

## **CITY OF RANCHO PALOS VERDES NEIGHBORHOOD BEAUTIFICATION GRANT PROGRAM**

### **BACKGROUND**

The City of Rancho Palos Verdes' Neighborhood Beautification Program (NBG Program) is designed to help build and foster strong neighborhoods by connecting residents to services and resources that help to improve the quality of life in the Rancho Palos Verdes community. The goal of the NBG Program is to engage residents in beautification projects. These projects would improve neighborhood appearances as experienced from the City's roadways.

The City Council approved a budget allocation for the NBG Program to be distributed to selected applicants throughout the City.

All projects must:

- Be visible by the general public either located on, at the intersection of, or in the general vicinity of arterials or collector streets (arterial or collector streets as defined in the General Plan – Circulation Element), as to provide community-wide and general public benefit.
- Result in an enhancement of the neighborhood's appearance.
- Be wholly within City limits.

### **WHO SHOULD APPLY**

Any neighborhood with a beautification project that is visible by the general public should apply. That is, a project located on, at the intersection of, or in the general vicinity of arterials or collector streets (arterial or collector streets as defined in the General Plan – Circulation Element) so that they provide community-wide and general public benefit:

- Arterial streets: Palos Verdes Drive South, Palos Verdes Drive East, Palos Verdes Drive West, Hawthorne Boulevard, Miraleste Drive, Crest Road (West and East), Silver Spur Road, Western Avenue, and Crenshaw Boulevard.
- Collector streets: Indian Peak Road, Ridgeway Drive, Granvia Altamira, Crest Road (East), Crestridge Road, Highridge Road, and Montemalaga Drive.

A "neighborhood" constitutes any of the following: (1) the residences served by a formal homeowners association (HOA); (2) a multifamily residential development represented by a property management company or other entity; or (3) an area encompassing all residences that would reasonably benefit from the project, comprised of at least three households. Subgroups within a neighborhood may not submit individual applications if the larger neighborhood has submitted an application. Residents are encouraged to

discuss proposed projects with their neighbors to create inclusive projects that would benefit multiple neighborhoods prior to submittal to the City.

## **PROGRAM DETAILS**

Two grant funding options are available for eligible neighborhoods, for a maximum of 50% reimbursement of the cost of the project, up to the following levels:

1. Level 1 grant valued between \$1,000 and \$2,999
2. Level 2 grant valued between \$3,000 and \$5,000

Applicants may be approved for one application, per neighborhood, per fiscal year. Award recipients may only apply once every three years after project award. Applicants whose project is not awarded may re-apply the following year.

Applicants must complete the work within 12 months of receiving project approval.

Funding for the NBG Program will occur during the budget process for each fiscal year. There is no guarantee of the amount of funds that will be budgeted each fiscal year, if any. Grant funding will follow an open, fair, and competitive application period.

## **Project Costs**

Participants must match at least 50% of the amount of the grant. Awards shall be granted in the form of a reimbursement once the project is completed. Therefore, awardees will be expected to initially pay the full project costs, as reimbursement will only be granted once proof of purchase has been issued and project completion is verified.

Level 2 grant applicants must submit three competitive bids or quotes for all associated costs. Level 1 grant applicants must submit at least two competitive bids or quotes for all projects. All applicants are encouraged to conduct their own due diligence when selecting a project, materials, and/or contractor – funds will be forfeited for projects that are not completed within 12 months, and the City shall not be responsible for any vendor's failure to deliver.

## **Project Requirements**

Once a project is awarded, the following requirements must be met:

- Project must comply with all state and local laws, City ordinances, and City policies. Project must apply for all necessary state/local permits.
- Contractor must certify that they pay prevailing wages (this can be a note on a quote or an invoice).
- Contractor must hold liability insurance and a City business license.

- Applicant and/or contractor must sign the City's indemnification and hold harmless agreement.

