

## Get ready to apply

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

### Pre-Application Checklist

#### Assemble your team

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

---

#### Choose a project model

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

*Refer to the Stormwater Grant Application Guide, pages 9-12 for more information about each project model.*

---

#### Do your due diligence

All potential applicants should include an environmental due diligence report 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.

*Refer to the Stormwater Grant Application Guide, page 13 for resources on environmental due diligence.*

---

#### 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.

*Refer to the Stormwater Grants Application Guide, pages 14-16, for detailed information about what must be included on your concept plan.*

---

#### Schedule a pre-application meeting with PWD

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

---

#### Finalize your concept plan

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 the Stormwater Grants Application Guide, pages 14-16, for detailed information about what must be included on your concept plan.*

---

#### Fill out the application form

**1. Project model.** Check the box associated with your chosen project model.

- 2. Application information.** Based on your response to Question 1, provide the appropriate contact information for the individual point of contact and organization that constitute “the applicant”.
  - 3. Site information.** Provide information about the location, ownership and tenancy of the project site. If the project site consists of multiple properties with different owners, use the additional space to enter information for each property and owner.
  - 4. Project information.** List the stormwater management practices, proposed impervious area and depth managed, your grant request amount, and other sources of funding.
- 

**Prepare exhibits**

*Refer to the Stormwater Grants Application Guide, pages 18-19, for details about the required exhibits.*

1. Project Description and Environmental Due Diligence Summary.
  2. Concept Plan. Submit the Concept Plan as a separate PDF.
  3. Contracts or Letters of Intent, Schedule, and Budget. *Letter of Intent is required for Alternative-SMIP and GARP applications. Please refer to the Stormwater Grants Application Guide, Appendix A - C for templates of these documents.*
  4. Proof of Consent from Property Owner(s). *Proof of Consent is required for every project. Please refer to the Stormwater Grants Application Guide, Appendix D, for a template.*
  5. Property Deed(s).
  6. Tax Certification(s). *Tax Certifications are required for every project. Please refer to the Stormwater Grants Application Guide, Appendix E, for a form.*
  7. Financial Disclosure. *Financial Disclosures are required for every project. Please refer to the Stormwater Grants Application Guide, Appendix F, for a form.*
  8. Operations and Maintenance Contract(s) or Plan(s).
- 

**Save the application packet**

Attach all exhibits, except exhibit 2, the concept plan, to the application form and save the entire application packet as a single PDF document. The concept plan is saved separately.

---

**Submit your application**

Visit [www.phila.gov/swgrants](http://www.phila.gov/swgrants) and click the link to “Submit an application.” You will be asked to upload two PDF files:

1. Your application packet
2. Your concept plan

PWD accepts applications year-round and reviews applications annually.

## Have questions?

### We are here to help you!

If you have any questions about how to complete your application, please contact the PWD Stormwater Incentives Team at 215.685.6070 or [pwd.stormwatercredits@phila.gov](mailto:pwd.stormwatercredits@phila.gov).

# Stormwater Grant Application

## 1. Project Model

Please refer to the Stormwater Grant Application Guide, pages 9-12, for more information about each project model.

**SMIP**

The property owner or tenant completes this application form and, if awarded a grant, will sign the subgrant agreement. If you check this box, skip question 2B.

**Alternative SMIP**

A community group, non-profit organization, owner's rep, or stormwater management vendor completes this application form and, if awarded a grant, will sign the subgrant agreement.

**GARP**

The stormwater management vendor completes this application form and, if awarded a grant, will sign the subgrant agreement. The application covers multiple properties with different owners.

## 2. Applicant Information

**A. Individual:** Provide the primary point of contact for this application. Communication regarding PIDC and PWD's decision will be with this individual.

Name:

Title:

Telephone: - - - x

Cell Phone: - - -

Email:

**B. Organization:** If you are applying for Alternative SMIP or GARP, provide contact information for your business or organization.

Legal Name of Business/Organization:

Street Address:

City:

State:

Zip:

Main Telephone: - - -

Main Fax: - - -

Website:

Is the vendor a certified Minority Business Enterprise/Woman Business Enterprise/Disabled Business Enterprise?

Yes:

No:

## 3. Site Information

Please provide information about the location, ownership and tenancy of the project site. If the project site consists of multiple properties with different owners, use the additional space provided below. If the application consists of more than 3 properties, please provide the property information for each site as a separate attachment to this application.

### Property #1

Owner Name:

Street Address:

City:

State:

Zip:

Main Phone:

Email:

Lessee/Tenant Name (if applicable):

<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Property #2 Information</b>		
<b>Owner Name:</b>		
<b>Address: Street:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Lessee/Tenant Name (if applicable):</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Property #3 Information</b>		
<b>Owner Name:</b>		
<b>Address: Street:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Lessee/Tenant Name (if applicable):</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	

<b>4. Project Information</b>		
<b>Stormwater Management Practices</b> (check all that apply)		
<input type="checkbox"/> Rain garden <input type="checkbox"/> Green roof <input type="checkbox"/> Blue roof	<input type="checkbox"/> Porous paving <input type="checkbox"/> Subsurface basin <input type="checkbox"/> Cistern	<input type="checkbox"/> Depaving <input type="checkbox"/> Other: _____
<b>Stormwater Management</b>		
<b>Total impervious area managed:</b> acres		

Stormwater Grant Request			
Requested Amount	\$		
Other Project Financing:			
	Amount	Source (e.g. name of bank or foundation)	Status (e.g. applied, pending, committed, closed)
Equity (Cash Contribution)	\$		
Loans	\$		
Other Grants	\$		
Other Financing	\$		
<b>Total (including Stormwater Grant)</b>	<b>\$</b>		
Additional comments or explanation:			

Exhibits
<p>In addition to the completed form, the applicant <b>must</b> submit the following exhibits:</p> <ol style="list-style-type: none"> <li>1. Project Description and Environmental Summary</li> <li>2. Concept Plan (separate PDF)</li> <li>3. Contracts or Letters of Intent, Proposed Schedule and Budget</li> <li>4. Proof of Consent from Property Owner(s)</li> <li>5. Property Deed(s)</li> <li>6. Tax Certification(s)</li> <li>7. Financial Disclosure</li> <li>8. Operations and Maintenance Contract(s) or Plan(s)</li> </ol> <p>Please refer to the <b>Stormwater Grants Application Guide</b> for more information about preparing exhibits. Attach your exhibits to this form in sequential order, and save the entire packet as a PDF. Incomplete applications that are missing exhibits may be rejected.</p>

Submitting Your Application
<ul style="list-style-type: none"> <li>• Save this completed application form and all exhibits as a single PDF file. This is your <b>application packet</b>.</li> <li>• Save your <b>concept plans</b> as a single PDF file.</li> <li>• Visit <a href="http://phila.gov/swgrants">phila.gov/swgrants</a> and click on "Apply Here." You will be provided with links to upload your application packet and concept plans as two separate PDF files.</li> </ul>