



STORMWATER GRANTS Application Guide



Summer 2024
Version 3.2

STORMWATER GRANTS

What's New

- The word "rubric" was changed to "evaluation" to better represent how the Stormwater Incentives team uses criteria in determining grant recipients.
- ROW Capture was removed from the selection criteria in favor of maximizing drainage area.
- The \$200,000 per greened acre price point was removed in order to reflect a variety of cost and property conditions. Applications are encouraged to apply the realistic costs for their unique property characteristics.
- Additional information was added regarding the Stormwater Connect application.
- Small link and text updates were made throughout the Guide.

Contact Us: All questions can be directed to the Stormwater Incentives Team at pwd.stormwatercredits@phila.gov

Note: To contact us via phone, call (215) 685-6070.

Table of Contents

- ▶ **Application Guide: Introduction | 4**
- ▶ **Pre-Application | 5**
 - 1. Determine your eligibility
 - 2. Weigh your priorities
 - 3. Assemble your team
 - 4. Choose a project model
 - 5. Do your environmental due diligence
 - 6. Draft a concept plan
 - 7. Schedule a pre-application meeting with PWD
 - 8. Finalize your application
- ▶ **Application | 17**
 - 1. Prepare exhibits
 - 2. Complete the online application form
 - 3. Submit your application form and exhibits
- ▶ **Evaluation Criteria: How we evaluate your application | 20**
- ▶ **Get ready to apply: Pre-Application Checklist | 22**
- ▶ **Common Mistakes | 24**
- ▶ **Appendices: Templates and Forms | 25**
 - A. Project Schedule Template
 - B. Project Budget Template
 - C. Letter of Intent Template
 - D. Proof of Consent Template
 - E. Tax Certification Form
 - F. Financial Disclosure Form
 - G. Full Concept Plan Checklist
 - H. Grant Administrative Information

Stormwater Grants Application Guide

A step-by-step guide for applicants

INTRODUCTION

A **Stormwater Grant** can pay the cost to design and construct a stormwater retrofit project on non-residential properties in the City of Philadelphia. The Philadelphia Water Department (PWD), issuing funds through Philadelphia Industrial Development Corporation (PIDC), awards Stormwater Grants every year. Stormwater Grant applications are reviewed by the Stormwater Incentives Team.

What do I get?

- An opportunity to add new landscaping, fix drainage problems, and enhance your property.
- Lower stormwater bills. To see how much you could save, visit [Stormwater Credits Explorer](#) and the [Stormwater Grants website](#).
- Personal assistance from PWD to guide you through the process.

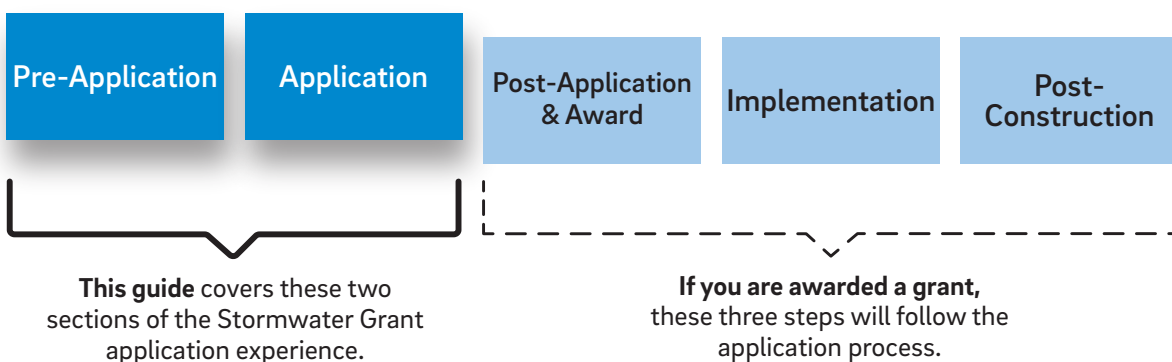
What do I have to do?

- Choose a vendor to design and construct the project
- Apply for funding
- Sign or join a Subgrant Agreement to receive funding
- Commit to maintain the stormwater retrofit project after it is complete

Why does PWD offer grants?

The City of Philadelphia is required to reduce stormwater pollution from hard, impervious surfaces—like parking lots and rooftops—by state and federal governments. Stormwater retrofit projects filter and absorb stormwater runoff from these surfaces, making them a cost-effective way to reduce stormwater pollution and enhance water quality in Philadelphia's creeks and rivers. It's a smart way to meet our obligations and help property owners save money.

WHAT THIS GUIDE COVERS



Pre-Application

In this Section

- 1 Determine your eligibility
- 2 Weigh your priorities
- 3 Assemble your team
- 4 Choose a project model
- 5 Do your environmental due diligence
- 6 Draft a concept plan
- 7 Schedule a pre-application meeting with PWD
- 8 Finalize your application

Interested in Residential Stormwater Projects?

PWD offers a separate program for homeowners who are interested in stormwater retrofits. Please visit pwdraincheck.org for more information about the Rain Check program.

1. Determine your eligibility

Eligible Properties

A property is eligible if it is:

- Non-residential
- In the City of Philadelphia
- Planning to implement a stormwater retrofit

Non-residential properties can include commercial properties like offices and shopping centers; institutional properties like schools, universities and hospitals; industrial properties; multifamily residential properties with more than 4 units; and places of worship, among others.

If you are unsure of your property's classification, enter your address in the [Parcel Viewer](#) map, available at the [Stormwater Billing website](#).

Eligible Projects

Grant funding can be used to pay for the design and construction of a stormwater retrofit project on one or multiple eligible properties.

Development and redevelopment projects over a threshold of earth disturbance must comply with Philadelphia's [Stormwater Regulations](#). These projects are only eligible for grant funding if they will manage additional stormwater runoff from the private property beyond what is required. Eligible projects will be evaluated based on the evaluation criteria outlined on page 20.

Eligible Applicants

With the permission from the property owner, anyone can apply for a Stormwater Grant. This includes property owners themselves, tenants, community groups, non-profits and businesses, and stormwater management vendors.

Any water bills associated with the properties where the proposed project will be constructed must be current, and both the applicant and property owner must be current and in good standing with all City of Philadelphia taxes and fees. An applicant or owner who is on a PWD

Eligible Applicants continued

payment plan will be considered in good standing if they are current on the payment plan. The property owner(s) must have no active violations with PWD.

Agencies of the City of Philadelphia are not eligible to apply. However, affiliated agencies and institutions, and tenants with long-term leases with the City of Philadelphia, may apply.

Have a question about eligible projects?

Confused over what counts as "redevelopment" or "retrofit"? Contact our Stormwater Incentives Team at pwd.stormwatercredits@phila.gov for more information.

Financing a Concept Plan

Many stormwater management vendors may consider developing a concept plan pro-bono as part of their agreement to be hired to implement your project. The property owner and vendor should discuss the expectations for the concept plan scope, concept funding and potential sources before committing to a project agreement. If PWD awards a grant to the project, the grant funding can be used to reimburse the vendor for their work preparing the concept plan during the pre-application and application phase.

Please note that work completed to be covered by Stormwater Grant funding will need to meet Office of Economic Opportunity (OEO) requirements in a project-specific Economic Opportunity Plan (EOP).

The City is committed to increasing diversity in the contracts that are awarded using public funds, and looks forward to helping minority-, women-, and disabled-owned businesses recover and thrive in Philadelphia. By OEO collaborating and partnering with City departments for the City to achieve the 35% M/W/DSBE participation goal, we can create an environment where small businesses, especially Black and Brown business owners, can thrive and compete with confidence, knowing that they have an equal shot at the opportunities that this great city has to offer.

2. Weigh your priorities

Stormwater retrofit projects come in many shapes and sizes, which can affect the timing of the project, what it looks like, and the money you save on your monthly bill. Is your top priority adding new landscaping to your site to improve curb appeal? Do you want to preserve space for parking during construction? Do you want to align the timing of your project to complement other property improvements?

We recommend that you make a list of your goals for the project, starting with what's most important to you. Use this list to guide your conversations with vendors during the next step.



Some common goals and priorities to consider include:

- ☐ Maximize long-term savings on monthly stormwater bills
- ☐ Make property improvements (fix drainage problems, re-roof, repave, add landscaping)
- ☐ Create a green and sustainable project (for example, to meet LEED or SITES certification)
- ☐ Conserve and re-use water on-site
- ☐ Maintain parking availability during and/or after construction
- ☐ Minimize the time that the site is under construction
- ☐ Design and construct the project by a specific deadline
- ☐ Minimize the frequency or cost of maintenance
- ☐ Other: _____



➤ Stormwater retrofit projects can enhance your property and lower your monthly bill.

Reminder: The property owner or an authorized representative has the final say on the design of the stormwater retrofit project!

Explore [stormwater management practice \(SMP\) types](#) (also referred to as green stormwater tools) to get an idea of what is possible for your project before sharing with the project team. Common SMPs include rain gardens, green roofs, planters, infiltration basins, and depaving. Different SMPs manage different amounts of stormwater.

PWD is more likely to award grant funding to projects that manage more impervious areas, like rooftops and nearby streets. View the full list of criteria on page 20.

TIP

Stormwater retrofit projects require maintenance to ensure they keep working. One thing to keep in mind is the balance of stormwater credits with maintenance costs. Maintenance costs can change based on stormwater management practice used.

