

STORMWATER GRANTS

Get ready to apply

Before you submit your grant application, it is a good idea to double-check that you have completed all of the required steps and prepared all of the necessary exhibits. We recommend that you complete the steps in the order listed. For more information about preparing a successful application, refer to the Stormwater Grants Application Guide, available at www.phila.gov/swgrants.

Pre-Application Checklist

Assemble your team.

Every project is unique, but most projects involve a team that includes the property owner, at least one stormwater management vendor, and a designated Grant Manager.

Choose a project model.

The project model determines who fills out the application form, signs the subgrant agreement, and who handles payments from PIDC.

Refer to pages 10–12 for more information about each project model.

Create a draft concept plan.

A concept plan is a drawing or set of drawings that shows the existing conditions of your project site and how your proposed stormwater retrofit project will change those conditions to manage impervious areas. Starting work on the concept plan before you meet with PWD allows us to give you specific feedback to strengthen your application.

Schedule a pre-application meeting with PWD.

PWD **requires** that all applicants schedule a pre-application meeting at least two weeks before the application deadline. The Stormwater Incentives Team will meet with you and your vendor to advise on the concept, schedule, and approach for your project.

Finalize your application.

Use the feedback that PWD provided at your pre-application meeting to revise and finalize your concept plan. The concept plan should be saved as a PDF file, uploaded in the final step.

*Refer to **Appendix G** for detailed information about what must be included on your concept plan.*

Prepare exhibits.

Refer to pages 17–19 for details about the required exhibits.

1. Project Narrative
2. Environmental Due Diligence Summary
3. Concept Plan - *Full Concept Checklist is in **Appendix G**.*
4. Contracts or Letters of Intent, Proposed Schedule, and Budget - *Letter of Intent is required for applications when a vendor is the Grant Manager. Please see **Appendix C** for a template. Schedule and Budget are Appendices A and B, respectively.*
5. Proof of Consent from Property Owner(s) - *Proof of Consent is required for every project. Please see **Appendix D** for a template.*

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6. Property Deed(s)
7. Tax Certification(s) - *Tax Certifications are required for every project. Please see **Appendix E** for a template.*
8. Financial Disclosure - *Financial Disclosures are required for every project. Please see **Appendix F** for a template.*
9. Maintenance Contract(s) or Plan(s)

Complete the application form.

Submit your application form and exhibits.

Visit <https://water.phila.gov/stormwater/incentives/grants/> and click the link to “Submit an application.”

The new online interface will walk you through the process for submitting the web-based application form and separate exhibit PDFs.

Have questions?

We are here to help you!

If you have any questions about how to complete your application, please contact the Stormwater Incentives Team at pwd.stormwatercredits@phila.gov.