## **ELIGIBLE PROJECTS**

All projects are subject to applicable City codes, ordinances, permitting requirements, purchasing requirements, and other local and State regulations and must physically improve neighborhoods, such that the improvement is visible from at least one of the defined public roadways.

Projects should adhere to Americans with Disabilities Act (ADA) requirements, when applicable. Projects must not interfere with any current or planned Capital Improvement Plan (CIP) projects of the City.

Applicants must consider future maintenance on completed projects and provide a maintenance/replacement plan. The City will not be held responsible for ongoing maintenance costs nor any repair costs and there is no guarantee that additional grant funds will be available each fiscal year. Applicants should consider future costs of their proposal when they design their project and succession financing parameters.

## **Project Examples**

Examples of typical eligible projects include:

- Redesigned entryway landscapes, utilizing best management practices and drought tolerant plans when feasible
- New neighborhood entryway signs
- Enhance/repair/replace existing neighborhood entryway sign, screening walls, and/or tract walls.
- Removal and/or replacement of chain link fences

Additional improvements that are deemed consistent with the intent of the NBG Program will be reviewed and approved/disapproved by the NBG Program committee. Grant proceeds can only be used for labor and materials directly related to the approved project.

## **APPLICATION PROCESS**

1. Download an online application or request one from [publicworks@rpvca.gov](mailto:publicworks@rpvca.gov).
2. Submit a completed application, including project description, project impact, proposed schedule, proposed budget and maintenance plan. Provide supporting documents/materials for project details, including boundary area map, project map/drawing/graphics, and site photos.
3. Complete the Attestation of Community Consensus to indicate neighborhood and adjacent landowner consensus.

4. Projects are reviewed by the multi-departmental team and scored based on weighted criteria (found under the Selection Criteria section below).
5. Applicant will be notified of their grant status and may begin work on the project, filing required City permits as appropriate.
6. After completion of the project, the grantee will submit invoices/receipts and proof of completion for issuance of reimbursement grant funds, as approved.

Applicants are encouraged to schedule a one-on-one pre-application meeting with City Staff, particularly if they are a first-time applicant. This opportunity allows applicants to get feedback on project feasibility and an understanding of the review process.

## SELECTION CRITERIA

Applications will be scored based on the following criteria:

Criteria	Detail	Max Weight
<b>Community Benefit</b>	<ul style="list-style-type: none"> <li>Provides a community benefit by improving the neighborhood's appearance (20 pts)</li> <li>Project is visible by the general public: on, at the intersection of, or in the general vicinity of arterials or collector streets so that they provide community-wide and general public benefit (25 pts)</li> </ul>	45 points
<b>Applicant Participation</b>	<ul style="list-style-type: none"> <li>Demonstration of applicant's commitment to long-term and on-going maintenance plan (20 pts)</li> <li>Shows evidence of broad support for project, as appropriate for scale and scope (10 pts)</li> <li>Addresses a need identified in the community and provides a lasting impact/solution (5 pts)</li> </ul>	35 points
<b>Design Standards</b>	<ul style="list-style-type: none"> <li>Architectural compatibility with surrounding area (10 pts)</li> <li>Proposed project considers color, height, camouflage, effective drought tolerant landscaping with a colorful palette when feasible (10 pts)</li> </ul>	20 points
<b>BONUS POINTS</b>	<ul style="list-style-type: none"> <li>First-time applicant (10 pts)</li> <li>Creative or innovative solution to a need in the community (5 pts)</li> </ul>	15 points

Proposed project applications are reviewed and selected based on meeting basic weighted eligibility criteria (100 possible points, with 15 possible bonus points). To be considered for funding, the project must score a minimum of 60 points. Awards will be granted in order of highest scoring projects until all funds are accounted for. If any applications have an equal score, either (i) both applications will be awarded if there are

sufficient remaining grant funds to fund both, or (ii) if there are not sufficient grant funds, then a random draw will be used by the evaluation panel.

