applicant will be required to provide for the maintenance and upkeep of the project, including as applicable watering, weeding, mowing, cleaning, repairing, painting and refinishing. Applicant shall clearly identify how the project, once complete, will be maintained to prevent it from reverting back to its current state. Applicants that fail to properly maintain the project shall be deemed ineligible for any future grants provided by the Authority under this or any other future program offered by the Authority. The Authority will require a commitment of resources in the form of financial, force account labor, volunteers, or organizational sponsors/partners to ensure that the project location does not revert back to its current state. If volunteers or organizational sponsors/partners are to be used, Applicant shall provide documentary evidence such as letters of commitment from these organizations.

VII. Project Budget

Applicant shall provide a budget for the project identifying in as much detail as possible the project tasks, estimated costs and sources of funding for the project. It is not the Authority's intent to provide 100% of the funding for a project, but rather to supplement other funding committed to the project, including but not limited to governmental funding, donations, force account labor, volunteer labor and other grants. If grant funds will be obtained from other sources, please indicate if funds have been obtained or the estimated date when funds will be received.

Applicant should use the attached form provided on Page 14 or a reasonable equivalent. Please attach evidence of all sources of funding/labor (governing board action, letters from community organizations, etc.). Applicant will be required to track and report project expenditures and status throughout the project as required in the Interlocal Agreement that the parties will enter into.

2.4 Award:

- A. The Authority anticipates to award grants to the Applicant(s) who submit proposals judged by the Authority to be the most consistent with project eligibility criteria in accordance with the Review Criteria.
- B. The Authority reserves the right to negotiate a revised Grant amount price with the awarded Applicant(s).
- C. Neither acceptance nor approval of an Application constitutes an agreement or a contract. Any grant funding provided pursuant to this process will be provided in accordance with the terms and conditions of an Interlocal Agreement.
- D. The Authority intends to enter into Grant agreements in the form an Interlocal Agreement between the Authority and the Applicant. Grant agreements shall be approved by the Authority Governing Board.

2.5 Review Criteria

Applications will be evaluated and scored on a point system as follows:

Completeness of the Application (10 Points)

The Applicant shall complete all sections of the Application and attach all relevant information. The Applicant clearly establishes the eligibility of the project.

Tangible Neighborhood Benefit (50 Points)

The Applicant clearly establishes the need for the project. The Project results in an observable physical improvement to the neighborhood or otherwise fosters a greater sense of community or neighborhood identity. The Applicant demonstrates the project's ongoing benefit and provides a plan for ongoing maintenance and upkeep of the project. The Applicant demonstrates community involvement and adoption of the project and a commitment to its future success.

Project Readiness (20 Points)

The project is clearly defined. The project is well planned and ready to proceed, and includes a plan for achieving all necessary approvals and completing all necessary procurement activities. Ideally, all other funding commitments and volunteer commitments have been secured. Projects that are ready to proceed in the near-term will be ranked ahead of projects that are not.

Project Budget and Requested Grant Amount (20 Points)

The project budget is complete and realistic. The portion of the project to be funded by the Grant is clearly identified. Projects that demonstrate a shared responsibility and do not rely solely on the Grant for project funding will be ranked ahead of projects that do not.

2.6 Other

- A. All costs associated with the preparation of this Application are the sole responsibility of the Applicant. In no event shall the Applicant have a claim against the Authority, its staff or its consultants or agents for reimbursement of any such costs or expenses.
- B. The Applicant is responsible for obtaining all necessary permits and approvals associated with the project.

- C. The Applicant is solely responsible for the project. The Authority assumes no responsibility or liability, other than providing the agreed upon funding, for the conduct, completion and condition of the property before, during or after project completion.
- D. The Applicant will be expected to enter into an Interlocal Agreement with the Authority that will represent the entirety of the Agreement between the parties.
- E. The Authority reserves the right to rescind funding in the event the Applicant fails to execute the project or fails to secure the necessary funds to fully execute the project.
- F. The Authority reserves the right to offer multiple grants and to offer less funding than requested by the Applicant in order to maximize the county-wide benefit of the program.
- G. This process is not a competitive procurement and is not subject to the Cone of Silence provisions of the Authority Purchasing Manual. The Authority reserves the right to meet with and communicate with Applicants prior to the submittal deadline, after proposals are received and after grant awards are announced.

**BLIGHTED AND DISTRESSED PROPERTY CLEAN-UP AND BEAUTIFICATION
GRANT APPLICATION**

**BEFORE SEALING YOUR APPLICATION MAKE SURE THE FOLLOWING ARE
INCLUDED**

- 1. Description of the objective for the project and end state of the property at completion of the project.
- 2. Timeframe for completion of the project.
- 3. Project schedule identifying all major activities.
- 4. Identification of the project location including the Parcel Control Number that clearly documents ownership and control by the Applicant.
- 5. Photographs of the Project Area.
- 6. Plan or Map of the Project Area.
- 7. Discussion of the plan to maintain the project location upon completion.
- 8. Project Budget.
- 9. All other pertinent information for consideration.
- 10. Carefully read *all* Documents, and properly complete and execute the Application Form. *(Failure to properly complete and sign this document may be cause for rejection of the application)*
- 11. Submit one (1) original and one (1) copy of your application to the Solid Waste Authority prior to the application deadline. Applications submitted after the deadline may be rejected.

**Solid Waste Authority of Palm Beach County
Blighted Property Grant Application**

I. General Information

1. Project Title: _____

2. Applicant Name: _____
(Governmental Entity)

3. Contact Person: _____

4. Telephone: _____ Alternate # _____

5. Mailing Address: _____

6. Email Address: _____

7. Federal Tax Identification #: _____

8. Grant Amount Requested from SWA: _____

I certify that the above information is correct and that I am authorized to submit this application.

Signature of Applicant: _____

Name of Applicant (printed): _____

Title: _____ Date: _____

SAMPLE BUDGET FORM

Materials Services Description	Quantity	Unit cost	Sales tax	Other Charges (If any)	TOTAL	Other Funding Sources			Grant Request (d)
						Cash (a)	Donations (b)	Private Grants (c)	
Sabal Palms	4	\$75.00	\$18.00	\$20.00	\$338.00		\$50.00	\$150.00	\$138.00
Security lighting	1	\$500.00	\$30.00		\$530.00				\$530.00
Transport services	20	\$150.00			\$3,000.00				\$3,000.00
Demolition services	1	\$2,000.00			\$2,000.00				\$2,000.00
Insurance	1	\$100.00			\$100.00			\$100.00	\$0.00
Disposal services	20	\$300.00			\$6,000.00				\$6,000.00
				TOTALS	\$11,968.00	\$0.00	\$50.00	\$250.00	\$11,668.00
Total Grant Request (d) \$11,668.00					\$668.00				
Total Project Cost (a+b+c+d) \$11,968.00					\$2301.90				

