

City of Garland Neighborhood Vitality Matching Grant Application

City of Garland
Office of Neighborhood Vitality
POB 469002
Garland, TX 75046-9002
www.ci.garland.tx.us

972-205-3346



Group Name:

RETREAT AT FIREWHEEL ESTATES HOMEOWNERS ASSOCIATION

Project Name:

THE RETREAT DISTINCTIVE ENTRY SIGNAGE, BEAUTIFICATION AND COMMUNITY FACILITY DEVELOPMENT

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_____ 214-703-8099 _____

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henryhammonds@verizon.net _____

Name Bill Persefield _____ **Title** Vice President

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Name Kathy Burkhalter _____ **Title** Treasurer

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Name _____ **Title** _____

Address _____ **Phone** _____

_____ **E-mail** _____

4. **Property Management Co** (if applicable):

Contact _____

Address _____

Zip Code _____ Phone _____

FAX _____ E-mail _____

B. PROJECT PURPOSE & PLAN

Describe in the space below the proposed project. Please include the purpose of the project, a description of the project area, and identify the benefits to the neighborhood and the City of Garland. This shall include what problems the project is to solve, and how it will solve them as well as any other information supporting your application. Please provide a map of the area with your attachments.

1. **Project Name** The Retreat Distinctive Entry Signage, Beautification and Community Facility Development

Description

The Retreat HOA and all residents envision the development and construction of a very distinctive stone entry sign with beautiful landscaping throughout the entry area of Lot 25 thus befitting one of the most exclusive communities in north Garland. Our neighborhood needs these improvements to overcome the following longterm issues/problems: 1) Our neighborhood currently has very substandard signage ie our Grounds and Maintenance Committee as a temporary solution volunteered to repaint a very small wooden sign that was formerly used by the developer to identify the community and advertise the builders. It is very inadequate as shown in the photograph included in our application. 2) The original landscaping installed by the developer is considered to be the minimal color, beauty and scope appropriate for a very large entry area. 3) The Retreat community residents do not have a common outdoor recreation and meeting area/facilities appropriate for a neighborhood of this size. 4) The Retreat also has an antique water well that was located previously as an operating well of a former farmhouse when the Retreat property was owned by a private party. The Retreat would like to rebuild/restore this relic as a reminder of how the Retreat property was formerly used. The Grounds and Maintenance Committee has committed to rebuilding the waterwell as a non-active symbol of the past by skilled homeowners and get credit/forego the \$8,000 cost estimate of a Professional Landscape Company to perform this task.

The Retreat HOA and all residents envision the development and construction of a very distinctive stone entry sign complemented with beautiful landscaping throughout the entry of Lot 25 thus befitting one of the most exclusive communities in north Garland.

To fully utilize entry Lot #25 that was gifted to the Retreat from the developer for recreation, the Retreat community proposes to join with the City of Garland to also fund the construction of a large recreational gazebo in our common area for use of community families, relatives and friends to enjoy a full range of group recreation and activity. Landscaping and irrigation is proposed to be environmentally green using drip systems where appropriate to minimize irrigation requirements as well as water evaporation related to sprinklers use in hot weather. Texas wild flowers are proposed to provide beautiful color in our entry flower beds and scenery as well as minimize irrigation requirements and annual replacement of plantings. Our new massive stone entry sign proposed for construction in the center of a landscape bed on Ramblewood, perpendicular to Water Oak St. will feature beautifully carved letters on both sides of the smooth stone surface for approach from both east and west traffic lanes. The new landscape plan includes new plantings and trees in the open areas, enlargement of current beds as well as the use of Texas wildflowers

complementing the border of the new stone retaining wall installed by the City of Garland along the south and west sides of the Water Oak and Campbell Rd. intersection.

2. **Neighborhood Demographics:** Describe the make-up of your neighborhood, including the number of homes, % single-family dwellings, etc. Include neighborhood boundaries.

The Retreat contains 112 large lots for single family homes. We are very fortunate to have families of diverse cultures that compare favorably to the City of Garland demographics. The development includes 17 golf course lots and is conveniently located within a mile of the two premier Garland Firewheel Golf Course facilities. The Retreat entry is also adjacent to the very popular Garland landmarks of Firewheel Lake and Waterfall located on Black 1, Lot 1A fronting on Wateroak Dr.(See Attachment 1). These two beautiful facilities are used by countless Garland residents for recreation and as a very unique background for photography of special events. The Retreat is recognized as a very beautiful and special place to live and we want to continue to improve and make our home the most recognizable residential neighborhood in Garland!