3. Assemble your team

It is unlikely that you will implement a stormwater retrofit project alone. 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. Some teams also involve stakeholders like tenants, user groups, or community organizations. Two essential roles for Stormwater Grants are the **vendor** and the **Grant Manager**.

Choose the right vendor for you

One of the most important steps in preparing to apply is selecting a vendor to develop the concept plan for your project. Typically, the vendor that develops the concept plan will also implement the project following a grant award.

There are many vendors in Philadelphia and the region that design and construct stormwater retrofit projects. They include engineers, plumbers, landscape architects, excavators, and even non-profit organizations. Any vendor is eligible to participate in the program as long as they have or obtain a commercial activity license to

operate in the City of Philadelphia. The [Stormwater Connect application](#) includes vendors in the field who do this type of work. By signing up on this application, you can connect with these vendors and learn more about their specialties. Signing up isn't required for a Stormwater Grant project, but can make it a lot easier to start the process!

Stormwater management vendors have different business practices. Some will require you to pay for their work on a grant application, and some will offer to provide this service without a fee. Some vendors work with specific subcontractors for different phases of the project (concept planning, design, construction). Sometimes property owners will choose different contractors for different phases. Some will request that you sign a long-term contract for the maintenance of your stormwater retrofit project. None of these arrangements are a prerequisite to apply for a Stormwater Grant.



Common Vendor Types

- Engineers
- Plumbers
- Landscape architects
- Excavators
- Non-profit organizations

Talking to different stormwater management vendors will help you learn what options are available for your project.



Here are some questions you can ask to start the conversation:

- ☐ Tell me about your business model. If I choose to work with you, what agreements or fees would I have to commit to before applying for a Stormwater Grant?
- ☐ My top priorities are _____. With these priorities in mind, what types of stormwater management practices do you recommend?
- ☐ Would your approach meet PWD's evaluation criteria? Which ones?
- ☐ I am also planning other improvements to my site. Would you be able to implement these other improvements at the same time as my stormwater retrofit project?
- ☐ If I choose to work with you, when could you get started on my concept plan? Would the concept plan timeline enable the proposal to be submitted before the Stormwater Grants deadline?

TIP | PWD recommends contacting at least **3 vendors** before deciding who you want to work with.

Designate a **Grant Manager**



The **Grant Manager** can be the property owner or tenant, a stormwater management vendor like an engineer, or a third-party organization like a community group. The Grant Manager is responsible for filling out and submitting the grant application form along with all exhibits.

Core responsibilities of Grant Manager upon award:

- **Within 3 months of award:** Sign a **Subgrant Agreement** that sets out the terms and conditions of the grant. If the Grant Manager is not the property owner, the property owner must join the subgrant agreement.
- Work with the City's Office of Economic Opportunity to agree to and comply with an **Economic Opportunity Plan (EOP)** or **Anti-Discrimination Plan (ADP)**. See **Appendix H: Grant Administrative Information** for more information.
- Incorporate prevailing wage into your budget. See **Appendix H** for more information.

If your Grant Manager is different from your Project Manager, these responsibilities will be coordinated between the two roles:

- Ensure property owners sign and record an **Operations and Maintenance (O&M) Agreement** during the design phase.
- Manage project schedule and budget milestones as outlined in your grant, such as sending payment requests to PIDC, communicating progress and issues to PWD, and other responsibilities.

Typical Project Models: Who Applies?

Your team structure determines who applies, and who signs or joins the grant agreements for the award.

- ▶ **Property owner applies**
- ▶ **A third-party organization or the stormwater management vendor applies**
- ▶ **A third-party organization or the stormwater management vendor assembles multiple projects and applies**

The Project Model is related to your choice of Grant Manager. The next three pages explain these Project Models and the different roles and responsibilities for your team members.



Projects Managers are not always Grant Managers...

An engineer or a firm may act as a Project Manager. They coordinate teams and phases of a project. A **Project Manager** may also take on the role of **Grant Manager**.

But, sometimes these roles are held by **different** team members. For example: If a **Property Owner** acts as a **Grant Manager**, they handle finances and receive grant awards. They may hire a Project Manager. Grant Managers and Project Managers need to coordinate around key details such as project milestones.

Reviewing Legal Agreements

Before you invest in an application, make sure the property owner is on-board by signing a Letter of Intent, found in **Appendix C**.

Template agreements of the Operations and Maintenance agreement and Subgrant agreement for each project model are on the [Stormwater Grants website](#).

PWD requires all team members to review the template agreements before applying.

Links to template agreements are in the following pages. If your project contains multiple property owners, properties, or a condominium, ask the Stormwater Incentives Team to share a specialized template.

Have a question about Project Models?

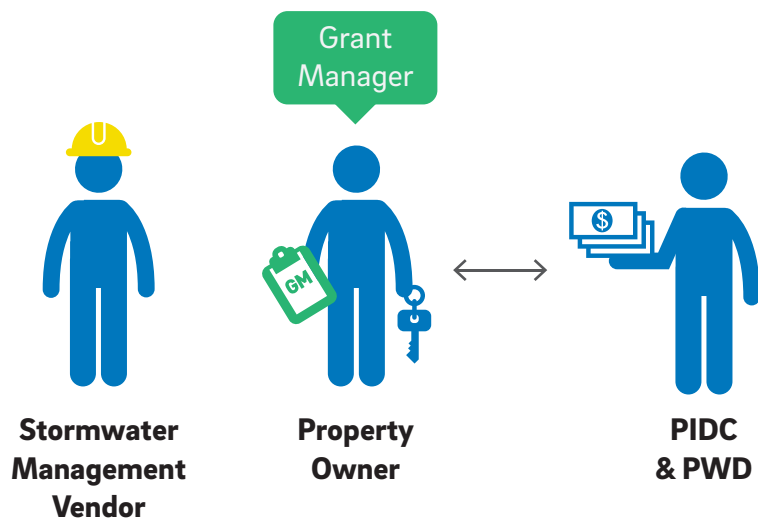
If you are unsure which scenario best describes your project, please contact the Stormwater Incentives Team at pwd.stormwatercredits@phila.gov. A representative from our team can help you explore your options.

PROJECT MODEL:

The property owner is the applicant.

The applicant works with at least one stormwater management vendor to create a concept plan and apply for funding.


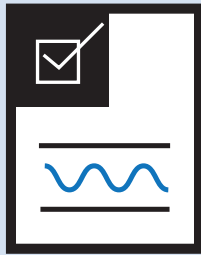
If the project is awarded a grant, the property owner becomes the Grant Manager.



This project model might be a good fit if...

- you want a high degree of control over the project;
- you are experienced with design and/or construction management; or
- you want to bid the implementation work separately from the concept plan work

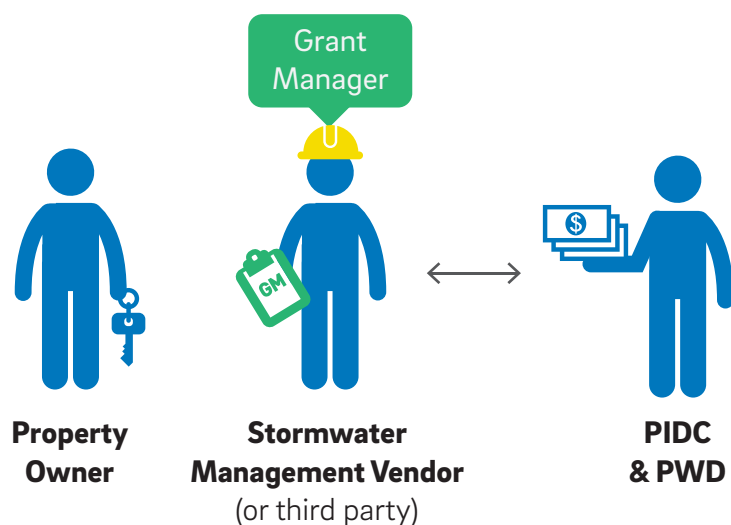
Roles and Responsibilities

	Pre-Applicant and Application Phases	Award and Implementation Phases	
Property Owner 	As the applicant: <ul style="list-style-type: none">• Fills out the application form• Provides Proof of Consent	<ul style="list-style-type: none">• Signs the Subgrant and O&M Agreements• Complies with EOP or ADP	 View the Subgrant and O&M Agreements for this model
Stormwater Management Vendor(s)	<ul style="list-style-type: none">• Develops the concept plan	<ul style="list-style-type: none">• Designs the project• Constructs or oversees construction of the project	

PROJECT MODEL:

A third-party organization, or the stormwater management vendor, is the applicant.

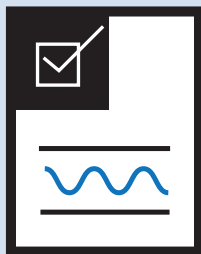

A third-party organization (like a community group or non-profit) or the stormwater management vendor applies, and acts as Grant Manager. The vendor creates a concept plan and applies for funding.



This project model might be a good fit if...

- Property Owners do not have time to manage a project and would like someone else to take the lead, checking in for approval on key decisions.
- Your partners have experience with design or construction and can act as Grant Manager.

