



**Office of Neat Streets Miami**

Miami Dade Parks, Recreation and Open Spaces  
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**Dennis C. Moss**  
Chairman, Neat Streets Miami Board

Beacon Council

Board of County Commissioners

Citizens For A Better South Florida

City of Hialeah

City of Homestead

City of Miami

City of Miami Beach

City of North Miami Beach

Florida Department of Transportation,  
District 6

Florida Power & Light (FPL)

Friends of The Underline

Greater Miami Convention and Visitors  
Bureau

Miami Dade College

Miami Downtown Development Authority

Miami-Dade County Mayor's Office

Miami-Dade County Parks and Recreation  
and Open Spaces Department

Miami-Dade County Transportation and  
Public Works

Miami-Dade County Regulatory and  
Economic Resources Department

Miami-Dade Citizen's Transportation  
Advisory Committee

Miami-Dade County Public Schools

Miami-Dade Expressway Authority (MDX)

Miami-Dade League of Cities

Miami-Dade Metropolitan Planning  
Organization

Miami-Dade Transportation Aesthetics  
Review Committee

Port of Miami

South Florida Regional Transportation  
Authority

University of Florida/Miami-Dade  
Cooperative Extension

Village of Bal Harbour

Village of Palmetto Bay

YMCA of South Florida

February 23, 2017

LaKeesha Morris, Grants Coordinator  
Town of Cutler Bay  
10720 Caribbean Blvd. #105  
Cutler Bay, Florida 33189

Dear Ms. Morris:

I am pleased to inform you that the **Town of Cutler Bay** has been awarded a matching grant of **\$12,500** for the **Cutler Bay Streetscape Enhancement** as part of the 2017 Neat Streets Miami Street Tree Matching Grant Program.

Your project will help us reach the Million Trees Miami goal of planting 1 million trees and a 30 percent tree canopy by 2020. Furthermore, Miami-Dade County recognizes the vital role that this project will play in enhancing the environment, quality of life and economic vitality of our community. We are delighted to partner with you on the realization of this project. Neat Streets Miami is a multi-jurisdictional board that creates beautiful, green and livable transportation corridors, gateways and connections. By partnering with you, we know we will realize more green and clean streets and help beautify the County.

Due to the high demand for tree funds, we weren't able to fully fund all of the projects, however I am pleased that your project was one of the applications that received a grant award this year. Together, we can make a model investment in street trees so that others will be able to learn from our efforts and plant more trees in the future.

Your grant will be formally executed by means of a contract, attached to this Award Letter. The contract must be executed by **Friday, March 10, 2017**. Our Neat Streets Miami team looks forward to working in partnership with you to implement your project.

Sincerely,

Dennis C. Moss  
Chairman, Neat Streets Miami  
Miami-Dade County Commissioner, District 9

*Neat Streets Miami is a multi-jurisdictional Miami-Dade County board that creates beautiful, green and livable transportation corridors, gateways and connections.*



**Miami- Dade County**  
**Parks, Recreation, and Open Spaces Department**  
**STREET TREE MATCHING GRANT PROGRAM**

**TREE PLANTING AGREEMENT**

**Grantee:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Grant Period:** \_\_\_\_\_

**Grant Description:** To plant trees with municipalities and organizations on Miami-Dade's corridors as part of our efforts to reach the Million Trees Miami goal of planting 1 million trees and reaching a 30% tree canopy by 2020.

This **Agreement (the "Agreement")**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (the "Grantee") and Miami-Dade County (the "County"), hereinafter called the "County" through its Parks, Recreation, Open Spaces Department (the "Department").

The County and Grantee have agreed to partner on the implementation of \_\_\_\_\_ (project name) to be completed in August 31, 20\_\_\_\_.

**RECITALS**

**WHEREAS**, the County desires to increase the tree canopy in Miami-Dade County and to reach the Million Trees Miami goal of planting 1 million trees and a 30% tree canopy by 2020; and

**WHEREAS**, the County has provided a subaccount to the tree trust fund for the procurement of street trees along county and local roads and of this amount \$\_\_\_\_\_ (the "Grant Funds") will be provided to the Grantee on the terms and conditions set forth in this Agreement; and

**WHEREAS**, the Grantee wishes to undertake such activities provided in the scope of work in Exhibit A of this Agreement; and

**WHEREAS**, the Grantee is responsible for the maintenance of the street trees after completion of the project; and

**NOW, THEREFORE**, the County and Grantee agree as follows:



**TERMS AND CONDITIONS OF AGREEMENT**

**A. Requirements for approval of Grant Award Agreement:** As a prerequisite to its receipt of the Grand Funds, the Grantee shall meet the requirements set forth below to the County's satisfaction. Requirements for this grant are listed below.

1. **Timeline:** The following grant project start date, end date and reporting dates must be adhered to.

