

Neighborhood Entryway Enhancement Matching Grant Program

2024 Award Cycle



cityofnovi.org

(248) 347-0445

EntrywayGrant@cityofnovi.org

Table of Contents

Grant Program Explanation	2
Selection Criteria & Evaluation Process	2
Grant Application	5
Checklist	7
Invasive Plant List	9

Neighborhood Entryway Enhancement Matching Grant Program

A. Purpose

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi's Homeowner Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects. These projects are intended to enhance a subdivision entrance through significant and permanent physical improvements, such as adding or modifying entrance signs, constructing flower beds, planting trees and shrubs, upgrading lighting, and making other entryway-related improvements. A neighborhood is not eligible to be awarded a grant in consecutive years.

B. Application and Selection Process

1. Grant applications (Attachment 1) will be accepted once per calendar year.
2. Final grant applications must be submitted to the City Manager's office by January 26, 2024. The application may be submitted electronically to EntrywayGrant@cityofnovi.org.
3. The City Manager may request additional information or clarification. It is recommended that applications be submitted as early as possible to allow time for revisions to be submitted. Applications will be reviewed to verify the grant application is complete and accurate and complies with the requirements set forth in this document.
4. Recommendation for approval of qualifying projects will be provided by the Beautification Committee using a points system (Attachment 2).
5. Final grant awards are approved by the Novi City Council. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
6. All grant applicants will be notified regarding City Council's final decision after decisions are announced.

The following information will be required as an attachment along with the application:

- The association/property owner's current budget in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future. Both an income statement and balance sheet for the previous two years, the current year, and the budget for the upcoming year should be provided.
- Complete bank statements are not required; however, should the association/property owner choose to provide these documents, please be sure all account numbers are removed before submitting the application.
- If in-kind donations (such as donated professional services or materials but excluding volunteer labor) will be used to assist in the fund matching, the association/property owner must submit formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

- Documentation reflecting the association/property owner's current and previous spending on landscape and landscape maintenance.

C. Project Policies and Qualification Criteria

1. To qualify, projects must be located at the entrance of to a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction or installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, and streetscape amenities. Work involving routine maintenance, installation or removal of annual plants, or other recurring tasks is not eligible.
2. The project must comply with City of Novi ordinances and regulations, Novi Residential Entryway Signage requirements, and state and local laws.
3. If there is an impact on property owners or other non-city agencies (e.g., road commission) written permission and approval of the project from the appropriate entity must be obtained and provided.
4. Projects are encouraged to be environmentally sensitive and be of a sustainable nature. The project may not include the use of invasive species. Please refer to the City's prohibited species list in section 9c of the City's [Landscape Design Manual](#). A list of commonly used invasive species is included as Attachment 3.
5. The neighborhood or Homeowner's Association has not been awarded a grant in the previous two years.

D. Project Cost Reimbursement Process

1. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion.
2. Grant project funding requires at least an equal (1:1) match from the Homeowner's Association and may not exceed 50% of the total cost of the project or a maximum amount of \$5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference. **The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community.**
3. If in-kind donations (such as donated professional services or materials but excluding volunteer labor) will be used to assist in the fund matching, the association/property owner must submit formal documentation from the donating entity on company letterhead confirming their specific donation for the project.
4. The amount awarded will be reimbursed upon successful completion of the project, verification of conformance with all standards of the program, and proof that all necessary permits were obtained.
5. The City of Novi will disburse the awarded amount directly to the applicant (not the contractor) upon proof of payment of the applicant's cost and proof of completion

of the entire project. The request for reimbursement and proof of project completion must be made by October 31, 2024.

6. An applicant is limited to no more than one award every two years. *Example: If an organization/homeowner association is awarded in 2021, it is eligible to reapply in 2024.* To add further clarification the HOA would have to sit out the grant cycles for 2022 and 2023. This allows the City to provide assistance to as many interested neighborhoods as possible.
7. Grants are made with the understanding that the City is in no way obligated to provide further financial or management assistance to ensure that a project is completed. Property is and will continue to be maintained by the Homeowner's Association into the future.
8. Project work must not begin, and permits shall not be obtained until grant approval from City Council.
9. Projects are encouraged to be environmentally sensitive and be of a sustainable nature.
10. All selected projects must comply with City of Novi Ordinances, as well as state and local laws, and all appropriate permits must be obtained after grant approval. (If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at: [or contact Code Compliance at \(248 735-5678\)](#). The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by October 31, 2024.
11. Priority will be given to projects that abide by the regulations listed in the City's Residential Entryway Signage document. These regulations can also find be found on the City of Novi's [website](#). It is encouraged that applicants meet with Community Development personnel to ensure that their project abides by these regulations, prior to grant application submittal.
12. Grant applications will be accepted once per calendar year. Recommendation for approval of qualifying projects will be provided by the Beautification Committee for final grant approval by Novi City Council. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

Attachment 1. Neighborhood Entryway Enhancement Matching Grant Application

Due Date: January 26, 2024, by 5:00pm

Please answer the questions below in a separate document. Questions must be presented in the same order they are presented below. Applications will not be considered if any requested documentation is not included.

I. Applicant Information

- a. Homeowner's Association or Property Name
- b. Age of the subdivision or neighborhood where the work will be done
- c. First-time Applicant? If not, please list the date of last application submission.
- d. Project Leader
 - Office Held/Position within organization
 - Address
 - Telephone
 - E-Mail

II. Project Information

- a. Provide a clear detailed description of the project's purpose, plan and design, including the existing conditions, specific need, and public benefit.
- b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area.
- c. Provide the proposed project area's location. Please provide a written description of the specific location of the project along with an attached map with the location clearly marked. City maps can be found on the City of Novi website's [map gallery](#).
- d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section.

Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g., Road Commission for Oakland County), please explain and attach written permission or approval from the necessary entity.
- e. Provide a detailed list all proposed plants, if any, intended to be used in the project. Include the plant's common name and Latin name. Please refer to the City's prohibited species list in section 9c of the City's [Landscape Design Manual](#).

III. Funding Information

- a. Estimated Total Project Costs
- b. Who provided this cost estimate?
 - Name, title, company

- Phone number
- c. Total amount of funds requested (*50% project costs up to \$5,000 maximum*)
- d. If the project cost is projected to exceed the 1:1 match from the City (e.g., *if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization*), please provide the amount of the additional cost.
- e. Total amount to be donated through in-kind donations and/or cash assistance.
- Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).
 - Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project
- f. Itemized unit and total cost estimates

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hours labor	\$50	\$400
One-gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

Please include:

- The association/property's current budget, in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future (*Please remove all account numbers from any bank statements that are submitted as part of the grant application*)
- Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable)
- Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable)
- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting
- Map with project location identified

Attachment 2. Beautification Commission Project Grading System

Projects are evaluated using a 0-, 1-, and 2-point system.

0 = project does not meet this criterion

1 = project partially meets the criterion

2 = project fully meets the criterion

Criteria	Points
1. Subdivision is more than 10 years old	
2. Improves safety	
3. Reduces environmental impact	
4. Improvement from the existing conditions	
5. Positive impact along visible areas of the city	
6. Permanent physical improvement and is not on-going or routine maintenance	
7. Proposed costs appear reasonable	
8. Use of sustainable materials	
Total	

Project is a permanent, physical improvement located at the entrance of the neighborhood, and is not on-going or routine maintenance.

Checklist

- Your Association did not receive City of Novi Neighborhood Entryway Enhancement grant funding in 2022 or 2023.
- You included in the grant application a current budget demonstrating the ability to fully fund the project prior to receipt of the reimbursement award.
- If in-kind donations are being used, formal documentation from the donating entity is included.
- Documentation reflecting the current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all Residential Entranceway Signage Guide regulations.
- Project complies with all City ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency. If project has an impact on an adjacent property owner or non-city agency, written permission or approval of project from the necessary entity is provided.

- Project does not include use of identified invasive species.
- All project documents are included in application (see Required Application Materials on Grant Application and Program Description).
- Map with project location identified is provided.
- Project budget, including all itemized cost estimates, is completed on application.
- Photos of the project area.

Attachment 3. Invasive Plant List

The list below contains the invasive plant species which are unsuitable for this project. For a more comprehensive look, please refer to the [Michigan Invasive Plant Species List](#). Please be advised that this is not a comprehensive list, and other plant species are subject to approval by the City.

Trees

Norway Maple - *Acer platanoides*

Tree of Heaven - *Ailanthus altissima*

Black Alder - *Alnus glutinosa*

Russian Olive - *Elaeagnus angustifolia*

Black Locust - *Robinia pseudoacacia*

Shrubs

Japanese Barberry – *Berberis thunbergii*

Autumn Olive – *Elaeagnus umbellata*

Burning Bush – *Euonymus alatus*

Glossy Buckthorn - *Frangula alnus/Rhamnus frangula*

Privet- *Ligustrum vulgare*

Amur Honeysuckle – *Lonicera maackii*

Morrow's Honeysuckle – *Lonicera morrowii*

Tartarian Honeysuckle – *Lonicera tatarica*

Bell's Honeysuckle – *Lonicera xbella*

Common Buckthorn – *Rhamnus cathartica*

Black Jetbead – *Rhodotypos scandens*

Multiflora Rose - *Rosa multiflora*

Woody Vines

Oriental Bittersweet – *Celastrus orbiculatus*

Japanese honeysuckle – *Lonicera japonica*

Kudzu - *Pueraria lobata*

Herbaceous Plants

Garlic Mustard – *Alliaria petiolata*

Narrow-leaved Bitter-cress – *Cardamine impatiens*

Spotted Knapweed – *Centaurea stoebe/Centaurea maculosa*

Canada Thistle – *Cirsium arvense*

European Swamp Thistle- *Cirsium palustre*
Black Swallow – wort - *Cynanchum louiseae* /*Vincetoxicum nigrum*
Pale Swallow-wort - *Cynanchum rossicum* /*Vincetoxicum rossicum*
Leafy Spurge – *Euphorbia esula*
Baby's Breath – *Gypsophila paniculata*
Giant Hogweed- *Heracleum mantegazzianum*
Dame's Rocket – *Hesperis matronalis*
Lyme-grass – *Leymus arenarius*
Purple Loosestrife – *Lythrum salicaria*
White Sweet Clover – *Melilotus alba*
Yellow Sweet Clover – *Melilotus officinalis*
Japanese Stilt Grass – *Microstegium viminium*
Wild Parsnip – *Pastinaca sativa*
Reed Canarygrass – *Phalaris arundinacea*
Phragmites – *Phragmites australis*
Japanese Knotweed – *Polygonum cuspidatum*
Giant Knotweed – *Polygonum sachalinense*
Mile – a minute Weed – *Polygonum perfoliatum*
Narrow – leaved Cat-tail - *Typha angustifolia*

Aquatic Plants

Flowering Rush – *Butomus umbellatus*
Water-hyacinth – *Eichornia crassipes*
Hydrilla – *Hydrilla verticillata*
European Frog-bit – *Hydrocharis morsus-ranae*
Eurasian Water Milfoil – *Myriophyllum spicatum*
Curly Pondweed - *Potamogeton crispus*