Stormwater Grants Application Guide

A step-by-step guide for applicants

Introduction

A stormwater grant covers the cost to design and construct a stormwater retrofit project on non-residential properties in the City of Philadelphia. The Philadelphia Water Department (PWD) and the Philadelphia Industrial Development Corporation (PIDC), award more than $15 million in stormwater grants every year.

What do I get?

• An opportunity to add new landscaping, fix drainage problems, and improve the appearance of your property
• Lower stormwater bills. To see how much you can save, visit philadelphia.gov/swgrants
• 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
• 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 the state and federal government. 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.
**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 3 units; and places of worship, among others.

If you are unsure of your property’s classification, enter your address in the Parcel Viewer map by visiting [phila.gov/swgrants](http://phila.gov/swgrants) and selecting ‘Parcel Viewer’ from the Grant Application Resources menu.

**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.

Projects that are required to manage stormwater due to PWD’s regulations affecting development are only eligible for grant funding if the project intends to manage stormwater above and beyond what is already required.

**Eligible Applicants**
Anyone can apply for a stormwater grant, with permission from the property owner. This includes property owners, 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 payment plan will be considered in good standing as long as he or she is 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.
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: ___________________________________________________________

Evaluation tip

It is also important to consider how PWD will evaluate your grant application if you choose to include or omit certain elements in your project. For example, it is important to be aware that PWD is more likely to award grant funding to projects that manage more impervious area, including rooftops and nearby streets. A full list of criteria is available on page 18.
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. The two essential roles that you will need to fill on your team are the vendor and the grant manager.

Choose the right vendor for you

One of the most important steps in preparing to apply for a stormwater grant 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 surrounding region that design and construct stormwater retrofit projects. Any vendor is eligible to participate in the program so long as they have or obtain a commercial activity license to operate in the City of Philadelphia. A list of vendors that have worked on stormwater grant projects in the past is available at philav.gov/swgrants.

Stormwater management vendors have different business practices and ways of working with customers. Some will require you to pay for their work on a grant application, and some will offer to provide this service for free. Some vendors work with specific subcontractors for different phases of the project (concept planning, design, construction) while others will rely on you to choose your contractors. 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 participate in the stormwater grants program.

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 type of stormwater retrofit project do you recommend?
- Would your approach meet PWD’s grant award 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? What application deadline would you suggest aiming for?

**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, the stormwater management vendor, or a third-party organization like a community group. The grant manager is the team member that is responsible for filling out the grant application form in their name, and submitting the form and all exhibits to PWD. If PWD awards a stormwater grant to your project, the grant manager will also be required to:

- Sign and comply with a subgrant agreement that sets out the terms and conditions of the grant. It must be signed by the grant manager within 3 months of award. 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 or Anti-Discrimination Plan.
- Handle the administrative aspects of the project. This includes managing the project schedule and budget, sending payment requests to PIDC, and communicating progress and issues to PWD, among other responsibilities.

The Grant Manager Role

Sometimes the vendor and grant manager roles are filled by the same team member, while other times these roles are filled by different team members. Work with your team to figure out the arrangement that works best for you.

Reviewing Agreements

If you are awarded a grant, the grant manager will be required to sign and comply with a subgrant agreement within 3 months of award. Property owners will be required to sign and record an operations and maintenance (O&M) agreement within 3 months of an award. Before you invest time and energy in an application, make sure the property owner is on-board.

Template subgrant and O&M agreements for each project model can be found at phila.gov/swgrants. All team members must review the agreements, and request any modifications, before submitting an application.

4. Choose a project model

PWD offers three project models for stormwater grants:

- **Standard Stormwater Management Incentives Program** (Standard SMIP)
- **Alternative Stormwater Management Incentives Program** (Alternative SMIP)
- **Greened Acre Retrofit Program** (GARP)

The project model is related to who your team designated as the grant manager in the previous step. The next three pages explain these project models, and the different roles and responsibilities for your team members. You will need to choose a project model in order to answer the first question on the stormwater grant application form.

Have a question about project models?