Applicants will receive a formal letter stating the amount awarded or a formal letter stating the reason(s) an applicant's grant request has been denied.

## **FUND DISBURSEMENT**

Grant award recipients will have up to 12 months from the date of grant approval to complete the requested improvements. If work is not completed in the applicable time period, grantees will forfeit their awarded funds unless an extension of no more than 120 days is granted. If the project extends beyond the scheduled completion date, prior Staff approval is required. After completion of an approved project, the City will issue the reimbursement based on final proof of costs and physical inspection by City Staff. The following documents must be submitted to obtain grant reimbursement:

- Paid receipts
- Copies of paid invoices or purchase orders
- Final cost worksheet
- Before and after picture of project site

Funds will be disbursed once Staff has reviewed the proof of completion of the project and determined the project conforms to the plans as submitted in the grant application and has been completed to the satisfaction of the evaluation panel.

## **QUESTIONS**

Please direct questions to the Public Works Department at [publicworks@rpvca.gov](mailto:publicworks@rpvca.gov) or 310-544-5252.

## NEIGHBORHOOD BEAUTIFICATION GRANT APPLICATION CHECKLIST

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Received and read the application  |
| <input type="checkbox"/> | 2. Verified the proposed project area meets eligibility requirements and locations              |
| <input type="checkbox"/> | 3. Confirmed the neighborhood has not been awarded the grant during the <u>last three years</u> |
| <input type="checkbox"/> | 4. Verified the contractor will certify that he/she will pay prevailing wages                   |
| <input type="checkbox"/> | 5. Contractor to submit proof of liability insurance and City business license                  |
| <input type="checkbox"/> | 6. Applicant or Contractor signed the City's Indemnification and Hold Harmless Agreement        |
| <input type="checkbox"/> | 7. Completed the Attestation of Community Consensus   |
| <input type="checkbox"/> | 8. Submit Neighborhood Beautification Grant application and supporting documentation            |

## ENCROACHMENT PERMIT APPLICATION CHECKLIST (TO BE COMPLETED AFTER PROJECT HAS BEEN APPROVED AND IS REQUIRED)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Completed Encroachment application                                      |
| <input type="checkbox"/> | 2. Submitted contractor's State contractor's license and City business     |
| <input type="checkbox"/> | 3. Submitted Contractor's Certificate of Insurance and Additional Insured  |
| <input type="checkbox"/> | 4. Submitted National Pollutant Discharge Elimination System (NPDES) forms |
| <input type="checkbox"/> | 5. Submitted City's Indemnification and Hold Harmless Agreement            |
| <input type="checkbox"/> | 6. Submitted engineered stamped Traffic Control Plan (if required)         |

APPLICANT INFORMATION		
Neighborhood Name:		
Group/Neighborhood Type:	<input type="checkbox"/> Neighborhood (non-HOA) <input type="checkbox"/> Multifamily Complex	<input type="checkbox"/> Neighborhood (HOA) <input type="checkbox"/> Other:
Designated Representative Name:		
Email:	Phone:	
Secondary Representative Name:		
Email:	Phone:	
APPLICANT LOCATION INFORMATION		
Previous Neighborhood Beautification Awardee: <input type="checkbox"/> No <input type="checkbox"/> Yes: Year awarded _____		
Neighborhood Boundaries (provide labeled map):		
Number of households in neighborhood:		
Project location (address or nearest address and attach location map):		

## PROJECT DESCRIPTION

*It is recommended that applicants include attachments such as maps and graphics/drawings of proposed project. Such attachments can be included as supplemental documents or added directly to the application. Be sure to include types of materials/landscape used, width and height of the completed project, type of irrigation used (if applicable), text for sign (if applicable), etc.*

**Attach a “before” picture of the project site.** Picture from the same angle can be used as Proof of Project Completion to receive reimbursement funds.

