



# **Growing Roots for Environmentally Equitable Neighborhoods (GREEN) Miami-Dade County Matching Grant Guidelines**

**Updated August 2023**



## About Us

Neat Streets Miami-Dade County (NSM) is a multi-jurisdictional board dedicated to the promotion of ecological and human health by creating and maintaining sustainable, beautiful, clean, and environmentally equitable spaces countywide. Its vision is that residents and visitors understand and enjoy the benefits provided by a robust canopy and aesthetically pleasing landscaping in our yards, along roadways, parks, public housing, and schools countywide. Neat Streets Miami's impact can be seen in efforts such as:

- Tree plantings on public and private lands
- Free tree and plant distribution events
- Cleanup and recycling programs

Launched by Neat Streets Miami, the Million Trees Miami-Dade County initiative is a community-wide effort to grow a healthy urban forest that provides a minimum of 30 percent tree canopy coverage and the maximum social, economic, and environmental benefits to the region.

In an attempt to reach the Million Trees Miami goal of achieving a 30 percent tree canopy for Miami-Dade County, Neat Streets Miami created the Growing Roots for Environmentally Equitable Neighborhoods (GREEN) Miami-Dade County Matching Grant, formerly known as the Street Tree Matching Grant. Funded by Miami-Dade County, this grant engages municipalities, agencies, non-profits, foundations, and community groups in planting native or Florida-friendly trees on public land, including corridors, gateways, bus stops, libraries, schools, and parks. The goal of this program is to leverage the County's Tree Trust Fund by encouraging investments on public land. GREEN Miami-Dade County Matching Grants will be awarded to Applicants that can demonstrate the greatest benefits for residents, employers, and visitors, and are able to provide a stewardship plan to help secure our joint investment.



## A. GRANT APPLICATION AND AWARD PROCESS

### 1. *Grant Application*

Applicants may only submit one application per grant cycle; however, they may submit multiple project locations as part of the same application.

The grant application must include the following:

- Online submittal by deadline
- Detailed proposed budget
- Google Live Planting Plan(s) with location, number of trees and species. A professional landscape design is not required.
- Before photos of project

Incomplete applications, those missing one or more of the components listed above, may be deemed ineligible for review.

Please refer to our website ([GREEN Miami-Dade County Matching Grant](#)) for more information.

### 2. *Grant Amount*

The GREEN Miami-Dade County Matching Grant is funded through the county's Tree Trust Fund. The minimum grant request per cycle is \$5,000. The maximum grant request per cycle is dependent on the amount of funding available for the program each year and is subject to change. Cycle maximums will be announced each year when the cycle opens.

### *Who Can Apply*

Eligible applicants include:

- Municipalities
- Agencies
- Non-profits\*
- Foundations
- Community Organizations
- Other (If not on this list, please email [Nikki.Anderson@miamidade.gov](mailto:Nikki.Anderson@miamidade.gov) to inquire about eligibility).

\*Non-profit applicants must have 501(c)(3) tax-exempt status or projects with an established fiscal agent.

Miami-Dade County departments are not eligible to apply for this grant.



### **3. Jurisdiction and Permits**

If planting in an area outside the applicant's jurisdiction, applicants must have permission from the governing jurisdiction of the project location at the time the application is submitted. If a permit is required to plant at that location, applicants must disclose that requirement in their grant application and are required to secure said permits within the grant project period prior to planting, if awarded.

### **4. Landscape Requirements**

All trees must be canopy natives or Florida-friendly trees. For the purpose of this grant, palms are not considered canopy, and as such are **not** eligible for grant reimbursement or match for these projects. All trees must be planted on public property within Miami-Dade County in adherence to Miami-Dade County's Landscape Ordinance (Chapter 18-A and Chapter 18-B).

- Trees shall have a minimum overall height of 12-feet and 2-inch caliper at time of installation. If planting Florida native species, trees shall have a minimum overall height of 8-feet and 1.5-inch caliper at time of installation.
- When installed in roadways, trees shall have a maximum average spacing of 35-feet on center and be placed within 7-feet of the edge of the roadway pavement and/or where present, within 7-feet of the sidewalk.
- Trees shall be installed in a way that complies with site triangle regulations and should not be planted within no planting zones.
- If trees are proposed under overhead power lines, they shall have a minimum overall height of eight (8) feet and a minimum caliper of one-half (1.5) inch at the time of planting. The maximum average spacing in this case shall be 25-feet.
- All trees shall have and shall be maintained with a trunk clearance of four (4) feet (no multi-trunk).

All trees must conform to the standards for a Florida No. 1 or better, as provided in the most current edition of the "Florida Grades and Standards for Nursery Plants."

### **5. Match Requirement**

Applicants with project locations in municipalities with less than 10% existing urban tree canopy (UTC) will be responsible for 25% of total, eligible project costs; applicants with project locations in municipalities with greater than 10% existing urban tree canopy will be responsible for 50% of total, eligible project costs. Existing UTC percentages are based on the 2021 Miami-Dade County Urban Tree Canopy Assessment (Update). The GREEN Miami-Dade County Matching Grant provides either a 75% or a 50% match contribution of total



eligible project costs to the Applicant not to exceed the maximum grant amount for the current cycle (\$100,000).