If you are unsure which option best suits your project, please contact PWD Stormwater Grants staff at 215.685.6070 or pwd.stormwatercredits@phila.gov and a representative from our team can better explain the options.
**PROJECT MODELS**

**Standard SMIP**

Under the Standard Stormwater Management Incentives Program (Standard SMIP) project model, the property owner or the tenant 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 or tenant 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.

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**Roles and Responsibilities**

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<thead>
<tr>
<th>Pre-Applicant and Application Phases</th>
<th>Award and Implementation Phases</th>
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<tbody>
<tr>
<td><strong>Property Owner or Tenant</strong></td>
<td><strong>As the grant manager:</strong>&lt;br&gt;- Signs the subgrant and O&amp;M agreements&lt;br&gt;- Complies with an EOP/ADP&lt;br&gt;- Manages the project</td>
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<tr>
<td>As the applicant:&lt;br&gt;- Fills out the application form</td>
<td><strong>Stormwater Management Vendor(s)</strong>&lt;br&gt;- Develops the concept plan</td>
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Alternative SMIP

Under the Alternative Stormwater Management Incentives Program (Alternative SMIP) project model, either a third-party organization (like a community group or non-profit) or the stormwater management vendor is the applicant. The applicant creates a concept plan and applies for funding. If the project is awarded a grant, the applicant becomes the grant manager.

This project model might be a good fit if...
- You do not have time to manage a project, but you want some control over decision-making; or
- You have partners experienced with design or construction that can act as grant manager

Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Property Owner or Tenant</th>
<th>Stormwater Management Vendor, Community Group or Non-profit organization</th>
<th>PIDC &amp; PWD</th>
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</thead>
</table>
| Property Owner or Tenant | • Provides proof of consent | As the grant manager:  
  • Develops the concept plan  
  • Fills out the application form | As the grant manager:  
  • Signs the subgrant agreement  
  • Complies with an EOP/ADP  
  • Manages the project  
  As the vendor or third-party:  
  • Designs or hires a subcontractor to design the project  
  • Constructs or oversees construction of the project |
| Pre-Applicant and Application Phases | Award and Implementation Phases | |
| • Joins the subgrant agreement |
| • Signs the O&M Agreement |
**PROJECT MODELS**

**GARP**

Under the Greened Acre Retrofit Program (GARP) project model, the stormwater management vendor is the applicant and is responsible for assembling multiple stormwater retrofit projects into a single application. The applicant creates a concept plan and applies for funding. If the project is awarded a grant, the applicant becomes the grant manager.

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

- You do not have time to manage a project and would like someone else to take the lead; or
- Multiple properties with different owners would like to pursue stormwater retrofit projects using the same vendor

Roles and Responsibilities

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<tr>
<td>Property Owner</td>
<td>• Provides proof of consent</td>
<td>• Joins the subgrant agreement</td>
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<td>• Signs the O&amp;M Agreement</td>
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<tr>
<td>Stormwater Management Vendor</td>
<td><strong>As the grant manager:</strong></td>
<td><strong>As the grant manager:</strong></td>
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<td>• Develops the concept plan</td>
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<td>• Manages the projects</td>
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<td><strong>As the vendor or third-party:</strong></td>
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Additional GARP 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.
- Projects must adhere to prevailing wage, which should be reflected in the construction cost estimate submitted with the application.
- The grant manager and its subcontractors will be subject to a review of audited financial statements and tax returns. Grant awards are conditional on the findings of this assessment.
5. Do your 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 a 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 and action required during construction.

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, including signed environmental covenants recorded with the property deed

Below is a list of resources that could 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 is 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)
- EDR Radius Report Map

**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 Phase II should 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 PWD Stormwater Grants staff at 215.685.6070 or 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 on in the process to ensure the concept plan meets your expectations.

It is also a good time to revisit the criteria that PWD uses to evaluate your grant application. Including certain elements, such as right-of-way drainage areas, in your concept plan may increase the likelihood that your project is awarded grant funding. Grant award criteria are listed on page 18.

For examples of successful draft concept plans, visit phillyh2o.info/grant-plan-examples.