3. **Community Notification:** Describe the process used to obtain community input and distribute information to residents in your community.

The Retreat HOA manages and produces a listing of all resident names, address, telephone numbers and E-Mail addresses on a monthly basis. The Retreat residents have a web site to use for daily communication.(See Attachment 2) Our initial HOA Board meets bi-weekly to manage Retreat affairs and have formed multiple committees to maximize resident involvement and hands-on management of retreat affairs/activities.(See Attachment 2) We are working with a local real estate company to produce a monthly flier that will be available to all residents for communication of planned activities and information sharing. The community has also organized monthly Supper and game clubs hosted by a rotation of homeowners in multiple groups throughout the neighborhood. All new residents are welcomed into the Retreat by our Welcome Newcomers team and are provided a Welcome Basket, a list of residents as well as information and invitations to participate in our ongoing activities.

C. BUDGET

1. **Project** **Cost:** **\$108,000+/-**

2. **Projected Revenue and Funding Sources** - (Specify each funding source for the project and the cash or estimated value of donated goods or services to be provided by each)

Source(s):	Amount:
Neighborhood Vitality Grant	_75,000_____ (Requested Amount)
_HOA_____	\$ 33,000_____
_____	\$ 108,000_____

3. **Proposed expenditures** - Specify expenditures for this project with enough detail to clearly explain what is being proposed: include hardware, materials, equipment, professional services, and any other related expenses. Please be sure to provide quotes or other documentation to explain each line item. Do not include sales tax in your calculations. Volunteer hours may be calculated at \$10 per person per hour. No project expenses may be incurred until after approval date, signing of funding agreement, and staff authorization of the expense.

Proposed Expenditures

DESCRIPTION OF BUDGET ITEMS (Projected Costs)	FUNDING SOURCES TO BE USED		
	Neighborhood Vitality Grant	Other Funding Sources	Total
Stone Signage	9,000	3,000	12,000
Front Entry Landscaping	21,000	7,000	28,000
28' Gazebo	45,000	15,000	60,000
Reconstruction of Antique Water Well Relic		8,000	8,000
Total Budget:			\$ 108,000

- Sweat Equity(\$10.00 X 50_____ hours = \$ \$500 + Retreat Campaign to recruit residents for volunteer work for Retreat neighborhood Projects TBD_____
- Reconstruction of Antique Water Well Relic = \$8,000.00

- Donated Professional Services \$ _____
- Donated Equipment and Materials \$ _____

4. Explain how the cost estimate was developed and provide any additional budget information that will assist the review committee in evaluating the project:

Bids from qualified contractors landscape design and cost proposals.

D. PROJECT MAINTENANCE

A maintenance plan will include a description for the on-going maintenance of the project as well as methods of maintenance. Materials, which do not require a high level of maintenance, should be used. Staff will ensure through this aspect of the work plan that the project will not act to change the current level of maintenance performed by the City Of Garland.

Entry landscaping maintenance will be added to existing annual Lawn Care Contract.

Guard House at entry is maintained by the Retreat residents on the Retreat Maintenance Committee. This committee just completed a complete repainting of the exterior surfaces through the labor of 50 hours. The Guardhouse is not currently used and the Retreat Gates are open to the Garland community throughout the daylight period and only closed during periods of darkness for security purposes.

Gazebo will be maintained by Retreat HOA Maintenance committee.

E. APPLICATION SUBMISSION

Supporting Documents

Applicants should provide supporting documents such as:

- Photographs of the proposed project area;
- Plans or maps indicating the project in relation to the neighborhood and surrounding community;
- Signed maintenance agreements and conditions; and
- Letters of intent to provide matching funds, in-kind donations, labor, or materials.

Submit completed application to:

Office of Neighborhood Vitality
POB 469002
Garland, TX 75046-9002

Questions may be directed to the Neighborhood Vitality Manager at 972-205-3864 or e-mail, fconner@ci.garland.tx.us.

F. CERTIFICATION

I hereby certify that the above information is correct and represents the consensus of the residents in the target area described. (Signature of association president or project chairperson is required)

Name: _____

Date: _____

City of Garland Neighborhood Vitality Program Application Guidelines

PURPOSE

The City of Garland promotes and supports community efforts that contribute to stable, healthy neighborhoods. The City Council has allocated funds through the Neighborhood Vitality Program to stimulate and enhance opportunities for residents to address concerns and special needs that will greatly improve or maintain the overall vitality of our neighborhoods. As we approach build out, we recognize the need to creatively plan and partner with residents to ensure that Garland as a whole continues to be a place where families and businesses want to invest their time and money.