Grant Amount Requested: ☐ Level 1: \$1,000 to \$2,999 ☐ Level 2: \$3,000-\$5,000

Grant Amount Requested:  
\$

Neighborhood Match: 50% min  
\$

Total Project Cost:  
\$



Provide an estimated timeline for implementation and completion of your project:

Provide your long-term maintenance plan: *Consider a plan for repair/replacement of proposed project and succession planning in the event future residents may need to make adjustments to the project. The neighborhood shall be solely responsible for all maintenance/replacement costs of the project. Provide how the neighborhood plans to finance future repairs without any City assistance.*

PROPOSED PROJECT COSTS	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
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67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

Proposed Expenses Please list line item description and contractor (if applicable)	Proposed City Match	Proposed Applicant Match	Total Proposed Expenses
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
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	\$	\$	\$
<b>Total Proposed Project Cost</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

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## TERMS AND CONDITIONS

I \_\_\_\_\_ on behalf of \_\_\_\_\_ (Neighborhood), agree to adhere to the City of Rancho Palos Verdes' Neighborhood Beautification Grant Program (Program) terms, a copy of which are provided herein, and including each of the conditions of all City-issued permits issued in connection therewith.

As an authorized representative, I acknowledge and agree to the following grant program conditions on behalf of the Neighborhood as follows. The Neighborhood is the primary signature of the proposed purchase/service and the Neighborhood is responsible for all equipment, service, installation, maintenance, and repair costs. Participation in the Program does not grant any exemptions from otherwise required permitting processes. Neighborhood is responsible for insurance and indemnification.

The proposed project is visible by the general public. That is, it is located on, at the intersection of, or in the general vicinity of arterials or collector streets so that it provides community-wide and general public benefit. The proposed project will result in an enhancement of appearance. The proposed project is solely within City limits.

The Neighborhood agrees that the funds received from this program will only be used for their approved purpose and shall be utilized exclusively for beautification of locations readily visible from the public roadway. Once awarded, the Neighborhood shall not apply again for at least three (3) years from date of project completion.

The following will be submitted as part of the application to the City of Rancho Palos Verdes. Proof of Purchase and Completion will be required prior to disbursement of funds.

- Project Application, including completed Proposed Project Cost worksheet and Attestation of Community Consensus.
- Proof of Purchase (required within 12 months after notice of approval issued).
- Proof of Project Completion (e.g. photo – required within 12 months after notice of approval issued).
- Insurance and Indemnification
- Permits/approvals (as required)

In no event will the City of Rancho Palos Verdes be liable for any property loss, damage, bodily injury, cost of recovery, or other special, incidental, consequential, indirect, punitive, exemplary or reliance damages arising from or in relation to this Agreement, however caused and regardless of theory of liability.

Designated Representative Name: \_\_\_\_\_

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

## ATTESTATION OF COMMUNITY CONSENSUS

*To demonstrate community consensus, neighbors may write or sign their name. If the project is within 50 feet of private property, the property owner (Adjacent Property Owner) should be notified of the proposed project. The neighborhood should use its discretion in the numbers of signatures it should collect to demonstrate consensus and support for the project. At a minimum, Applicant should receive signatures from 40% of homeowners within the neighborhood. The neighborhood should also consider obtaining signatures from adjacent neighborhoods that may benefit from the project. Utilize additional pages as needed.*

We, the undersigned, support the proposed project that will enhance neighborhood beautification. If the undersigned is a member of the neighborhood ("Financial Contributor"), undersigned additionally agrees to be responsible for all equipment, service, and installation costs associated with the proposed project and agrees to all terms outlined by the City's Neighborhood Beautification Grant Program, as signed by the Designated Representative.

<b>Resident Name</b>	<b>Date</b>	<b>Financial Contributor Y/N</b>	<b>Initials</b>	<b>Address/Email/Phone</b>
<i>Adjacent Property Owner</i>				A:
				E:
				P:
<i>Adjacent Property Owner</i>				A:
				E:
				P:
<i>Adjacent Property Owner</i>				A:
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[illegible]

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[illegible]