Your concept plan must include the following existing conditions:

| Site Information | • Parcel boundaries  
|                 | • Location of easements and rights-of-way  
|                 | • Street names and widths, if proposing to manage right-of-way  
| Topography      | • Full survey is not required for the draft concept plan; existing contours may be obtained from Open Data Philly, and used with field confirmation of critical spot elevations  
| The location and type of existing impervious areas | • Rooftop impervious area  
|             | • Private ground-level impervious area  
|             | • Right-of-way impervious area, if proposing to manage right-of-way  
| The location and type of existing drainage and infrastructure | • Demonstrate due diligence in obtaining private utility records from the property owner  
|             | • Label internal and external downspouts, if relevant  
|             | • Use PA One Call to obtain information about existing utilities in the public right-of-way, if relevant  

How do I pay for a concept plan?

Many vendors will develop a concept plan for free, if you agree to hire them to implement your project. Grant funding can be used to reimburse the vendor for their work preparing the concept plan during the pre-application and application phase.

In limited cases, small pre-application grants may be requested to cover the cost of survey, drainage system mapping, geotechnical testing and other costs related to preparing a concept plan. PWD’s primary goal is to award grant funding for the implementation of physical projects. Therefore, pre-application grants are reserved for (1) sites that are unusually challenging and complex, and/or (2) supporting vendors that are new to the stormwater grants program.

Please contact PWD to discuss your project if you are interested in a pre-application grant.
Your concept plan must include the following aspects of your proposed project:

| Proposed drainage areas on the property | • Show the location  
• Specify the cover type (rooftop impervious area, private ground-level impervious area, right-of-way impervious area)  
• Report the size |
|----------------------------------------|---------------------------------------------------------------|
| Proposed conveyance                     | • Show proposed grading and site contours  
• Show connections to each stormwater management practice  
• Include an internal plumbing schematic, if relevant  
• Show overflow connections to sewers, reusing existing on-site sewers wherever possible and noting wherever a new connection is proposed |
| Proposed stormwater management practices | • Show the location  
• Label the type (rain garden, subsurface basin, cistern, etc.)  
• Report the footprint area, using acceptable loading ratios to size the practices  
• Calculate and report the storage volume |

Right-of-way Drainage Areas
Capturing right-of-way runoff can make your stormwater grant application more competitive, particularly if right-of-way runoff can be comiled in a stormwater management practice that also manages impervious areas on your property.

If you are looking to incorporate ROW management into your project, please notify the PWD Stormwater Grants team at 215.685.6070 or pwd.stormwatercredits@phila.gov as early as possible with a map of the proposed right-of-way drainage area. PWD will confirm whether the right-of-way drainage area is already managed.

Vegetated Stormwater Management Practices
Proposing vegetated stormwater management practices (and other practices that promote water quality treatment) can make your stormwater grant application more competitive, and can provide more opportunities for the tenant, site users, and surrounding community to gain additional benefits from your retrofit project. Consider utilizing existing green spaces, or depaving to create new green spaces for a vegetated stormwater management practice.

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 located in the municipal separate stormwater sewer system (MS4) and a subsurface practice is proposed.

<table>
<thead>
<tr>
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<th>Combined Sewer System</th>
<th>Separate Sewer System (MS4)</th>
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<tbody>
<tr>
<td>Infiltrating surface practices</td>
<td>16:1</td>
<td>16:1</td>
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<tr>
<td>Infiltrating subsurface practices</td>
<td>12:1</td>
<td>10:1 (infiltration test required)</td>
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</table>
6. Schedule a pre-application meeting with PWD

Once you have created a draft concept plan, contact the **PWD Stormwater Grants staff** at **215.685.6070** or **pwd.stormwatercredits@phila.gov** to set up a pre-application meeting. The PWD Stormwater Grants staff will meet with you and your vendor to advise on your concept and approach.

The pre-application meeting is **mandatory**. PWD requires that all applicants schedule a pre-application meeting at least 2 weeks before the application deadline, though we recommend contacting PWD as early as possible to ensure PWD availability, and to ensure that any questions or issues can be resolved before the application deadline.

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<td>January 30</td>
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PWD has the discretion to waive the pre-application meeting requirement for experienced applicants. However, if you do not contact PWD to schedule a meeting, your application may be rejected.
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. Download and complete the application form

Application forms are available for download at phila.gov/swgrants.