Roles and Responsibilities

	Pre-Applicant and Application Phases	Award and Implementation Phases	
Property Owner	<ul style="list-style-type: none">• Provides Proof of Consent• Provides Letter of Intent	<ul style="list-style-type: none">• Joins the Subgrant Agreements• Signs the O&M Agreement	 View the Subgrant and O&M Agreements for this model
Stormwater Management Vendor(s) 	<ul style="list-style-type: none">• Develops the concept plan• Fills out the application form	<ul style="list-style-type: none">• Signs Subgrant Agreement• Complies with an EOP/ADP• Designs or hires a subcontractor to design the project• Constructs or oversees construction of the project	

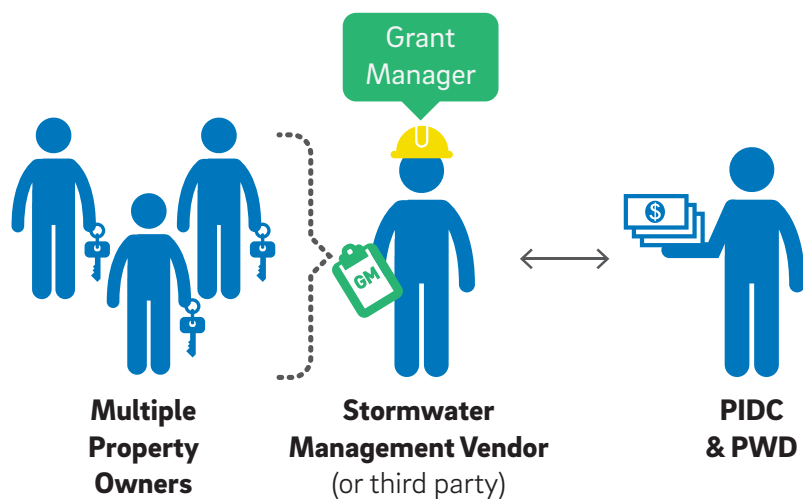
Additional Requirements

- The Grant Manager and its contractors may be subject to a review of audited financial statements and tax returns. Grant awards are conditional on the findings of this assessment.
- Provide a signed contract or Letter of Intent for the project team.

PROJECT MODEL:

A third-party organization or the vendor assembles multiple projects and applies.

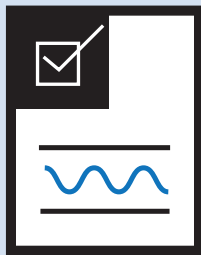

Under this project model, the vendor or third party is the applicant. They are responsible for assembling multiple stormwater retrofit projects into a single application. If they are awarded a grant, the applicant becomes the Grant Manager.



This project model might be a good fit if...

- Multiple properties in separate locations would like to pursue stormwater retrofit projects using the same vendor.

Roles and Responsibilities

	Pre-Applicant and Application Phases	Award and Implementation Phases	
Property Owner	<ul style="list-style-type: none">• Provides Proof of Consent• Provides Letter of Intent	<ul style="list-style-type: none">• Joins the Subgrant Agreements• Signs the O&M Agreement	 View the Subgrant and O&M Agreements for this model
Stormwater Management Vendor(s) 	<ul style="list-style-type: none">• Develops the concept plan• Fills out the application form	<ul style="list-style-type: none">• Signs Subgrant Agreement• Complies with an EOP/ADP• Designs or hires a subcontractor to design the project• Constructs or oversees construction of the project	

Additional Requirements

- Applications must propose projects on multiple properties with different property owners, with a majority of sites served by the combined sewer system. There is no longer a minimum number of greened acres needed to qualify.
- The Grant Manager and its contractors may be subject to a review of audited financial statements and tax returns. Grant awards are conditional on the findings of this assessment.
- Provide a signed contract or Letter of Intent for the project team.

5. Do your environmental due diligence

Environmental concerns are an issue for properties across the city. Given Philadelphia's history of heavy industry and potential for contamination, all potential applicants should include an environmental due diligence summary which includes the history of the properties involved as part of their application. This can help determine the extent of environmental analysis, action during construction, or hot spots on site to avoid in the concept plan. Contact the Stormwater Incentives Team at pwd.stormwatercredits@phila.gov with any questions.

Issues to look for include:

- ☐ Underground storage tanks
- ☐ Prior (and current) use of the property (ie. Manufacturing or handling of paint, dye, oil, etc.)
- ☐ Known contamination and/or spills
- ☐ Involvement in Pennsylvania's [Land Recycling program](#) (also known as Act 2), including signed environmental covenants recorded with the property deed

Below is a list of resources that should be utilized for the environmental due diligence report. Reviews will vary by project and property characteristics.

Site Investigation:

- Ask the property owner, manager, and/or authorized representative for any knowledge of past and current site use. This may include asking for any site maps, which may include information about private underground storage tanks.
- A site visit to determine any obvious environmental hazards. This may involve any visual or olfactory observations that an environmental contaminant may be present.

Records Review:

- PADEP: [eMapPA](#)
- PADEP: [Act 2 Site Lists](#) (Completed and In Progress)
- PADEP: [AUL Registry](#)
- [Sanborn Fire Insurance Maps](#) (Available online, such as from the Penn State University Library)

Land Use Review:

- Historical Land Use:
[Philadelphia GeoHistory Network](#)
 - 1875 Philadelphia Atlas
 - 1895 Philadelphia Atlas
 - 1910 Philadelphia Atlas
 - 1942 WPA Land Use Maps
 - 1962 WPA Land Use Maps
- Zoning Archive on the [City of Philadelphia Atlas](#)
- Deed search with the City of Philadelphia Department of Records

If deemed necessary, a Phase I and potentially a Phase II Environmental Assessment may need to be conducted as the project progresses to determine if additional considerations must be taken regarding soil disposal and SMP design. If you have any questions, contact the **Stormwater Incentives Team** at pwd.stormwatercredits@phila.gov.

6. Draft a 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.

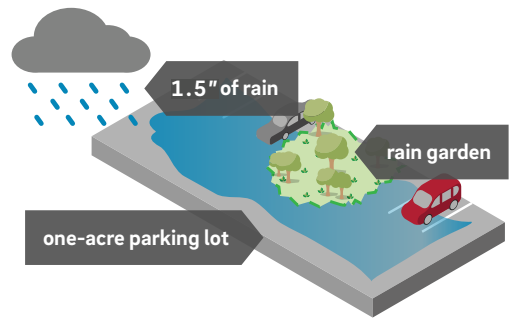
Your stormwater management vendor should take the lead on developing a concept plan for your application. However, remind them of the priorities that you established early in the process to ensure the concept plan meets your expectations. The **property owner** has the final say on the final conceptual design.

It is also a good time to revisit the criteria that PWD uses to evaluate your grant application. All projects should propose to manage the first 1.5 inches of rainfall from hard surfaces in an SMP. Projects can also depave areas of their property for additional stormwater management. The Stormwater Incentives Team will look at the “greened acres” proposed on the concept plan as part of the application review. Including certain elements, such as Right-of-way drainage areas, in your concept plan may make your project more competitive, increasing the likelihood that your project is awarded a grant. Evaluation criteria are listed on page 20.

What's a Greened Acre?

A Greened Acre (GA) is PWD's method for measuring and reporting stormwater management. For example, a single rain garden that can absorb 1.5" of rain from a one-acre parking lot would equal 1.5 GA; a rain garden that can absorb 1.5" of rain from a three-acre parking lot equals 4.5 GAs.

Check out PWD's [Green City, Clean Waters](#) page for more information



Summary of Concept Plan Checklist

For a detailed list of requirements and their references, see Appendix G: Full Concept Plan Checklist.

This checklist should be used as the primary resource while developing the concept plan.

Site Information

- Clear parcel boundaries
- Present easements or Right-of-Ways
- Adjacent street names and widths, include parcel addresses
- Floodplain & watershed information of area

Topography and Drainage

- Grading information and source
- Drainage area delineation per stormwater management practice (SMP) (with drainage arrows)
- Total drainage area value for ground-level and rooftop-level DCIA
- Right-of-Way drainage area

Existing Conditions

- Existing versus proposed pervious cover
- Historical use of property
- Environmental contaminations
- Other conditions or property features

Proposed Stormwater Management

- SMP types, locations, and footprints
- Proximity to sensitive structures and neighboring parcels
- SMP loading ratio and storage capacity
- SMP conveyance, including sewer connection
- Downspout locations and internal plumbing
- Pretreatment, access, and observation structures
- Feasibility of green inlets, which capture Right-of-Way stormwater runoff in the street

Concept-Related Budget Questions

- Environmental costs
- Planting palette information
- Contingency

Additional information (preferred, not required)

- Subsurface Utility Investigation
- Topographic survey
- PA One Call records
- Geotechnical reports
- Innovative approach to stormwater management

Right-of-Way Drainage Areas

Capturing Right-of-Way (street and sidewalk) runoff can make your Stormwater Grant application more competitive, particularly if Right-of-Way runoff can be commingled in an SMP that also manages impervious areas on your property.

If you are looking to incorporate Right-of-Way management into your project, please notify the Stormwater Incentives Team at pwd.stormwatercredits@phila.gov as early as possible with a map of the proposed drainage area. PWD will confirm whether the Right-of-Way drainage area is available to be managed.