The Neighborhood Vitality (Matching) Grant Program

The (matching) grant program is designed to provide assistance to specific neighborhood projects that provide a public benefit thereby promoting a stronger, safer, and healthier community. The City will enter into agreements with organized, active, registered homeowner and neighborhood associations or groups that organize for the specific purpose of completing a neighborhood improvement project (See terms of Neighborhood Vitality Agreement.) within the City of Garland. These agreements will pertain to, but are not limited to the following types of physical improvement projects:

1. Entry features (new construction and renovations)
 2. Landscape design and improvements
 3. Neighborhood enhancement features
 4. Neighborhood recognition signage
 5. Removal of unsightly structures that negatively impact the neighborhood
 6. Safety features
 7. Screening Walls (new construction and renovations)
- Funds may not be used for maintenance type projects or improvements that are required by code.
 - Program funds may not be used to replace an association's operating budget.
 - Individual persons or businesses are not eligible to receive funding.
 - Religious organizations and businesses may not apply as the primary applicant, but may partner with organized associations or groups to successfully accomplish a project that will provide an area benefit.
 - Project must not require on-going maintenance from the City of Garland.
 - Project must not conflict with city policies or codes.
 - Expenditures incurred or project commitments made prior to the grant program are not eligible for funding.**

Terms of Neighborhood Vitality Agreement

Grantee must be an established entity. Association by-laws and registration should be provided along with the application packet. **A neighborhood may organize for the sole purpose of completing a neighborhood improvement project. A notarized document outlining the group name, purpose, and project contacts must be provided with the application.** Please see application guidelines for more details. City staff is available to assist in the planning and establishment of new associations or groups.

Grants will not exceed \$100,000. Each association or group will be expected to provide a match based on the size and scope of the project, neighborhood size, and operating budget. The association match may include cash contributions, materials, or sweat equity where applicable at the rate of \$10.00 per hour with the exception of professional services, which will be rated at the fair market value for the provided type of service.

Funding Priorities and Restrictions. Projects will be ranked according to the municipal benefit. Each project will be evaluated on the basis of how well it addresses the City of Garland's neighborhood vitality criteria. **The association or group must actively seek the involvement of area residents in the planning and implementation of the project.** When there are more projects requested than funding will allow, the following criteria will be used to determine funding priorities:

- ❑ Projects that serve to revitalize older or declining neighborhoods will receive higher priority than newer neighborhoods.
- ❑ Projects that impact major thoroughfares will receive a higher priority than those that impact interior streets.
- ❑ Projects that further neighborhood goals and complement other public improvements will be chosen for their increased community benefit.

Applicants who have previously received funds will not be eligible to receive additional funds for three years unless:

- ❑ There are no other applicants that meet the criteria or funding requirements.
- ❑ The project provides an immediate direct or indirect benefit to the residents because it addresses a health and/or safety issue requiring prompt attention.
- ❑ It is a multiple neighborhood project that requires participation from several associations, including one previously funded, in order to implement the proposed project.

APPLICATION PROCESS

Application Deadlines

Applications for projects are accepted twice a year from neighborhood based associations or groups and must be submitted on the approved application form provided by the Office of Neighborhood Vitality. Applications may be obtained from the City of Garland website, www.ci.garland.tx.us or by calling 972-205-3864. Completed applications should be mailed to:

City of Garland
Office of Neighborhood Vitality
PO Box 469002
Garland, TX 75046-9002

Funding is available each fiscal year beginning October 1, 2004. Applications will be accepted for small projects (\$10,000 or less) twice a year, September 1st and February 1st. Applications for large projects (more than \$10,000) once a year, September 1st. Should either of these dates fall on a holiday, Saturday or Sunday, the following business day will apply.

Funding Proposal

The association or group will submit an approved application form with a complete description of the project and subsequent maintenance. The application will be used as a guide for drafting the formal agreement and must include the following information:

Contact Names and Association Description

The description shall list names and telephone numbers of officers of the association or group who have the authority to enter into the agreement. Included in this portion of the work plan will be the date of incorporation or registration with the Office of Neighborhood Vitality. A copy of the association's by-laws should be provided as an attachment. If the group is organized for the sole purpose of completing this project, a notarized letter of intent is required (See terms of Neighborhood Vitality Agreement).

Project Purpose

The project purpose shall include the identification of the benefits to the neighborhood and the City of Garland. This shall include what problems the project is to solve, and how it will solve them as well as any other information supporting your application.

