



LA PORTE COMMUNITY FENCING APPLICATION

The La Porte City Manager's Office is now accepting applications in a cooperative program to assist with the construction of neighborhood fencing projects. Applicants will have to provide the City Of La Porte with an initial scope and idea for the community fence project.

Applicants may apply for funding in subsequent years, regardless of prior applications, however, the applicant must be noted as adequately maintaining all previous City-funded fence projects.

Interested city homeowner associations or groups, and if no association or group exists, residents are welcome to complete the enclosed application form. Please deliver applications to:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

Please email us at CityManager@laportetx.gov or call (281) 470-5013 if you have any questions about the La Porte Fencing Policy.

FENCING GUIDELINES

Homeowners are eligible to build a fence that should benefit the entire neighborhood. Applicants should be prepared to assume ongoing maintenance responsibilities for the community fence improvements. The fencing project will be evaluated by an oversight committee.

- **BENEFITS OF COMMUNITY FENCING:**
 - Improved visual appeal on major streets and thoroughfares
 - Security and privacy
 - Consistency of fencing

- **COSTS:**
 - All applicants are encouraged to cost-share in the community fencing project.
 - Applicants will be required to receive three (3) quotes for the proposed work.
 - Provide cost per beneficiary information

EVALUATION POINT SYSTEM (100-point scale):

Any funding awarded to the applicant for the community fence project will be based on an evaluation point system – with greater points being awarded for projects that demonstrate need and cost-share capabilities. The Oversight Committee will evaluate the applications based on the following evaluation point system and provide results that will be presented to the La Porte City Council:

- Need-Based (25-point maximum)
 - Current state of the community fencing?
 - Are there safety concerns that will be addressed?
 - Other needs identified by oversight committee.

- Ability to Maintain the Project (25-point maximum)
 - What are the available resources of the applicant?
 - If the project is a replacement, has the current fencing been maintained properly?
 - Does the applicant have an active board to manage ongoing maintenance?

- Cost Benefit Analysis (25-point maximum)
 - Total cost of the project divided by number of homes represented by the applicant.
 - Committee will determine point allocation-based by comparing applications.
- Prior Year Funding (15-point maximum)
 - Maximum points to be given to applicants that have not received an award with last 5 years.
 - Suggestion: 2-point deduction for each prior year of funding.
- Other (10-point max)
 - This category will be awarded points based on factors not previously identified but deemed important by the Oversight Committee.
 - Examples: fencing design, material to used, location in the community, etc.

QUALIFICATIONS:

- If the applicant is within an HOA or group, the applicant must provide proof of signatory authority for the association or group. Typically, this is satisfied with a copy of the articles of incorporation filed with the State for official Home Owners' Associations (HOA's). In addition, the City of La Porte will need a letter from the HOA President confirming Board approval of the application of the community fencing project.
- If the applicant is not within an HOA or group, the applicant must provide written documents from all the homeowners affected by the community fencing project that they consent to the project and understand their respective responsibilities.

RESPONSIBILITIES ON BEHALF OF THE CITY:

- The City will assist the applicant developing scope for projects.
- City will prepare projects for presentation to the Oversight Committee and City Council. Projects may not proceed forward until a Memorandum of Agreement (M.O.A.) is approved by the City Council and fully executed by both parties. Should the applicant not be within an HOA or group association, the M.O.A. will include all affected property owners of the community fence project.
- The City Of La Porte will reimburse applicant based on the award amount upon proof that all bills related to the project have been paid.

APPLICATION PROCESS:

1. Return the completed fencing application form, with all applicable items, to determine eligibility:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571
CityManager@laportetx.gov

2. Complete the attached building permit application and submit it to our Inspections Services Division. If using a contractor, please include the contractor's insurance requirements.
3. If the fencing property is in the floodplain, please complete a floodplain permit application and submit it to our Inspection Services Division.
4. The application will undergo an approval process, which includes but is not limited to the following:
 - a. Each project must meet current fencing standards and codes, as well as fencing permit requirements, set forth by the City Manager, Assistant City Manager or Public Works Director.
 - b. The Oversight Committee will only consider applications that have been properly and fully completed, and which contain all information requested in the application and/or by the committee.
 - c. A total of three (3) itemized work estimates on the fence project from contractors, or if the applicant will be installing; the cost of materials and any other out-of-pocket expenses submitted by the Applicant must be dated no earlier than ninety (90) days prior to the Application request.
 - d. A drawing (by an architect, design professional, or applicants) that adequately depicts the scope of the work to be completed.
 - e. Photos of current fencing as well as photos that depicts the primary reason for the fencing. A description of current fence materials and what materials would be funded for the project. Maintenance summary and records of current fencing, if available.
 - f. Insurance claims and damage assessments (to include summary of how fence was damaged and timelines).
 - g. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number and shall

itemize the bid in a manner that allows the Oversight Committee to determine the bid components and authenticity of the bid.