**Start date:** \_Contract Execution Date

**End date:** \_August 31, 2017\_\_\_\_\_

**Final report date:** \_September 30, 2017\_\_\_\_\_

2. **Scope of Work:** It is mutually agreed and understood that the scope of work shall be as provided in *Exhibit A*.
3. **Budget:** It is mutually agreed and understood that the project costs shall be as provided in *Exhibit B*. The match amount has to equal or exceed the grant amount. If matching requirement will be met through the provision of in-kind service, the County shall approve the value or cost of the in-kind services to be provided to fulfill the matching requirements. Match must remain the same or exceed the percent referenced in the original application.
4. **Promotions:** The grantee will agree to prepare a draft of a Press Release which describes its project and acknowledges Neat Streets Miami and Million Trees Miami, which shall be subject to the County's approval in advance of publication. The County shall also be acknowledged in any subsequent media releases or in any printed, website, social media or other communication materials related to the project. Copies of any other publicity as well as copies of any major work products generated in connection with this grant shall be forwarded to the County for review. The Miami-Dade, Million Trees Miami and Neat Streets Miami logos should be included in all printed materials. Please include the following copy in the Press Release:

**About Million Trees Miami and Neat Streets Miami**

Launched by [Neat Streets Miami](#), the [Million Trees Miami](#) Campaign is a community-wide effort to plant one million trees by 2020 in order to achieve a 30 percent tree canopy cover for Miami-Dade County. Neat Streets Miami is a multi-jurisdictional county board dedicated to the maintenance and beautification of transportation corridors, gateways and connections.

5. **Conditions and Contingencies:** The Grantee agrees that the Grant Funds will be used only for the purpose as stated in this Agreement, as described in the Scope of Work (*Exhibit A*) and with no substantial variance to the approved Budget (*Exhibit B*) unless prior approval in writing is obtained from the County. The Grantee certifies that the grantee organization operates under a tax-exempt status. If grantee determines that Grant Funds cannot be expended by August 31, 2017, the grantee must notify liaison immediately and no later than **May 31, 2017**.

**B. Additional Requirements due throughout the funding period:**

1. **Evaluation Consultant:** The Grantee may be required to work with an evaluation consultant who will be assigned by the County.
2. **Reporting:** Final Report must be submitted electronically 30 days following the completion of the grant period. Refer to Exhibit C for reporting guidelines.
3. **Data Tracking:** All trees planted must be mapped according to County specifications.
4. **Organizational Status Changes:** The Grantee must notify the County liaison within two weeks of changes in organizational status, including but not limited to: key personnel such as senior or project staff, organizational name, tax status, and organizational address.
5. **Other Organizational Changes:** The Grantee will notify the County's liaison of any organizational changes, such as new address or contact information

**C. Indemnification of County**

The Grantee agrees to indemnify, save, and hold the County harmless from all liability, loss, cost, and expense, including attorneys' fees and court costs at all trial and appellate levels, which may be sustained by the County, to any person, natural or artificial, by reason of the death of or injury to any person or damage to any property, whether or not due to or caused by the negligence of the Grantee, arising from or in connection with the Grantee's (or its employees, agents, contractors, subcontractors, licensees, or invitees) installation and/or maintenance of trees on County property or in the County right-of-way. The Grantee agrees to defend, at its sole cost and expense, but at no cost and expense to the County, any and all suits or actions instituted against the County for the imposition of such liability, loss, cost, and expense arising from or in connection with the Grantee's (or its employees, agents, contractors, subcontractors, licensees, or invitees) installation and/or maintenance of trees on County property or in the County right-of-way.

**Primary Grant Contract:**

Provide the information below for the primary contact person for this grant. This is the person to whom all correspondence will be directed.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_



**EXHIBIT B: BUDGET**

**[INSERT GRANTEE BUDGET]**





**Exhibit C: GRANTEE REPORT GUIDELINES**  
**2017 Matching Street Trees Grants Program**

Organization's name: \_\_\_\_\_  
 Person completing report and title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Final Report is due 30 days following the completion of the grant period.**

**Narrative:** In no more than two pages, please share the information below about the program supported by Miami-Dade County and Neat Streets Miami.

1. Summarize in a few sentences what you have accomplished to date: What you have done; for whom and how many; how they have benefitted?
2. Have you accomplished to date what you expected to in terms of implementing the program? If not, why not? Did you encounter any unexpected challenges and if so what adjustments did you need to make?
3. Tell us a story about the program's impact - one that reflects how this program is making a difference in people's lives or an accomplishment that makes you particularly proud.
4. Has this program, or some other leadership role you have taken on, had an impact on the broader community issue or systems you seek to improve? If so, how? Do you plan to sustain this program when our grant ends, and if so, what are your plans for doing so? Has our grant helped you secure other dollars or resources you need to sustain it? If so, please explain.

**Performance & Results Report Form**

This form should reflect the same outcomes, measures and activities as in the one you submitted with your Scope of Work (Exhibit A) and then report what you have achieved from the start of the grant to date.

**Outcomes: Refer to Three Anticipated Outcomes, as described in awardee's grant application.** What were the top three outcomes you wanted to achieve for those you reached and served that would show how participants were better off as a result of the program? What results did you achieve?

What was the desired outcome?	What were your results?

**Outreach and Activities:** List the main activities you conducted and the information related to each.

What was the activity? (Include where, when and how often activities took place.)	How many did you reach?

**Financial Reporting:** List invoice, invoice date, description of services, check number and check date associated with this project.

Invoice Number	Invoice Date	Description of Services	Check Number	Check Date

**Attachments:**

- Invoices
- Proof of Payment
- Photos or other materials that reflect your work, its impact and any references to Miami-Dade County and Neat Streets Miami support
- Data Tracking Report

Please submit this form by email as a PDF document to: [Jennifer.Llorente@miamidade.gov](mailto:Jennifer.Llorente@miamidade.gov)