Remember to have your designated grant manager fill out the application form. If you have selected Standard SMIP, the property owner or tenant will complete the application form. If you have selected Alternative SMIP, the community group, non-profit, or stormwater management vendor will complete the application form. If you have selected GARP, the stormwater management vendor will complete the application form.

Not sure who should fill out the application?
If you are unclear about who should complete the application form, please contact PWD Stormwater Grants staff at 215.685.6070 or pwd.stormwatercredits@phila.gov for assistance.
2. 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. Conceptual Design, Environmental Summary and Project Description

*Finalize your concept plan*

Use the feedback that PWD provided at your pre-application meeting to revise and finalize your concept plan. The final concept plan should include:

- Engineer name, date and project title
- Site address
- Name of property owner or owners
- North arrow, legend and graphical scale
- Existing conditions
  - Site information
  - Topography
  - The location and type of existing impervious areas
  - The location and type of existing drainage infrastructure
  - A summary of known or potential environmental hazards
- Proposed stormwater management plan
  - Proposed drainage areas on the property
  - Proposed conveyance
  - Proposed stormwater management practices

*Write a project description*

In addition to the concept plan, provide a written narrative to describe your project. The description should describe the type and location of the proposed stormwater management practice(s) and the drainage areas to be managed in each stormwater management practice.

Exhibit 2. Contracts, Proposed Schedule and Budget

*Contracts*

Provide 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 letter of intent to contract between the lead vendor and all participating property owners.

*Make a budget*

The amount of funding that you request in your grant application will depend on your project budget. The budget helps PWD to determine whether a project is feasible and cost-effective. Cost effective projects, meaning projects that cost less than $150,000 per greened acre, are more likely to be awarded grant funding. Prevailing wages should be reflected in the construction cost estimate for all GARP projects.

*What’s a Greened Acre?*

A Greened Acre (GA) manages at least the first inch of rainfall over an acre of hard surfaces. For example, a single rain garden that can absorb an inch of rain from a one-acre parking lot would equal one (1) GA; a rain garden that can absorb one inch of rain from a three acre parking lot equals 3 GA.

*One possible example:*
If a project intends to use additional outside sources of funding to reduce the grant request, include information about those additional funding sources in your application. If a project includes components that are not related to stormwater management, such as full site repaving or restriping, 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 A.

**Make 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. Keep in mind that PWD makes grant awards on a quarterly basis.

A project schedule template is available in Appendix B.

**Exhibit 3. Proof of Consent from Property Owner**

If the applicant is not the property owner, provide a letter of consent from all property owners included in the application. The letter should demonstrate that the owner(s) will join the subgrant agreement and execute and record PWD’s Operations and Maintenance Agreement. Templates of the subgrant and O&M agreements associated with each project model are available at phila.gov/swgrants.

**Exhibit 4. Property Deeds**

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

**Exhibit 5. Tax Certification**

A tax certification form is provided in Appendix C. The applicant/grant manager and all participating property owners must complete this form.

**Exhibit 6. Financial Disclosure**

A financial disclosure form is provided in Appendix D. The applicant/grant manager must complete this form.

**Exhibit 7. Operations and Maintenance**

Provide a copy of an executed maintenance contract. If maintenance services will not be contracted, or a contract has not yet been executed, provide a detailed maintenance plan that describes the intended maintenance activities, associated costs and potential vendor(s).
3. Submit your application

We recommend reviewing the pre-application checklist to make sure you have completed all of the necessary steps to preparing your application. The pre-application checklist is located on the first page of your application packet.

**Once you have checked to make sure your application is complete:**

- Save your completed application and all exhibits as a single PDF file.
- Save your concept plans as a single PDF file.
- Visit philagov/swgrants and click on "Submit Application." You will be provided with two links to upload your application packet and concept plans as separate PDF files.

Applications may be submitted at any time. However, PWD reviews applications on a quarterly basis. Awards will be announced 30–45 days following each deadline.

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How we evaluate your application

Eligible projects will be evaluated based on the criteria below. PWD retains the sole discretion to evaluate applications, make recommendations and award grants.

