



**Office of Neat Streets Miami**  
Miami Dade Parks, Recreation and Open Spaces  
275 NW 2<sup>nd</sup> Street • Suite 540  
Miami, Florida 33128-1994  
T 305-755-7849 F 305-755-7940

February 28, 2018

**Dennis C. Moss**  
Chairman,  
Neat Streets Miami Board

Board of County Commissioners  
Citizens for a Better South Florida

City of Hialeah

City of Homestead

City of Miami

City of Miami Gardens

City of Miami Beach

City of North Miami Beach

City of Sunny Isles Beach

Florida Department of Transportation, District 6

Greater Miami Convention and Visitors Bureau

Miami Dade College

Miami Downtown Development Authority

Miami International Airport

Miami-Dade County Office of the Mayor

Miami-Dade County Parks and Recreation  
and Open Spaces Department

Miami-Dade County Solid Waste-  
Management

Miami-Dade County Regulatory and  
Economic Resources Department

Miami-Dade County Public Schools

Miami-Dade Metropolitan Planning Organization

Miami-Dade Expressway Authority

Miami-Dade League of Cities

Miami-Dade Transportation Aesthetics Review  
Committee

Department of Transportation and Public Works

PortMiami

South Florida Regional Transportation Authority

Town of Miami Lakes

Village of Bal Harbour

LaKeesha Morris, Grant Coordinator  
Town of Cutler Bay  
10720 Caribbean Blvd. #105  
Cutler Bay, FL 33189

Dear Ms. Morris:

I am pleased to inform you that the **Town of Cutler Bay** has been awarded a matching grant of **\$14,500** for the **Cutler Bay Street Tree Reforestation Project** as part of the 2018 Neat Streets Miami Street Tree Matching Grant Program.

Your project will help us reach Million Trees Miami's goal of planting 1 million trees to achieve a 30 percent tree canopy for Miami-Dade County by 2020. Furthermore, the 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.

By partnering with you, we know we will realize more green and clean streets. Together, we will make an investment in street trees so that others will be inspired by our efforts and plant more trees, themselves in the future.

Your grant will be formally executed by means of a contract attached to this Award Letter. We look 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



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

**TREE PLANTING AGREEMENT**

**Grantee:** Town of Cutler Bay

**Amount:** \$14,500

**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 Town of Cutler Bay (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 Cutler Bay Street Tree Reforestation Project (project name) to be completed by July 27, 2018.

**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 \$ 14,500 (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 Grant 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:** July 27, 2018

**Final report date:** August 10, 2018

2. **Scope of Work:** It is mutually agreed and understood that the scope of work shall be as provided in *Exhibit A (Grant Application Package)*.
3. **Budget:** It is mutually agreed and understood that the project costs shall be as provided in *Exhibit A (Grant Application Package)*. 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 or 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. Miami-Dade County, 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 and with no substantial variance to the approved Budget (See *Exhibit A*) 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 July 27, 2018 (end date), the grantee must notify liaison immediately and no later than April 27, 2018.

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

- 1. **Reporting:** Final Report must be submitted electronically 30 days following the completion of the end date of grant. Refer to Exhibit B for reporting guidelines.
- 2. **Data Tracking:** All trees planted must be mapped according to County specifications.
- 3. **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.
- 4. **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**

Subject to the limitations on liability set forth in Section 768.28, Florida Statutes (to the extent the entity is a State or local government), 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:\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed on the day and year first written above.

NAME OF GRANTEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Grantee Representatives' Signature

PRINT NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

MIAMI-DADE COUNTY, FLORIDA

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Director Parks, Recreation, and Open Spaces

LEGAL SUFFICIENCY: \_\_\_\_\_

DATE: \_\_\_\_\_

County Attorney

**EXHIBIT A: GRANT APPLICATION PACKAGE SCOPE OF WORK**

**[INSERT GRANT APPLICATION PACKAGE HERE]**



**Exhibit B: GRANTEE FINAL REPORT**  
**20 18 Matching Street Trees Grants Program**

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

**Submit Final Report by August 10, 2018.**

**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? How many trees planted using grant funds and matched funds?
2. Have you accomplished to date what you expected to in terms of implementing the project? If not, why not? Did you encounter any unexpected challenges and if so what adjustments did you need to make?
3. Has this project 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.

Optional: 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.

**Performance & Results Report Form**

This form should reflect the same outcomes, measures and activities as in the one you submitted with your Grant Application Package (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 listed in your outreach plan in the grant application and provide information related to each

| What was the activity?<br>(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 | Check Amount |
|----------------|--------------|-------------------------|--------------|------------|--------------|
|                |              |                         |              |            |              |
|                |              |                         |              |            |              |
|                |              |                         |              |            |              |

**Required Attachments:**

- Final Approved Budget
- Invoices
- Proof of Payment
- Final Approved Landscape Plan
- Outreach Efforts: Press Release, educational materials and photos of outreach efforts or other materials that reflect your work, its impact and any references to Miami-Dade County and Neat Streets Miami support.
- "After" photos illustrating how corridor was transformed.
- Data Tracking Report: include DBH and latitude/longitude coordinates for each tree planted with grant and match funds

Please submit this Exhibit B Grantee Final Report and related attachments by email in one PDF document to: [Jennifer.Llorente@miamidade.gov](mailto:Jennifer.Llorente@miamidade.gov)