



## BEAUTIFUL WELLINGTON GRANT, TIER IV NOTICE OF FUNDING AVAILABILITY AND APPLICATION INSTRUCTIONS

### I. Description of Funding Opportunity

Since the inception of the Safe Neighborhoods Initiative in 2009, the Village of Wellington has focused on engaging property owners in the multi-family rental communities to maintain clean, attractive properties. After investing public funds into these areas to improve the aesthetics of the public spaces, such as with the cluster mailbox installation, the focus is now turning towards private residences. These homes are some of the oldest housing stock in Wellington and are in need of a facelift to make them attractive to prospective residents.

#### PROGRAM GOAL

Improve the aesthetic appeal of Wellington's neighborhoods via uniform improvements to homes.

#### PROGRAM OBJECTIVE

Provide a reimbursable, matching grant for up to \$1,500 per address for beautification projects that involve one or more of the following improvements: (i) pressure washing or chemical cleaning, (ii) exterior painting, (iii) landscaping, (iv) irrigation, (v) minor façade repairs, and (iv) driveway/parking pad & walkway repairs or replacement.

### II. Basic Eligibility Requirements

#### ELIGIBLE APPLICANTS

In fiscal year 2015, the Village of Wellington is accepting applications for properties located within Wellington's municipal boundaries in one of the neighborhoods listed below and have not been awarded a Beautiful Wellington Grant Tier IV within the last 12 months. If applying for improvements to attached homes, applicants must be making uniform improvements to ALL homes (ex. in a quadplex all four homes must be receiving uniform improvements). Pressure washing projects are exempt from this requirement.

- Folkestone/Yarmouth
- Goldenrod
- The 12<sup>th</sup> Fairway/White Pine
- Hawthorne
- Westhampton
- Guilford Villas
- Montauk Village
- Sturbridge
- Riverside
- Staghorn/Mulberry
- Periwinkle
- Active Neighborhood Watch Groups

Active neighborhood watch members throughout Wellington are also eligible for this grant opportunity. A neighborhood watch is considered active if in existence for at least 6 months with at least 8 regularly attending members. Individual members must have attended a minimum of 2 meetings within the last year to qualify.

#### ELIGIBLE PROJECT CRITERIA

1. Exterior Painting & Pressure Washing
  - Paint color must be from Wellington's approved color palette
2. Aesthetic-Based Landscaping
  - Examples include installation of hedges along parking pad, sod, trees
  - Must use native, drought resistant vegetation
  - Includes costs related to removal and installation
3. Installation of Irrigation to Maintain Vegetation
4. Minor Façade Repairs
  - Examples include trim repair, removal, and replacement; T1-11 siding repair, removal, and replacement and associated costs
  - Excludes lighting & electrical work
5. Driveway/Parking Pad & Walkway Repair or Replacement
  - Priority is given to eliminating safety concerns (tripping hazards)

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If applying for landscaping, please review the following list of recommended vegetation:

Shrubs for Low Height Installation (ex. Parking Pads)	Shrubs for Medium Height Installation (ex. Against Homes, Backyards)
Arboricola Trinette	Cocoplum
Mamey Croton	Dwarf Firebush
Green Island Ficus	Pittosporum
Dwarf Podocarpus	Podocarpus
Cocoplum	Arboricola Trinette

Note: This list is not exhaustive of all approved vegetation. Other comparable native, drought resistant species may be substituted at the discretion of the Village Manager or designee.

### **COST SHARING OR MATCHING**

The Beautiful Wellington, Tier IV Grant offers up to \$1,500 in matching funds per address. These funds require a minimum 50% match in monies by the applicant with favorable consideration given in the evaluation process to applicants providing matching funds in excess of 50%; sweat equity and in-kind donations do not count towards this match. By offering a dollar for dollar match, Wellington will ensure that engaged property owners are contributing to enhancing the overall appearance of the community while also maximizing the potential of public funds invested.

### **III. Application Requirements**

#### **SUBMISSION DEADLINE**

Grant applications will be accepted on a rolling basis and will be reviewed by committee every month on or about the 15<sup>th</sup>. Applicants will be contacted once their submission has been received and passed staff review.

#### **SUBMISSION REQUIREMENTS**

1. Completed application form
2. Proof of eligibility (at least one must apply)
  - a. Pre-approved neighborhood
  - b. Neighborhood watch
    - i. Proof of 6 month milestone
    - ii. Proof of participation
3. Proof of ownership
  - a. Property Appraiser
  - b. Tax Documentation
  - c. Deed
  - d. Other
4. Proof of rental license or business tax receipt, if applicable
5. Description of work to be completed with costs (Estimate, invoice, receipts, etc. Be sure that the project scope and anticipated cost of the project are clear.)
6. Color photos of area to be improved
7. Aerial map showing area where improvements are to be made (Ex. Google Maps, etc. - Please be sure to mark where improvements will be made; this is vital for landscaping projects.)
8. Documentation from Wellington Code Compliance, if applicable

A staff review of the application will verify that **all required documentation is present and any incomplete applications will be returned.**



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### IV. Application, Award, and Payment Process

#### APPLICATION PROCESS

Applications for Beautiful Wellington Grant Tier IV shall be submitted by a Wellington property owner, Homeowners Association, or Condominium Association. **This is a reimbursable grant and applicants are required to apply for, and be awarded, grant approval *before* making any improvements.** Exceptions will be granted on a case by case basis for those applicants that completed the improvements in order to correct a code violation or at the discretion of the Village Manager or designee.

Applications will be presented by Community Services to the Code Compliance Manager and the Building Official or any of their appointees. These reviews will alert staff to any ongoing liens, fines, or other issues associated with the property and shall determine the technical and financial feasibility and sufficiency of the applications on a case-by-case basis. Final approval will be made by the Village Manager or designee.

#### AWARD NOTICES

Following review, applicants will receive written notice of the final determination and may be requested to revise the project scope and/or budget before an award is made. **If approved, reimbursement instructions and documentation will be provided and the applicant will have 90 days to complete the project and seek reimbursement.** Any request for an extension must be received in writing by the Community Services department for review and approval by the Village Manager or designee.

#### PAYMENT OF GRANT FUNDS

This is a reimbursable grant with payment made to property owners upon completion of the project. To receive reimbursement, applicants must submit itemized receipts or invoices listing all materials/services purchased in association the approved scope of the project. Proof of payment for all materials/services purchased must also be submitted in the form of cancelled checks, money order receipts, bank check receipts, or credit card statements/receipts; we do not accept invoices paid in cash. **REIMBURSEMENT WILL NOT BE PROCESSED WITHOUT PROPER DOCUMENTATION.**

Any changes to the scope of the project post award must be submitted via a Proposed Change of Scope form to the Community Services Department. These changes are subject to review and approval by the Village Manager or designee. Any changes in scope that have not been reviewed and approved by the Village Manager or designee may not be eligible for reimbursement.

For larger, group or community-based applications payment may be made directly to contractors or suppliers at the discretion of the Village Manager or designee.