Vegetated Stormwater Management Practices

Proposing stormwater management practices with vegetated surfaces (and other practices that promote water quality treatment) makes your Stormwater Grant application more competitive and can provide more opportunities for the tenant, site users, and surrounding community to incorporate community impacts into your retrofit project. Consider utilizing existing green spaces or depaving to create new green spaces for a vegetated stormwater management practice.

Keeping existing landscaped features is important for water quality, soil health, habitat preservation, air quality, shade, and reducing stormwater runoff. Existing conditions that promote stormwater management such as healthy green space may be eligible for existing conditions stormwater credits. Please refer to the [Stormwater Credit program webpage](#) or reach out to the Stormwater Incentives Team to learn more.

Loading Ratios

Infiltration is the primary and preferred stormwater management mechanism and should dictate the draft concept plan design and loading ratios. Infiltration (geotechnical) testing is only required at the concept plan stage if the property is in the municipal separate stormwater sewer system (MS4) and a subsurface practice is proposed.

Have a Question About Drainage Areas?

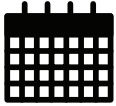
Drainage area capture can significantly impact a project. Only include drainage areas that you are relatively confident you can manage, as PWD will expect that these areas are included in the final project design. Contact the Stormwater Incentives Team at pwd.stormwatercredits@phila.gov for more information.

Maximum acceptable loading ratio for concept plan:

	Citywide*
Infiltrating surface practices	16:1
Infiltrating subsurface practices	10:1

** Loading ratios are now the same for both the combined sewer system and separate sewer system*

7. Schedule a pre-application meeting with PWD



Once you have created a draft concept plan and draft application exhibits, such as a project budget and timeline, request a pre-application meeting online. The online request form will require the project team to submit the draft concept plan, but the team can include any other application items that the project team wants to be reviewed prior to submitting their application. Meetings will be virtual unless in-person is specifically requested. The Stormwater Incentives Team will meet with the property owner, the Grant Manager (if not the property owner), and any vendors involved in the concept plan development to advise on the concept and approach. The team can provide feedback, answer questions regarding the application (like budget or timeline), and will issue standard review notes and concept checklists after pre-application meetings.

The pre-application meeting is **mandatory**. The Stormwater Incentives Team requires that all applicants **hold** a pre-application meeting at least **two weeks** before the application deadline.

Awards will be announced starting approximately 3 months after the deadline.

The link to request a preapplication meeting is on the Stormwater Grants webpage and is available [here](#).

8. Finalize your application

After the Stormwater Incentives Team reviews your concept plan and other draft exhibits, work with your project team to incorporate any suggestions and revisions. Be sure to utilize the full concept plan checklist in **Appendix G** to confirm that your concept plan is complete.

PWD will issue a formal review letter after the pre-application meeting. Only one formal pre-application meeting is permitted per project. Follow up questions after the pre-application meeting may not be answered, as this is up to Stormwater Incentives' discretion. Applications are considered final on the application deadline. If multiple versions of the application are submitted, the Stormwater Incentives Team will only review the last version.

Application

In this Section

- 1 Prepare exhibits
- 2 Complete the online application form
- 3 Submit your application form and exhibits

Once your team has completed a pre-application meeting with PWD, you are ready to compile the remaining components of your application. PWD is available to assist you and your project team during this phase to ensure that your application will meet expectations.

1. Prepare exhibits

There are several exhibits that must accompany your application. These forms and exhibits may take time to complete, so we recommend getting started early.

Exhibit 1. Project Narrative

Write a project description

Provide a written narrative to describe your project. This should describe the type and location of the proposed stormwater management practice(s) and the drainage areas to be managed in each SMP. Be sure to mention the following, as these may make a project more competitive or provide helpful background information to understand the full project scope:

- Intent or goals of the project
- Broader mission of the property owner or vendor, if applicable
- Additional work proposed with the stormwater retrofit project
- See the Community Impacts section of the Selection Criteria on page 21 for more guidance.

Exhibit 2. Environmental Due Diligence Summary

Summarize your environmental due diligence

Provide the findings from your environmental due diligence (instructions on page 13). Please summarize your findings, providing a snapshot of what to expect during the project and how it will impact your project design, budget, and construction. In addition, provide any supporting documentation you find. This could include screen shots of historical maps, written descriptions of the history of the site, reports from online records, and copies of any additional environmental reporting or testing from the property.

Exhibit 3. Concept Plan

The concept plan should have existing conditions and proposed features for the stormwater retrofit project. Please use **Appendix G** while developing the concept plan.

Exhibits continue ►

Exhibit 4. Contracts, Proposed Schedule and Budget

Contracts

If a stormwater vendor (and not the property owner) is serving as the Grant Manager, please provide signed copies of any executed engineering, construction or other related contracts. If no contracts have been executed, provide a description of the proposed vendor(s) (design, construction, project management) and a signed Letter of Intent to contract between the Grant Manager and all participating property owners. At least one contract or Letter of Intent **must** be submitted for these types of applications. See **Appendix C** for a template letter.

Make a budget

The amount of funding that you request in your grant application will depend on your project budget. The budget helps the Stormwater Incentives Team to determine whether a project is feasible and cost-effective. Cost effective projects are more likely to be awarded grant funding, but project costs can vary due to scope, size, different funding sources, and property limitations. Prevailing wages must be reflected in the construction cost estimate for **all** applications.

If a project intends to use additional outside sources of funding to reduce the grant request or make a grant application more competitive, include information about those sources in your application. If a project includes components that are not related to stormwater management, such as full site milling and paving or striping, it is important to show that the cost of those improvements will be covered by other sources of funding.

A project budget template is available in **Appendix B**. Please note that the Stormwater Grant program may not cover overages encountered during the design or construction of the project. Include how you will pay for any overages in your budget.

Develop a schedule

Work with your stormwater management vendor to develop a schedule for your project that meets your needs and expectations and that is feasible based on the vendor's workload. The schedule should note key project dates including design/permitting, construction and close-out.

Please include a written summary of any critical information that frames the construction schedule. Examples include avoid parking lot construction during busy season, building a project on a schoolyard during the summer, restraints based on match funding requirements, or other timeline restrictions.

A project schedule template is available in **Appendix A**.

Exhibit 5. Proof of Consent from Property Owner

Provide a Proof of Consent Letter from all property owners included in the application. The letter should demonstrate that the owner(s) will sign or join the subgrant agreement and sign PWD's Operations and Maintenance Agreement. Templates of the subgrant and O&M agreements associated with each project model are available at the [Stormwater Grants website](#). All project applications should contain a Proof of Consent letter. See **Appendix D** for a template letter.

Exhibit 6. Property Deeds

Provide copies of the deed for each participating property. The deed should provide a complete description of the legal parcel boundary.

Search for property ownership information and lists of deeds at atlas.phila.gov.

- Access digital copies of deeds by purchasing a subscription to PhilaDox, accessible through the Atlas website.
- Access hard copies of deeds by contacting the Philadelphia City Archives at records.info@phila.gov or (215) 686-2261.

Exhibits continue ►

Exhibit 7. Tax Certification

A tax certification form is provided in **Appendix E**. The Grant Manager and all participating property owners must complete this form.

Forms must be updated on a yearly basis. Project teams must renew forms that are over one year old.

Exhibit 8. Financial Disclosure

A financial disclosure form is provided in **Appendix F**. The Grant Manager must complete this form.

Forms must be updated on a yearly basis. Project teams must renew forms that are over one year old.

Exhibit 9. Maintenance Plan and/or Contract

If a maintenance contract has been executed, provide a copy of the contract. If maintenance services will not be contracted, or a contract has not yet been executed, provide a maintenance plan that describes the intended maintenance activities, and potential vendor(s) or group who will conduct this work.

2. Complete the online application form



Application forms are now web-based on the [Stormwater Grants website](#). Contact the Stormwater Incentives Team with any questions on how to complete the form accurately.



Not sure who should fill out the application?

If you are unclear about who should complete the application form, please contact the Stormwater Incentives Team at pwd.stormwatercredits@phila.gov for assistance.

3. Submit your application forms and exhibits

Please review and complete your pre-application checklist, available for download on the [Stormwater Grants website](#), to make sure you have completed all the necessary steps to preparing your application. The new web-based application interface will walk you through the submission process. Exhibits must be uploaded as separate files.

Awards will be announced starting approximately 3 months following each deadline.

STORMWATER GRANTS

Evaluation Criteria:

How we review your application

Eligible projects will be reviewed based on the criteria below.

The Stormwater Incentives Team retains the discretion to evaluate applications and make recommendations for PWD to award grants based on a variety of factors.

PREREQUISITES

Complete and Navigable Application

Application is complete, on time, and easy to navigate and understand. Common mistakes to avoid are:

- Not submitting all exhibits. All forms must be included, signed and complete.
- Lacking property owner or vendor signatures.
- Not summarizing exhibits, such as the Environmental Due Diligence and related reports.
- Lacking page numbers or a Table of Contents to easily navigate the application.

Refer to pages 22–24 of the Stormwater Grants Application Guide for the Pre-Application Checklist and the Common Mistakes Checklist and use them as you prepare your application.

These documents are also available for download on the [Stormwater Grants website](#).

Eligibility

Property, property owner, and Grant Manager meet eligibility requirements. See page 5 for more information.