Example #1, for a \$10,000 project in a low canopy municipality (less than 10%), the GREEN Miami-Dade County Matching Grant would provide the Applicant with \$7,500, and the Applicant would be required to provide a match of \$2,500.

Example #2, for a \$10,000 project in an area with more than 10% existing UTC, the GREEN Miami-Dade County Matching Grant would provide the Applicant with \$5,000, and the Applicant would be required to provide a match of \$5,000.

Acceptable match expenses include in-kind services (capped at 10% for indirect costs) and cash, which can include funds received through another grant.

All match dollars and in-kind services must be expended post-award.

## **6. Eligible Expenses**

Funds will be disbursed by Neat Streets Miami for the planting of trees on public property within Miami-Dade County with the goal of enhancing our community's public land.

Funds allocated to projects by the GREEN Miami-Dade County Matching Grant come from mitigation funds collected by the Division of Environmental Resources Management, i.e. the Tree Trust Fund, and, as such, are encumbered for the planting of trees on public property. Therefore, GREEN Miami-Dade County Matching Grant funds shall NOT be used to satisfy tree mitigation per permitting or enforcement requirements. Additionally, GREEN Miami-Dade County Matching Grant funds cannot be used to remove stunted trees.

Eligible expenses for grant funds include:

- Procurement of trees
- Contractor installation of trees
- Contractor maintenance of trees for the first year (watering, mulching, staking, pruning, fertilizing)\*
- Tree Planting supply costs
- Contractor preparation of the planting site(s)

Eligible expenses for matching funds (no cap) include:

- Permit fees
- Invasive species removal as part of planting preparation
- Salary and fringe benefits for employees executing direct, project-related costs:
  - Preparation of planting site
  - Installation of trees
  - Maintenance of trees for the first year (watering, mulching, staking, pruning, fertilizing)\*



Eligible expenses for matching funds (not to exceed 10% of the total award amount) include:

- Community outreach materials
- In-kind services of salary and fringe benefits for employees executing:
  - Grant management
  - Creation, collection, and/or disbursement of educational information and community outreach materials

Volunteer hours and the value of donated materials are not eligible for reimbursement and will not be accepted as matching funds.

\*Grantee is responsible for the maintenance of the trees after completion of the project in perpetuity.

### ***7. Interlocal Agreement on the Periodic Reporting of Tree Planting***

Every applicant is encouraged to enter into an Interlocal Agreement on the Periodic Reporting of Tree Planting with Miami-Dade County, if they have not done so already (<https://www.miamidade.gov/neatstreets/library/interlocal-agreement-for-periodic-reporting-of-tree-plantings.pdf> ).

### ***8. Grant Selection Criteria***

While preference will be given to areas with low-to-moderate income populations defined as census tract that are in the fourth or fifth quintile distribution of Median Household Income, and/or with 20 percent or less tree canopy, grant applications that do not meet either or both of these preferences will still be considered.

Grant applications will be judged by the GREEN Miami-Dade County Matching Grant Selection Committee (“Selection Committee”) using the following criteria:

- **Preferences**
  - Area has 20 percent or less existing tree canopy
  - Area has low-to-moderate income populations
  - Applicant does not have access to a tree trust fund
  
- **Project Enhancements**
  - Growing Green Bus Stops
  - Growing Green Playgrounds
  - Gateways/Corridors/Connections to School and/or Parks



- Schools/Parks/Libraries/Public Housing/Other
- Natural Disaster Recovery
- Planting on Local/Neighborhood Streets
  
- **Resiliency/Impact**
  - Biodiversity
  - Planting in a FEMA flood zone
  - Number of trees
  - First time applicant
  - Continuation of planting from a previous cycle
  - Fulfills elements of an established community plan (i.e., master plan)
  - Addresses extreme heat

## **9. Grant Award**

Official notice of each grant award will be sent by the Neat Streets Miami Grant Coordinator (“Grant Coordinator”) via email to the Applicant.

To accept a grant, the Applicant must send a letter of acceptance via email to the Grant Coordinator ([Nikki.Anderson@miamidade.gov](mailto:Nikki.Anderson@miamidade.gov)) within 15 days from the date the official notice of grant award was sent.

If the award amount is less than what was requested by the Applicant, the Applicant will be able to adjust their scope of work within 30 days before signing the grant contract. The Applicant will then only be responsible for 25% or 50% of the adjusted award amount, depending on the existing UTC in their proposed planting location.

## **B. GRANT CONTRACT**

### **1. Execution of Contract**

A grant contract will be emailed to the Grantee after they accept the grant award. The grant contract must be signed, scanned, and emailed back to the Grant Coordinator within 30 days. If the award amount submitted on the application must be adjusted, then the Grantee will be given 30 days to adjust their scope of work and an additional 30 days to sign the grant contract.