- h. Applications receiving approval by the Oversight Committee shall commence construction described in the application within ninety (90) days from the date that the fencing application is approved. Each Applicant must complete the construction described in the Application prior to Sep. 1st of the year that the grant is awarded. If the Applicant cannot meet this timeline, then the Applicant may submit a written request for an extension of the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The Oversight Committee shall not be obligated to grant an extension, but it may do so for good cause, determined solely by the members of the Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Oversight Committee. Denial of an extension request may not be appealed.
- i. As a condition of this grant Application, the Applicant consents, and shall allow, the Oversight Committee to request city inspections to determine that the grant, if awarded, will not be used for construction on any fencing that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.
- j. The Oversight Committee shall have sole discretion in awarding grants. They shall award grants considering the amount requested, grant funds available, the guidelines of the grant program, condition of the fencing in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
- k. No Applicant has a proprietary right to receive grant funds. The Oversight Committee shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program.
- l. The Applicant shall be required to furnish “before” photographs of the current fencing structure (if any), and any other site locations that are included as part of the application request. The applicant shall also provide “after” photographs once the construction has been completed, as a condition of final grant disbursement.
- m. The Oversight Committee has the final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.

5. Reimbursement. When the entire fencing project has been completed, the Applicant shall present the City Manager's Office with the following:
 - a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts for a single payment reimbursement of the approved funding, and
 - b. Photographs of all completed work.
6. When the project has been reviewed and approved by the City Manager's Office, a reimbursement check will be issued.

FOR FULL QUALIFICATIONS ON FENCE MATERIALS, MAINTENANCE OF FENCES AND OTHER REQUIREMENTS, PLEASE REFER TO LA PORTE'S CODE OF ORDINANCES SUBPART B, CH. 106, ARTICLE V, DIVISION 4 - FENCING AND LANDSCAPING REQUIREMENTS:
https://library.municode.com/tx/la_porte/codes/code_of_ordinances?nodeId=SPBLAUSRE_CH_106ZO_ARTVSUDIRE_DIV4FELARE

La Porte Community Fencing Application

Please print clearly. Please submit a completed application to:

City Manager's Office
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

APPLICANT INFORMATION:

APPLICATION DATE: _____

Applicant Name

Homeowner's Association

HOA President (if different from applicant)

Address of Applicant

Contact Phone

Email Address

TYPE OF FENCING MATERIALS (*check all that apply*):

- Wood Wroughtiron
 Chain Link Masonry
 Other _____

DETAILS OF PLANNED IMPROVEMENTS (*attach additional pages if necessary*):

Please list the name of each Contractor and/or Project Architect and the Total Amount of each bid. Please, also, attach the original proposals and work estimates:

CONTRACTOR/PROJECT ARCHITECT	TOTAL
1.	\$
2.	\$
3.	\$
4.	\$

BUDGET DETAIL

PROJECT EXPENDITURES	FUNDS	FUNDS APPLIED	TOTAL
Design	\$	\$	\$
Materials	\$	\$	\$
Painting (If Applicable)	\$	\$	\$
Other (list):	\$	\$	\$
TOTAL	\$	\$	\$

Total estimated cost of proposed project: \$ _____
 Amount requested : \$ _____

Please attach color samples, model numbers (for fencing equipment), photos, scaled drawings, and other illustrations of work to be completed. Please include as much detail as possible.

Note: The City of La Porte has allocated funding for these projects; therefore those applicants that demonstrate a greater need due to conditions of their current fencing along with cost-sharing capabilities will receive higher favoritism. Additionally, applicants that have failed to adequately maintain their community fencing with receive less points.

Your signature on this application certifies that you understand and agree with the following statements: I have met with the City Manager’s Office and I fully understand the Fencing application procedures and details established. I intend to use these grant funds for the eligible fencing projects, as spelled out in the application. I have not received, nor will I receive insurance monies for this revitalization project, OR I have disclosed all pertinent insurance information. I understand that if I am awarded a Fencing Grant, any deviation from the approved project may result in the partial or total withdrawal of the grant funds.

 APPLICANT SIGNATURE

 DATE