CRITERIA FOR EVALUATION

Criteria Title	Description	Weight
Greening	Project prioritizes stormwater management practices with a greening component, such as vegetated surface systems, trees, and depaving. Helpful hints: <ul style="list-style-type: none">• Vegetated surface systems, such as rain gardens, will be the strongest greening components to propose.• If stormwater management practices are implemented in a way that benefits the public or users of the site, green components may also be count towards the Community Impact criteria below.	25%
Cost Effectiveness	Cost effective projects are more likely to be awarded grant funding, but project costs can vary due to scope, size, different funding sources, and property limitations. Projects can increase cost effectiveness by: <ul style="list-style-type: none">• Maximizing the drainage acres captured on site, considering site characteristics and limitations• Lowering grant request amount to PWD• Reducing runoff to a combined sewer• Combination of the above strategies	25%

Criteria continues ➤

Criteria Title	Description	Weight
Project Funding	<p>Additional funding is committed to the project, either through other grant funding, loans, or from the property owner or project team.</p> <ul style="list-style-type: none"> • Match funding for stormwater-related project costs is the most beneficial element for a competitive application. Please clarify any match funding sources and amounts within the application. • If the stormwater-related grant request is one component of a larger site project, please list the full project scope and costs in the application and clearly separate the costs from the grant request. Listing other funding commitments to a full site project can make a stormwater component more competitive. • Another method is for the property owner (or other) to commit to funding overages beyond the conceptual budget during construction, if they arise. 	15%
Community Impacts	<p>The project should incorporate social equity principles into project development and delivery. The project team accomplishes this by consulting with the community and centering their voices and needs in the development of the project. Examples of positive community impacts beyond stormwater management can include environmental, social, and economic benefits, such as:</p> <ul style="list-style-type: none"> • Opportunities for highly visible green stormwater infrastructure • Educational and/or stewardship programming • Local job creation and/or retention • Incentives and strengthens further economic development in the community • Project goals center community empowerment by addressing environmental justice and longstanding challenges of systemic racism • Increase biodiversity/native habitat <p>This list is not exhaustive, and the applicant is encouraged to discuss any way in which the project will impact the community in the project narrative.</p>	15%
Maximizing Drainage Area Capture	<p>Project proposes to manage as much available drainage area as possible given site characteristics. If areas are not able to be captured, please describe why in the Project Narrative.</p>	15%
Strong Property Owner Involvement	<p>Property owner is invested in project. This may be shown by attending meetings, responding to emails, writing letters, or otherwise demonstrating accessibility with PWD staff and involvement in design decisions.</p>	5%

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 <https://water.phila.gov/stormwater/incentives/grants/>.

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.*

Page 1 of 2: Checklist continues on the next page ➤

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 or at (215) 685-6070.

Common Mistakes

In addition to the pre-application meeting, use this checklist to prepare and check for common issues associated with completion of a competitive Stormwater Grant application. Please reach out to the Stormwater Incentives Team with any questions, assistance, or clarification.

- ☐ **No grant amount requested, or combination of funding sources and grant request does not equal the total project budget. Check that the grant request amount has been filled out.**
 - Property owners are encouraged to commit additional funding sources to a project to make it more cost competitive. Due to this, the Stormwater Incentives Team will not assume you are requesting the full project amount.
 - If additional funding sources (grant funding, loans, donations, etc.) will be used, be sure to list them in the application along with their status (Applied, Pending, etc.) Also ensure that these add up with the project budget. If there's any uncertainty, let the Stormwater Incentives Team know.
 - The Stormwater Incentives Team can accept project budget "ranges", depending on the project's circumstances, if there's an "expensive" or "cheaper" option based on scope, technical uncertainty, or funding availability. Talk to the Stormwater Incentives Team for more information.

- ☐ **Environmental due diligence is incomplete or not summarized**
 - A list of resources is provided on page 13. These should be utilized along with any past reporting on the site and testimonials from property owners. Once this information is gathered, it should be **gathered into an executive summary** to explain the current conditions of the site and implications on the concept plan, budget, or timeline. Additional environmental reports should be included in an appendix.

- ☐ **Forms or contracts are not signed or finalized.**
 - Please ensure that submitted contracts are signed. If no contracts are submitted, a **Letter of Intent** is **required** from the property owner when a vendor is the Grant Manager. See **Appendix C** for a template.
 - **Proof of Consent**, which demonstrates that the property owner will sign or join PWD's Subgrant Agreement and sign PWD's Operations and Maintenance Agreement, is **required for all projects**. See **Appendix D** for a template.
 - **Tax certification forms** need to be completed by **all parties**—all property owners and Grant Managers (who are filling out the grant application and signing or joining the subgrant). **Financial disclosure forms** should be completed by the Grant Manager. See **Appendices E and F** for these forms.

- ☐ **No consultation with PWD regarding offsite drainage area capture.**
 - Since PWD has a number of projects managing stormwater in the street, please tell the Stormwater Incentives Team **as soon as possible** if you are intending to include Right-of-Way capture in your project. This will give our Planning Analytics team enough time to determine if this drainage area is included in another project. Including Right-of-Way capture in your project can make your application more competitive.

STORMWATER GRANTS

Appendices



- A: Project Schedule Template
- B: Project Budget Template
- C: Letter of Intent Template
- D: Proof of Consent Template
- E: Tax Certification Form
- F: Financial Disclosure Form
- G: Full Concept Plan Checklist
- H: Grant Administrative Information

APPENDIX A

Project Schedule Template

Schedule Template

Guidelines

Please provide an estimated project schedule that includes all major project milestones.

- **Grant Award:** Grant awards will be communicated to applicants approximately three months after the application deadline.
- **Subgrant Agreement Execution:** Once the grant has been awarded, instructions for executing the subgrant agreement with PIDC will be communicated to the applicant. Agreements must be executed within 3 months of the award letter.
- **Design:** Plans must be developed and submitted to PWD for review and approval before construction can begin. Depending on the project scope, permits and/or approvals from other agencies may be required. The design timeline should include all necessary permits and approvals.
- **Construction:** Once plans have been approved, a pre-construction inspection must be scheduled with the PWD inspector assigned to the project before the start of construction. When construction is complete, a final inspection must be scheduled with the inspector and the PWD reviewing engineer. Please account for weather-related/seasonal delays, as well as any construction restrictions communicated by the property owner.
- **Project close-out:** Project close-out consists of a complete final inspection, verified project Record Drawings by PWD, and a completed stormwater credits application. Please include time to address any incomplete construction items, perform final As-built survey, and submission of any PWD review and approval of Record Drawings and credits application.

In addition to the table, please include a written summary of any critical information that frames the construction schedule. Examples include avoid parking lot construction during busy season, building a project on a schoolyard during the summer, restraints based on match funding requirements, or other timeline restrictions

Template

Project Milestone	Start Date	End Date	Duration
Application Awarded			
Subgrant execution			
Design			
Construction			
Project close-out			

APPENDIX B

Project Budget Template

Project Budget Template

Guidelines

To understand the budget request for each individual project, a detailed cost and budget breakdown is required in Exhibit 4 of your grant application. Budgets should be as detailed as possible, likely by receiving an estimate from the contractor and subcontractors you intend to use for construction. If this cannot be obtained, budgets can be derived based on past project and construction knowledge. If you are submitting a budget that has not been developed by the contractor for the project, please discuss this with the Stormwater Incentives Team before submitting your application.

If additional work is proposed in tandem to your stormwater management retrofit project, please include this work in a total project budget but identify that it is not included in the grant request amount. This will help clarify the extent of your request and reduce uncertainty with your application.

You will need to incorporate Prevailing Wage costs into your budget. If you have any questions regarding prevailing wage costs, contact PIDC and the City's Office of Labor Standards for assistance.

Specific items to keep in mind while developing your cost estimate include the quality of the excavated soil, sewer connections in the Right-of-Way (ROW), plumbing, and permits. Contaminated soil will need to be tested to determine the potential need for an impermeable liner. Also, the disposal of any contaminated soil should be accounted for. Sewer connections in the public ROW require permits and licensed plumbers. (Plumbing may be subject to permits and additional requirements from L&I.) These and other factors may have a significant impact on your cost estimate.

Please see the next page for a template project budget. Using that is not necessary, however your exhibit should include all line items within the template as well as any not listed that are applicable to your project.

Additional Cost Considerations

- Vegetation removal
- Impervious geomembrane liner
- Special handling of contaminated soil
- Curb restoration
- Connection to sewer in ROW
- Interior building plumbing
- Roof drain redirection and connections
- Concrete footway paving
- Forebay
- Trench drain
- Existing infrastructure replacement (examples: fence removed for construction, vegetation not associated with SMP)
- Headwall
- Riprap
- Specific planting types
- Berms

APPENDIX C

Letter of Intent Template

Letter of Intent Template

Purpose

To demonstrate that the property owner intends to work with a vendor for their stormwater retrofit project. At least one Letter of Intent is required per application between the property owner and Grant Manager when the Grant Manager is a vendor or third-party. Additional letters for relationships with engineers or contractors can be submitted to demonstrate the project team.