Once returned to the Grant Coordinator, the grant contract will be reviewed and, if no changes are necessary, will be executed by Miami-Dade County. Work may begin once the grant contract has been fully executed.



Grantees can only have one active contract at a time; contracts from prior years must be fully closed out in order to apply and, if awarded, execute a new contract.

## **2. Contract Amendments**

In the case that an amendment to the grant contract is requested by the Grantee, the Grantee must submit an Amendment Change Form (Exhibit D), which is available upon request from the Grant Coordinator. The Grant Coordinator will review and submit the Amendment Change Form to the appropriate party (dependent on request type) for final approval of or recommended action on the amendment.

### **a. Budget Amendments**

Award amounts may be reduced but cannot be increased. The number of trees planted may be increased but cannot be reduced.

Budget amendments must be submitted via the Amendment Change Form to the Grant Coordinator for approval:

- I. If actual project costs are below the amounts quoted in the grant contract, the Grantee may, but is not required to, plant more trees than originally stated in the grant contract.
  - i. If the Grantee chooses to plant additional trees, a revised planting plan must be submitted along with the Amendment Change Form for approval. If approved, the Grantee will be reimbursed 75% or 50% of their actual project costs (dependent on existing UTC at project location), not to exceed the grant award. However, the Grantee may provide additional matching funds to cover any additional costs above the grant award that may be incurred.
  - ii. If the Grantee chooses not to plant additional trees, the Grantee will only be reimbursed 75% or 50% of their actual, eligible project costs.
- II. If actual project costs are above the amounts quoted in the grant contract, the Grantee will still be required to plant the number of trees originally stated in the grant contract. However, the Grantee may submit an Amendment Change Form requesting a change in tree species or a shorter tree height to reduce actual project costs. Amended tree selections, both species and height, must abide by Miami-Dade County's Landscape Ordinance (Chapter 18-A and Chapter 18-B) and any landscape requirements stated in these procedures.

### **b. Planting Plan Amendments**

Planting plan changes - such as in the number of trees, type of species to be planted, and planting location - due to unforeseen circumstances will be reviewed on a case-by-





case basis and may require approval by the Selection Committee. If such a change is required, the Grantee must submit an Amendment Change Form and updated Google Live Planting Plan link to the Grant Coordinator. If planting occurs prior to the approval of the Amendment Change Form, the grantee assumes the risk of non-reimbursement if the requested changes are not approved.

#### **c. Close-Out Amendments**

The Close-Out Report is due 30 days after the planting deadline. If an extension to either of these deadlines is required, the Grantee must submit an Amendment Change Form to the Grant Coordinator at least 30 days prior the project end date stated in the contract.

### **C. PROJECT IMPLEMENTATION**

#### **1. Commencement of Project**

The planting project (grant funded and matched funds) may not commence until the grant contract is fully executed.

#### **2. Procurement of Trees**

Grantees should use their own procurement process to purchase and install trees. Invoices submitted at close out must specify that the trees planted as a part of this project are Florida No. 1 or better.

#### **3. Permitting**

If planting is within Miami-Dade County's jurisdiction, a permit is required prior to planting. Please contact Daniel Ruiz, Permit Section Supervisor for the Miami Dade County Department of Transportation and Public Works, at [Daniel.Ruiz@miamidade.gov](mailto:Daniel.Ruiz@miamidade.gov) or (305) 375-2135.

Miami-Dade County Landscape Maintenance Covenants can be found here: <http://www8.miamidade.gov/apps/rer/weeklyplatreport/permitnotices.aspx>

If planting takes place within a local jurisdiction, contact that jurisdiction directly, as a permit may be required.

#### **4. Communications**



All communications material, including press release and related media, must adhere to the Neat Streets Miami Media Release Guidelines. As per the contract, the Grantee agrees to prepare a draft of a press release that describes the project and acknowledges Neat Streets Miami and Million Trees Miami. The press release shall be subject to Miami-Dade County's approval prior to publication. The approved press release can be executed at the time of award, during the project period, or after completion of the project. A copy of the published press release must be submitted with the Close-out Report.

## **D. CLOSE OUT REPORT**

### **1. Fund Disbursements**

Grant funds will be disbursed on a reimbursement basis after project completion, and approval of the Close-Out Report.

### **2. Close-Out Report**

The Close-Out Report is due 30 days after the planting deadline. Attachments include Close-Out Report; final planting plan; before and after photos of project; copy of executed Interlocal Agreement for the Periodic Reporting of Tree Planting, if applicable; Data Tracking Report; final budget; all invoices; proof of payment; and copy of outreach materials, including press release. All final invoices must state that the trees provided conform to Florida #1 Standards or better.

The Close-Out Report forms (Exhibit B, Budget Template, and Exhibit C - Data Tracking) must be used and can be found at [GREEN Miami-Dade County Matching Grant](#). They can also be requested by emailing the Grant Coordinator at [Nikki.Anderson@miamidade.gov](mailto:Nikki.Anderson@miamidade.gov).

### **3. Site Visits**

After the close out of the grant, prior to grant fund disbursement, the County may conduct site visits to confirm project completion.