Project Plan

Provide a description of the proposed project. Fully disclose all elements of the project. Failure to do so may result in the cancellation of the project.

Project Funding

Include itemized list of projected costs. This shall include how the cost estimate was developed. List the funding requested from the City of Garland, matching funds from the association, and any other in-kind donations.

Maintenance Plan

A maintenance plan will include a description for the on-going maintenance of the project as well as methods of maintenance. Materials, which do not require a high level of maintenance, should be used. Staff will ensure through this aspect of the work plan that the project will not act to change the current level of maintenance performed by the City of Garland in areas for which the city is responsible.

Additional Information

Applicants should provide supporting documents such as:

- Photographs of the proposed project area;
- Plans or maps indicating the project in relation to the neighborhood and surrounding community;
- Signed maintenance agreements and conditions; and
- Letters of intent to provide matching funds, in-kind donations, labor, or materials.

Please use the approved application to submit your proposal. Proposal should not be submitted with staples, in binders, or with dividers.

Application Review

Applications will be read and evaluated by a technical review committee consisting of members from various city departments to insure that the minimum criteria are met. Any group that does not meet the funding criteria will be notified in writing. The committee will present funding recommendations to the Garland City Council who will make the final award decisions.

All Neighborhood Vitality applications will be rated using the following criteria. As you plan the project and prepare the application, please be sure the application addresses each area.

Criteria	Scoring Weight	Explanation of Criteria
Neighborhood Status/ Maturity	20	The condition and age of the neighborhood demonstrates a need for intervention.
Community Benefit	20	Project proposes a good approach to a neighborhood problem and helps improve the quality of life in the neighborhood and/or aesthetics of the area.
Project Feasibility	20	The project is cost effective, achievable, realistic, sufficiently funded, no on-going maintenance required from the city.
Community Involvement	15	Demonstrated participation of residents in planning and application process.
Environmental Impact	10	Implementation or completion of the project will not negatively impact the environment or surrounding area.
Match	10	Match is realistic and appropriate to the project. Letters of intent are provided for in-kind donations or cash.
Other	5	Uniqueness of the project, innovative or groundbreaking.
TOTAL SCORE		

DISBURSEMENT OF FUNDS

The applicant may act as the General Contractor for most approved projects. Funds for the project will be disbursed by the city after monitoring and evaluation of the project.

All cash donations/matches as outlined in the proposal must be provided prior to the implementation of the project. Failure to do so may result in the cancellation of the project.

An applicant may not begin to incur costs to be paid by the Neighborhood Vitality Program before having a funding agreement with the City of Garland.

CANCELLATION OF PROJECTS

Failure to meet the terms of the Funding Agreement may result in the cancellation of the project and a one-year application restriction.

MATCH REQUIREMENTS

Match requirements will be based on the association's fiscal strength and the cost of the project. The following is a standard guideline for match.

Project Cost	Match Requirement	Type of Match
\$10,000 or less	10%	May include cash, in-kind donations, labor and/or materials
\$10,000.01-25,000	15%	Same as above
\$25,000.01-50,000	20%	Same as above
\$50,000.01 and above	25%	At least half of the match must be a cash match, the remainder may include in-kind donations, labor, and/or materials

- ❑ The type of match must be appropriate to the needs of the proposed project.
- ❑ All volunteer labor is valued at \$10.00 per hour except in the case of professional services.
- ❑ Community volunteer time directly related to the physical design and planning may count toward the match if it is generated in the six-month period prior to the application deadline and is documented.

PROJECT DEVELOPMENT TIPS

1. Choose a project that will generate as much community support as possible and that addresses a known problem or concern. Talk to your neighbors to encourage involvement. This effort will also work to create a sense of community in your neighborhood.
2. If your area is not currently organized, contact the Office of Neighborhood Vitality to begin the organization process. Organized associations should call to register with the city.
3. Begin your work plan by listing the activities needed to accomplish the community goal. Some initial research may be necessary to effectively prepare your funding proposal.
4. Determine what resources are needed and develop a preliminary budget.
5. Determine the type and the percentage of match you can provide for completion of the project.
6. Review all application requirements before you begin.
7. Contact the Neighborhood Vitality Manager for technical assistance in completing the application.
8. Create a timeline that includes the application, review and tentative implementation time. This will also be helpful in your discussions with city staff and keeping your neighbors abreast of the project.
9. Do not assume that the application review committee is familiar with your neighborhood. Document and support your proposed project.
10. A complete application includes all documentation and attachments. Late applications will not be accepted.
11. The submitted application should not include staples or binders.