Stormwater Incentives Team
Philadelphia Water Department
1101 Market St., 4th Floor
Philadelphia, PA 19107

RE: Letter of Intent for Grant Application; _____ (project address and title)

Stormwater Incentives Team,

I, _____ (property owner name), intend to contract with _____ (vendor) for the management, design, and/or installation of retrofitted stormwater management practices on my property. I confirm that I:

1. Accept the presented terms and agreements from this vendor
2. Have reviewed different SMP types (rain garden, green roof, stormwater planter, infiltration basin, etc.)
3. Consent to the presented Conceptual Plan
4. Understand that my project will be held accountable for certain features and proposals on the conceptual plan, given that they are technically feasible, such as
 - Vegetated stormwater management practices or features
 - Off-site drainage area
 - On-site drainage area
5. Have provided my project team with any applicable information regarding the environmental history of the site, including any known underground storage tanks, disturbances, or contamination

Sincerely,

(property owner name)

APPENDIX D

Proof of Consent Template

Proof of Consent Template

Purpose

To demonstrate that the property owner intends to sign PWD's Subgrant Agreement and Operations and Maintenance Agreement for their stormwater retrofit project. A Proof of Consent letter is **required for every application**.

Stormwater Incentives Team
Philadelphia Water Department
1101 Market St., 4th Floor
Philadelphia, PA 19107

RE: Proof of Consent for Grant Application; _____ (project address and title)

Stormwater Incentives Team,

I, _____ (property owner name), if awarded a Stormwater Grant from the Philadelphia Water Department (PWD), will sign or join PWD's standard Subgrant Agreement to receive the grant funds for a stormwater management project. I will also sign PWD's Operations and Maintenance Agreement, and I understand my responsibilities under the Operations and Maintenance Agreement.

Sincerely,

(property owner name)

APPENDIX E

Tax Certification Form

Philadelphia Tax Status Certification Request Form

taxpayer name		date	
taxpayer trading as			
home address		home phone	
business address		business phone	

1.	Are you a Registered Taxpayer? <div style="text-align: right;">(circle one)</div>	YES	NO
If yes, please provide your: Federal Employer Identification Number: Philadelphia Business Tax Account: Social Security Number:			
2.	Are you presently delinquent in any City of Philadelphia or Philadelphia School District taxes? <div style="text-align: right;">(circle one)</div>	YES	NO
If yes, list tax type and amounts owed:			
3.	Are you presently delinquent in Water and Sewer charges? <div style="text-align: right;">(circle one)</div>	YES	NO
If yes, list tax property address(es) and amounts owed:			
4.	Have you ever been sued by the City of Philadelphia or Philadelphia School District or have you declared bankruptcy? <div style="text-align: right;">(circle one)</div>	YES	NO
If yes, list date and nature of lawsuit or filing date of bankruptcy petition:			
5.	Are you involved in any other business activity? <div style="text-align: right;">(circle one)</div>	YES	NO
If yes, list company name(s) and tax account number(s):			
6.	Do you own real estate in Philadelphia? <div style="text-align: right;">(circle one)</div>	YES	NO
If yes, list address(s):			

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information, and belief, and said affirmation being made subject to the penalties described by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Print Name	Title
Signature	Date

APPENDIX F

Financial Disclosure Form

DETERMINING ELIGIBILITY FOR CITY FINANCIAL ASSISTANCE

Chapter 17-1400 of the Philadelphia Code requires certain disclosures of persons seeking City Financial Assistance and prohibits such persons from receiving financial assistance if they or certain related parties have made contributions to elected City officers or candidates for City office in excess of the following amounts (§17-1404 (1)):

- (1) If an individual makes contributions in excess of \$2,600 (as such amount is adjusted from time to time under §17-1404(1)(c)) in the aggregate during a calendar year to a candidate for nomination or election to any elective City office or to an Incumbent, then, during the term of office to which such candidate is elected or during the Incumbent's term of office, the individual shall not be eligible to receive Financial Assistance of \$50,000 or more.
- (2) If a Business make a contribution in excess of \$10,600 (as such amount is adjusted from time to time under §17-1404(1)(c)) in the aggregate during a calendar year to a candidate for nomination or election to any elective City office or to an Incumbent, then, during the term of office to which such candidate is elected or during the Incumbent's term of office, the Business shall not be eligible to receive Financial Assistance of \$50,000 or more.

PHILADELPHIA INDUSTRIAL DEVELOPMENT CORPORATION (PIDC)
PIDC-LOCAL DEVELOPMENT CORPORATION (PIDC-LDC)
PHILADELPHIA AUTHORITY FOR INDUSTRIAL DEVELOPMENT (PAID)
FINANCIAL ASSISTANCE DISCLOSURE FORM (FA-1)

APPLICANT (BORROWER): _____

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:\$ _____

DISCLOSURES:

The following are mandatory disclosures required of all Applicants for Financial Assistance of \$50,000 or more. Failure to respond to any of the five (5) disclosure questions will eliminate you from consideration for the requested Financial Assistance.

1. List the names, business addresses and phone numbers of all Consultants used by the Applicant with respect to this application for Financial Assistance within the year prior to the date of your application for assistance, and the amount paid or to be paid to each such Consultant for such services. **Were Consultants used? No ☐ Yes ☐ if yes, give details below:**

<u>Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Amt. Paid/Payable</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List all contributions of money or in-kind assistance made by the Applicant, or any Consultant listed in 1. above, during the two years prior to the date of your application for Financial Assistance to any candidate for nomination or election to any public office in the Commonwealth of Pennsylvania or to an individual who holds such office, or to any political committee or state party in the Commonwealth of Pennsylvania, or to any group, committee or association organized in support of any such candidate, office holder, political committee or state party in the Commonwealth of Pennsylvania, and the date and amount of each such contribution. (Note: The attribution rules of §17-1405 of the Philadelphia Code (see “Definitions”) shall apply to determine what contributions must be disclosed as contributions of the Applicant or of a Consultant). **Were contributions made? No ☐ Yes ☐ if yes, complete attached “Campaign Contribution Disclosure Forms.”**

3. List the names, business addresses and phone numbers of all subcontractors the Applicant intends to use if awarded this Financial Assistance, and the amount or percentage to be paid to each such subcontractor. **If subcontractors will not be used, answer “none.”**

<u>Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Amt.(\$)/Percentage (%)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Provide the requested information for each City of Philadelphia, PIDC, PIDC-LDC or PAID officer or employee, who within two years prior to the date the application for Financial Assistance is filed, asked the Applicant, any officer, director or management employee of the Applicant, or any Person representing the Applicant, to give money, services, or any other thing of value (other than a Contribution as defined in the PA Election Code, 25 P.S. §3241, see “Definitions”) to any Person, and any payment of money, provision of services, or any other thing of value (other than a Contribution as defined in the PA Election Code, 25 P.S. §3241) given to any Person in response to any such request. **If no such request was made, answer “none.”**

<u>Name</u>	<u>Title</u>	<u>Date Requested</u>	<u>Amount Requested</u>	<u>Date Paid</u>	<u>Amount Paid</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. List name and title of each City of Philadelphia, PIDC, PIDC-LDC or PAID officer or employee who, within two years prior to the date the application for Financial Assistance is filed, directly or indirectly advised the Applicant, any officer, director or management employee of the Applicant, or any Person representing the Applicant that a particular Person could be used by the Applicant to satisfy any goals established pursuant to the application for Financial Assistance for the participation of minority, women, disabled or disadvantaged business enterprises. The Applicant shall also disclose the date the advice was provided, and the name of such particular Person. **If no such advice was provided, answer “none.”**

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Advice Provided</u>	<u>Person Recommended</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CERTIFICATION:

The following certification must be signed and dated.

I certify under penalty of law that the above DISCLOSURES, including those set forth on the attached “Campaign Contribution Disclosure Forms,” are complete and true and correct in all respects. I further certify that I have not made any contribution(s) which would render me ineligible to receive Financial Assistance in accordance with §17-1404(1) of the Philadelphia Code.

_____	_____
Signature	Date

Campaign Contribution Disclosure Forms

This form is being provided to Applicants for Financial Assistance who are required to complete it and who may want to use it in order to obtain information from their Consultant(s), if applicable.

Consultants

Every Applicant for City Financial Assistance and all Contractors used to obtain said financial assistance are required to provide information on campaign contributions that were made.

Please note that a Consultant, for the purposes of the required disclosures, is defined as an individual or business used by an Applicant to assist in obtaining the requested Financial Assistance through direct or indirect communication by such individual or business with any City agency or any City officer or employee, or PIDC, PIDC-LDC or PAID or any officer or employee of PIDC, PIDC-LDC or PAID, if the communication is undertaken in exchange for, or with the understanding of receiving, payment from the Applicant or Consultant or any other individual or business (however, "Consultant" shall not include a full-time employee for the Applicant).