These criteria are ranked in order of importance and value for project selection:

1. The project, property owner, and applicant/grant manager meet eligibility requirements.
2. The application is complete and includes all required exhibits
3. The project proposes to manage the maximum feasible impervious area on the property.
4. The project proposes to manage the maximum feasible right-of-way (streets and sidewalks) area.
5. The project is cost-effective (defined as a cost of less than $150,000 per greened acre).
6. The project proposes to implement stormwater management practices that promote infiltration and water quality treatment (such as vegetated practices).

The Fine Print

Stormwater grant funds cannot be used for:

• Plans, designs or research that is not part of a stormwater management project
• Political advocacy, boycotts, advertising, litigation or legal expenses
• Legally mandated actions under local, state or federal law, and/or associated with administrative permit conditions or terms of settlement agreements.

If your project is awarded a grant, the following conditions will apply:

• All information submitted to PWD and PIDC is considered public information and may be posted online in fact sheets, presentations or other education and outreach materials.
• PWD will be invited to participate in any groundbreaking or ribbon cutting events, and will be listed as a funder/supporter of the project in any press releases and on any signage associated with the project.

Required forms

Appendix A: Project Budget Template
Appendix B: Project Schedule Template
Appendix C: Tax Certification Form
Appendix D: Financial Disclosure Form
Budget Template

Guidelines

To understand the budget request for each individual project, a detailed cost and budget breakdown is required in Exhibit 2 of your grant application. It is preferred that budgets are as detailed as possible, likely by receiving an estimate from the contractor and subcontractors you intend to construct your project. If this cannot be obtained, budgets can be derived based on past project and construction knowledge, such as a basic unit cost per cubic foot of SMP or unit cost per acre managed or greened acre. If you are submitting a budget that has not been developed by the contractor for the project, please discuss this with the PWD Grants Team before submitting your application.

If you are applying under the GARP project model, you will need to incorporate costs for prevailing wage into your cost estimates. More information can be found at [http://www.phila.gov/commerce/doBusiness/Pages/LaborStandards.aspx](http://www.phila.gov/commerce/doBusiness/Pages/LaborStandards.aspx). If you have any questions regarding prevailing wage costs, contact Erin Williams for assistance.

Specific items to keep in mind while developing your cost estimate include the quality of the excavated soil, sewer connections in the ROW, plumbing, and permits. Contaminated soil will need to be specially disposed and tested to determine the potential need for an impermeable liner. Sewer connections in the public ROW require permits and licensed plumbers. Internal plumbing and any plumbing directly adjacent to a building is subject to permits and additional requirements from L&I. These and other factors may have a significant impact on your cost estimate. Some additional common budget items for design and construction include:

- **Engineering/ Design**
  - Property Boundary Survey and Legal Description
  - Geotechnical Investigation
  - Environmental Due Diligence and Testing
  - Off-site/ ROW Runoff Management Plan Design
  - Permitting
  - Construction Inspection/ Administration
  - As-built Survey and Record Drawing Preparation

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

Please see the next page for a template cost estimate. Using this provided template is not necessary, however your cost estimate should include all line items within the template as well as those listed below that are applicable to your project:
## Template