When applying for Financial Assistance, Applicants have to disclose, on behalf of their Consultant(s), any contributions they made during the two years prior to the Application deadline to:

- A candidate for nomination or election in any public office in the Commonwealth of Pennsylvania
- An incumbent in any public office in the Commonwealth of Pennsylvania
- A political committee or state party in the Commonwealth of Pennsylvania
- A group, committee, or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth of Pennsylvania

Every recipient of Financial Assistance shall, for a period of five (5) years after receiving such assistance, be subject to the covenant and disclosure requirements set forth Philadelphia Chapter 17-1400 §17-1402(1)(e) as listed below:

- (i) The recipient shall covenant for a period of five (5) years after receiving such assistance, contributions will not be made that would render the recipient ineligible to apply for Financial Assistance under the provisions of §17-1404(1). Breach of such covenant shall be an event of default and PIDC, PIDC-LDC or PAID at its option, may accelerate the loan or increase the interest rate to the default rate set forth in the documents.
- (ii) The recipient shall, for a period of five (5) years after receiving such assistance, disclose any contribution of money or in-kind assistance the recipient or any Consultant has made during such time period to a candidate for nomination or election to any public office in the Commonwealth of Pennsylvania, or to any group, committee or association organized in support of any such candidate, office holder, political committee or state party, and the date and amount of such contribution. Such disclosure shall be made on a form provided by PIDC, PIDC-LDC or PAID, and the form shall

- (iii) be signed and filed with PIDC, PIDC-LDC or PAID within five business days of the contribution. The attribution rules of §17-1405 shall apply to determine what contributions must be disclosed under this provision as contributions of the Contractor or of a Consultant.
- (iv) The recipient shall for a period of five (5) years after receiving such assistance, disclose the name and title of each City of Philadelphia, PIDC, PIDC-LDC or PAID officer or employee who, during such time period, asked the recipient, any officer, director or management employee of the recipient, or any Person representing the recipient, to give money, services, or any other thing of value (other than a Contribution as defined in §17-1401) to any Person, and any payment of money, provision of services, or any other thing of value (other than a Contribution as defined in §17-1401) given to any Person in response to any such request. The recipient shall also disclose the date of any such request, the amount requested, and the date and amount of any payment made in response to such request. Such disclosure shall be made on a form provided by PIDC, PIDC-LDC or PAID, and the form shall be signed and filed with PIDC within five business days after the request was made or a payment in response to a request was made, as the case may be.
- (v) The recipient shall for a period of five (5) years after receiving such assistance, disclose the name and title of each City of Philadelphia, PIDC, PIDC-LDC or PAID officer or employee who directly or indirectly advised the recipient, any officer, director or management employee of the recipient, or any Person representing the recipient that a particular Person could be used by the recipient to satisfy any goals established relative to the Financial Assistance for the participation of minority, women, disabled or disadvantaged business enterprises. The recipient shall also disclose the date and the advice that was provided, and the name of such particular Person. Such disclosure shall be made on a form provided by PIDC, and the form shall be signed and filed with PIDC, PIDC-LDC or PAID within five business days after recipient was so advised.

The recipient must submit this updated information on the attached form to: Compliance Monitor, 2600 Centre Square West, 1500 Market Street, Philadelphia, PA 19102. This attached form can also be used to obtain and/or report the necessary information from its Consultant(s).

Eligibility Restrictions

If an individual makes contributions totaling over \$2,600 in one year to a candidate for City elective office or to an incumbent, the individual is not eligible to receive City Financial Assistance of \$50,000 or more during that candidate's or incumbent's term of office.

If a business makes contributions totaling over \$10,600 in one year to a candidate for City elective office or to an incumbent, the business is not eligible to receive City Financial Assistance of \$50,000 or more during that candidate's or incumbent's term of office.

Although individuals and businesses have to disclose campaign contributions made during the two years prior to the application deadline, the eligibility restrictions takes into consideration only those contributions made on or after January 1, 2006.

Individual: Campaign Contribution Disclosure Form

Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly.

	Yes	No
Have you made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family made any contributions over and above \$2,600?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family solicited or served as an intermediary for contributions over and above \$2,600?	<input type="checkbox"/>	<input type="checkbox"/>

Additional information on every contribution must be disclosed. Please use the table provided on the next page.

Individual: Campaign Contribution Disclosure Form

For relationship, indicate whether the contributor was the Individual or Family Member.

For Family Members, only disclose contributions over and above \$2,600 (e.g., disclose \$400 when a family member gave \$3,000 to one recipient).

Name of Contributor	Relationship	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Business: Campaign Contribution Disclosure Form

Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Where “non-profit” is an option, indicate whether the business is a non-profit; non-profits are not required to disclose contribution information on these questions.

	Yes	No	Non-Profit
Has the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
For for-profit businesses only: Has an officer, controlling shareholder, or partner of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For for-profit businesses only: Has an officer, controlling shareholder, or partner of the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an affiliate of the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business or an affiliate of the business reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit business, or of a for-profit affiliate of the business, reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by the business or by an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by an officer, director, controlling shareholder, or partner of the for-profit business, or of a for-profit affiliate of the business, made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	

Additional information on every contribution must be disclosed. Please use the table provided on the next page.

Business: Campaign Contribution Disclosure Form

For relationship, indicate whether the contributor was the Business, Affiliate, Controlled Political Committee, Controlling Shareholder, Director, Officer, Parent, Partner, Reimbursed Contributor, Solicited Contributor or Subsidiary.

Name of Contributor	Relationship	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Definitions

Affiliate	A parent, subsidiary, or otherwise affiliated entity of a business.
Applicant	An individual or business who has filed an application for City Financial Assistance.
Attribution Rules (Philadelphia Code §17-1405)	<p>The following attribution rules shall apply to determine what contributions shall be considered to be contributions of an Applicant or Consultant.</p> <p>(1) Contributions made by a member of an individual’s Immediate Family shall be considered to be contributions made by the individual, but only if such contribution exceeds the maximum amount specified in §17-1404(1)(a). Only the amount of such contribution in excess of such maximum amount shall be attributed to the individual.</p> <p>(2) The following shall be considered a contribution by a Business:</p> <ul style="list-style-type: none"> (a) A contribution made by any parent, subsidiary, or otherwise affiliated entity of a Business (“affiliate”); (b) A contribution made by any Person for which they are reimbursed by such Business or affiliate. (c) A contribution from an officer, director, controlling shareholder or partner of such Business or affiliate, except that this provision shall not apply to not-for-profit Businesses or affiliates; (d) A contribution by a political action committee controlled by the Business or affiliate; (e) A contribution by a political action committee controlled by an officer, director, controlling shareholder or partner of such Business or affiliate (other than a not-for-profit Business or affiliate).

	<p>(3) A contribution to any political committee which, during the calendar year in which the contribution is made, itself makes contributions or gives financial support in excess of fifty percent of the committee's total receipts for that calendar year to a particular candidate for nomination or election to any elective City office or to a particular Incumbent, shall be considered a contribution to such candidate or Incumbent. A contribution to a political committee that has listed the names of any candidates on a registration statement filed pursuant to the Election Code (25 P.S. §3244) shall be considered a contribution to each such candidate.</p> <p>(4) Any other contribution made not directly to a candidate for nomination or election to any elective City office or Incumbent, but with the purpose and intent that the entity to whom the contribution is made will, directly or indirectly, make such contribution available to such candidate or Incumbent, shall be considered a contribution to such candidate or Incumbent.</p> <p>(5) Any contribution solicited by a Person shall be considered a contribution by such Person, and if a Person sponsors or hosts a fundraising event, then any contributions raised at such event shall be considered to be contributions by such Person. Any contribution solicited by an officer, director, controlling shareholder or partner of a Business or affiliate (other than a not-for-profit Business or affiliate) shall be considered a contribution by such Business, and if any officer, director, controlling shareholder or partner of a Business or affiliate (other than a not-for-profit Business or affiliate) sponsors or hosts a fundraising event, then any contributions raised at such event shall be considered to be contributions by such Business.</p> <p>(6) Any contribution for which a Person is an intermediary shall be considered as a contribution by such Person, and any contribution for which an officer, director, controlling shareholder or partner of a Business or affiliate (other than a not-for-profit Business or affiliate) is an intermediary shall be considered a contribution by such Business. For the purposes of the subsection, an "intermediary" means a Person who, other than in the regular course of business as a postal, delivery or messenger service, delivers a contribution from another Person to the recipient of such contribution.</p>
Business	A corporation, limited liability company, partnership, association, joint venture or any other legal entity (including non-profit organizations).

Candidate	Any individual who seeks nomination or election to public office, other than a judge of elections or inspector of elections, whether or not such individual is nominated or elected. An individual shall be deemed to be seeking nomination or election to such office if he or she has (1) received a contribution or made an expenditure or has given his or her consent for any other person or committee to receive a contribution or make an expenditure, for the purpose of influencing his or her nomination or election to such office, whether or not the individual has made known the specific office for which he or she will seek nomination or election at the time the contribution is received or the expenditure is made; or (2) taken the action necessary under the laws of the Commonwealth of Pennsylvania to qualify himself or herself for nomination or election to such office.
Consultant	An individual or business used by an applicant to assist in obtaining City Financial Assistance through direct or indirect communication by such individual or business with any City agency or any City officer or employee, or PIDC, PIDC-LDC or PAID or any officer or employee of PIDC, PIDC-LDC or PAID, if the communications is undertaken in exchange for, or with the understanding of receiving, payment from the applicant or any other individual or business (however, "Consultant" shall not include a full-time employee of the Applicant).
Contribution (PA Election Code, 25 P.S. §3241)	Any payment, gift, subscription, assessment, contract, payment for services, dues, loan, forbearance, advance or deposit of money or any valuable thing, to a candidate or political committee made for the purpose of influencing any election in this Commonwealth or for paying debts incurred by or for a candidate or committee before or after any election. "Contribution" shall also include the purchase of tickets for events such as dinners, luncheons, rallies and all other fundraising events; the granting of discounts or rebates not available to the general public; or the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; and any payments provided for the benefit of any candidate, including any payments for the services of any person serving as an agent of a candidate or committee or a person whose expenditures the candidate or committee must report under this act. The word "contribution" includes any receipt or use of anything of value received by a political committee from another political committee and also includes any return on investments by a political committee.
Financial Assistance	Any grant, loan, tax incentive, bond financing subsidy for land purchase or otherwise, or other form of assistance that is realized by or provided to a Person in the amount of fifty thousand

	dollars (\$50,000) or more through the authority or approval of the City, including, but not limited to, Tax Increment Financing (TIF) aid, industrial development bonds, use of the power or eminent domain, Community Development Block Grant (CDBG) aid or loans, airport revenue bonds, and Enterprise Zone or similar economic development zone designations (such as Keystone Opportunity Zones, Keystone Opportunity Expansion Zones, Keystone Opportunity Improvement Zones, and Economic Development District Zones), but not including any assistance to which a Person is entitled under a law enacted before the Person applied for or requested such assistance.
Immediate family	A spouse or life partner residing in the individual's household or minor dependent children.
Incumbent	An individual who holds elective City office.
Individual	Single persons whose business is not incorporated.
Intermediary	An individual or business, who, other than in the regular course of business as a postal, delivery or messenger service, delivers a contribution from another individual or business to the recipient of such contribution.
Political committee	Any committee, club, association or other group of persons which receives money or makes expenditures for purpose of influencing any election.
Solicit a Contribution	Requesting or suggesting that a person make a contribution. The sponsoring or hosting of a fundraising event is considered soliciting a contribution from the attendees of the event. Any contributions raised at such event are counted as a contribution made by the host of the event.

APPENDIX G

Full Concept Plan Checklist

Full Concept Plan Checklist

Include these items as part of your Concept Plan submission

Site Information

☐ **Clear parcel boundaries**

Note and label each parcel involved within the project boundary (including all parcels contributing drainage area to the project). If full parcel(s) cannot fit on concept plan, please show full parcel on map.

➤ See [Appendix Table E-2 of the Philadelphia Stormwater Management Guidance Manual](#)

☐ **Present easements or Right-of-Ways**

➤ See [Appendix Table E-2 of the Philadelphia Stormwater Management Guidance Manual](#)

☐ **Adjacent street names and widths, include parcel addresses**

➤ See [Appendix Table E-2 of the Philadelphia Stormwater Management Guidance Manual](#)

☐ **Floodplain & watershed information of area**

Clearly note if property is in a floodplain area.

➤ See [Appendix Table E-2 of the Philadelphia Stormwater Management Guidance Manual](#)

➤ See [Section 3.1, Site Assessment and Stormwater Management Strategies, of the Philadelphia Stormwater Management Guidance Manual](#)

Topography and Drainage

☐ **Grading information and source**

Provide grading information and provide source (topographic survey, public elevation data, etc.)

➤ See [Appendix Table E-2 of the Philadelphia Stormwater Management Guidance Manual](#)

➤ See [Section 3.1, Site Assessment and Stormwater Management Strategies, of the Philadelphia Stormwater Management Guidance Manual](#)

☐ **Drainage area delineation per stormwater management practice (SMP) (with drainage arrows)**

☐ **Total drainage area value for ground-level and rooftop-level DCIA**

☐ **Right-of-Way drainage area**

Show area, street inlet, and list total value, if applicable

Existing Conditions

☐ **Existing versus proposed pervious cover**

Include tree canopy and mature vegetation. Clarify changes in conditions, either in clear callouts or a separate existing conditions plan.

➤ See [Appendix Table E-2 of the Philadelphia Stormwater Management Guidance Manual](#)

➤ See [Section 3.1, Site Assessment and Stormwater Management Strategies, of the Philadelphia Stormwater Management Guidance Manual](#)

☐ **Historical use of property**

Clearly note if property is listed (or not listed) on historic registry list.

➤ See [Philadelphia's Register of Historic Places](#)

Checklist continues ➤

Full Concept Plan Checklist (continued)

Existing Conditions continued

☐ Environmental contaminations

Show any USTs or known environmental contamination hotspots on property. Note if there are no known USTs.

➤ See [Appendix Table E-2](#) of the *Philadelphia Stormwater Management Guidance Manual*

➤ See [Section 3.1](#), *Site Assessment and Stormwater Management Strategies*, of the *Philadelphia Stormwater Management Guidance Manual*

☐ Other conditions or property features

This includes things like retaining walls, high slopes, etc.

➤ See [Appendix Table E-2](#) of the *Philadelphia Stormwater Management Guidance Manual*

➤ See [Section 3.1](#), *Site Assessment and Stormwater Management Strategies*, of the *Philadelphia Stormwater Management Guidance Manual*

☐ Check for existing conditions credits

This includes credits such as disconnected roof or sidewalk areas or pervious surfaces. Also check for surface water discharge and direct discharge eligibility

Proposed Stormwater Management

☐ SMP types, locations, and footprints

If subsurface, clarify storage method (crates, stone, etc).

➤ See [Section 3.2](#), *Stormwater Management Practice Guidance*, of the *Philadelphia Stormwater Management Guidance Manual*

➤ See [Chapter 4](#), *Stormwater Management Practice Guidance*, of the *Philadelphia Stormwater Management Guidance Manual*

☐ Proximity to sensitive structures and neighboring parcels

Demonstrate on concept that all SMPs are 10' from sensitive structures and neighboring parcel boundaries. SMPs cannot be partially lined in proximity to structural foundations, walls, neighboring properties, etc.

➤ See [Section 4.4](#), *Subsurface Infiltration*, of the *Philadelphia Stormwater Management Guidance Manual*

➤ See [Section 4.8](#), *Subsurface Detention*, of the *Philadelphia Stormwater Management Guidance Manual*

☐ SMP loading ratio and storage capacity

Assume 1.5" of static storage unless system is proven to require slow release. Slow release systems may be dynamically designed.

➤ See [Section 3.2.6](#), *Loading Ratio Requirements*, of the *Philadelphia Stormwater Management Guidance Manual*

➤ See [Section 3.4](#), *How to Show Compliance*, of the *Philadelphia Stormwater Management Guidance Manual*

☐ SMP conveyance, including sewer connection

Show all conveyance to and from SMP, including sewer connection information. If proposing connection on site, please provide information to confirm that connection is feasible such as existing pipe tie in elevation, slope, and material.

➤ See [Section 3.4.2](#), *Storm Sewer Design Requirements*, of the *Philadelphia Stormwater Management Guidance Manual*

Checklist continues ➤

Full Concept Plan Checklist (continued)

Proposed Stormwater Management continued

- ☐ **Downspout locations and internal plumbing**
Show downspout locations and internal plumbing schematic, if applicable.
- ☐ **Pretreatment, access, and observation structures**
➤ See [Chapter 4, Stormwater Management Practice Guidance, of the Philadelphia Stormwater Management Guidance Manual](#)
- ☐ **Feasibility of green inlets**
Determine technical feasibility of green inlets (if proposed)

Concept-Related Budget Questions

- ☐ **Environmental costs**
Add environmental costs (liner, special soil removal) if applicable.
➤ See [Section 3.1, Site Assessment and Stormwater Strategies, of the Philadelphia Stormwater Management Guidance Manual](#)
➤ See [Section 4.12.7, Impervious Liners, of the Philadelphia Stormwater Management Guidance Manual](#)
- ☐ **Planting palette information**
➤ See [Section 3.2.7, Planting and Vegetation Guidance, of the Philadelphia Stormwater Management Guidance Manual](#)
- ☐ **Contingency**
Add sufficient contingency

Additional information (preferred, not required)

- ☐ **Subsurface Utility Investigation**
Include all utilities
- ☐ **Topographic survey**
Perform a full topographic survey
- ☐ **PA One Call records**
Access PA One Call records for public infrastructure
- ☐ **Geotechnical reports**
Include full geotechnical reports
➤ See [Section 3.3, Infiltration Testing and Soil Assessment for SMP Design, of the Philadelphia Stormwater Management Guidance Manual](#)
➤ See [Appendix Table E-7 \(Geotechnical Report\) of the Philadelphia Stormwater Management Guidance Manual](#)
- ☐ **Innovative approach to stormwater management**
Include your approach narrative

APPENDIX H

Grant Administrative Information

Grant Administrative Information

Additional responsibilities of the Grant Manager include:

Office of Economic Opportunity compliance

The City is committed to increasing diversity in the contracts that are awarded using public funds, and looks forward to helping minority-, women-, and disabled-owned businesses recover and thrive in Philadelphia.

By OEO collaborating and partnering with City departments for the City to achieve the 35% M/W/DSBE participation goal, we can create an environment where small businesses, especially Black and Brown business owners, can thrive and compete with confidence, knowing that they have an equal shot at the opportunities that this great city has to offer.

Wage requirements

Prevailing wage is required for Stormwater Grant projects. Once a project is awarded, the project team will work with PIDC and the City's Office of Labor Standards to ensure their project meets prevailing wage standards.

Project & budget milestones

Manage project schedule and budget milestones as outlined in your grant, such as sending payment requests to PIDC, communicating progress and issues to PWD, and other responsibilities.