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Task</th>
<th>Task Description/ Scope</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td><strong>Engineering/ Design</strong></td>
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<tr>
<td>1.</td>
<td>Property Boundary Survey</td>
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<td>2.</td>
<td>Geotechnical Investigation</td>
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<td>3.</td>
<td>Environmental Investigation</td>
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<td>4.</td>
<td>Off-site/ ROW Management Plan</td>
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<td>5.</td>
<td>Permitting</td>
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<td>6.</td>
<td>Construction Inspection</td>
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<td>7.</td>
<td>As-built Survey/ Record drawing</td>
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<td><strong>Site Demolition</strong></td>
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<tr>
<td>1.</td>
<td>Demolition and Removal</td>
<td>CY</td>
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<td>2.</td>
<td>Excavation</td>
<td>CY</td>
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<td>3.</td>
<td>Tree Removal</td>
<td>EA</td>
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</tr>
<tr>
<td>4.</td>
<td>Construction Access</td>
<td>EA</td>
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</tr>
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<td>5.</td>
<td>Existing infrastructure removal</td>
<td>LF or EA</td>
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<td></td>
<td></td>
<td><strong>Structural System Components</strong></td>
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<td>6.</td>
<td>Outlet Structure with Weir</td>
<td>EA</td>
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<tr>
<td>7.</td>
<td>Inlet</td>
<td>EA</td>
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<td>8.</td>
<td>Standard Manhole</td>
<td>EA</td>
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<td>9.</td>
<td>Sumped Manhole</td>
<td>EA</td>
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<td>10.</td>
<td>Snout/Trap for Inlet/ Manhole</td>
<td>EA</td>
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<tr>
<td>11.</td>
<td>Solid HDPE Pipe with All Fittings</td>
<td>LF</td>
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<tr>
<td>12.</td>
<td>Perforated HDPE Pipe with All Fittings</td>
<td>LF</td>
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<td>13.</td>
<td>Cleanout</td>
<td>EA</td>
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<tr>
<td>14.</td>
<td>Observation Well</td>
<td>EA</td>
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<td>15.</td>
<td>Geotextile fabric</td>
<td>SY</td>
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<td><strong>Media, Landscaping, and Restoration</strong></td>
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<td>16.</td>
<td>Clean-washed approved stone</td>
<td>CY</td>
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<td>17.</td>
<td>Soil media</td>
<td>CY</td>
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<td>18.</td>
<td>Mulching</td>
<td>CY</td>
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<td>19.</td>
<td>Seeding</td>
<td>SF or LB</td>
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<td>20.</td>
<td>Basin Plantings</td>
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<td>21.</td>
<td>Asphalt restoration</td>
<td>SF</td>
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<td><strong>Erosion Control</strong></td>
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<td>22.</td>
<td>Silt fence/ silt sock</td>
<td>LF</td>
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<td>23.</td>
<td>Inlet protection</td>
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<td>24.</td>
<td>Tree protection fence</td>
<td>LF</td>
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<td></td>
<td><strong>Other</strong></td>
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<td>25.</td>
<td>Interior Building Plumbing</td>
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</tbody>
</table>

**Subtotal**

**Contingency**

**Grand Total**
Schedule Template

Guidelines

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

- **Grant Award**: Grant awards are typically communicated to applicants 1 month 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 and PWD review and approval of Record Drawings and credits application.

Template

<table>
<thead>
<tr>
<th>Project Milestone</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Application Awarded</td>
<td>6/15/18</td>
<td>7/15/18</td>
<td>1 month</td>
</tr>
<tr>
<td>Subgrant Execution</td>
<td>7/16/18</td>
<td>10/15/18</td>
<td>3 months</td>
</tr>
<tr>
<td>Design</td>
<td>10/16/18</td>
<td>2/15/19</td>
<td>4 months</td>
</tr>
<tr>
<td>Construction</td>
<td>4/15/19</td>
<td>10/15/19</td>
<td>6 months</td>
</tr>
<tr>
<td>Project close out</td>
<td>10/16/19</td>
<td>12/15/20</td>
<td>2 months</td>
</tr>
</tbody>
</table>
# Philadelphia Tax Status Certification Request Form

<table>
<thead>
<tr>
<th>Taxpayer Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer Trading As</td>
<td>Home Phone</td>
</tr>
<tr>
<td>Home Address</td>
<td>Business Address</td>
</tr>
<tr>
<td>Business Phone</td>
<td></td>
</tr>
</tbody>
</table>

1. **Are you a Registered Taxpayer?**
   (circle one) 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?**
   (circle one) YES NO
   If yes, list tax type and amounts owed:

3. **Are you presently delinquent in Water and Sewer charges?**
   (circle one) 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?**
   (circle one) 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?**
   (circle one) YES NO
   If yes, list company name(s) and tax account number(s):

6. **Do you own real estate in Philadelphia?**
   (circle one) 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.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
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</table>
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.

Revised 4/09
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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone #</th>
<th>Amt. Paid/Payable</th>
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</table>

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.”**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone #</th>
<th>Amt.($)/Percentage (%)</th>
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</tbody>
</table>
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.”**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date Requested</th>
<th>Amount Requested</th>
<th>Date Paid</th>
<th>Amount Paid</th>
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</table>

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.”**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
<th>Advice Provided</th>
<th>Person Recommended</th>
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</thead>
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</table>

**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 an 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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you made any contributions?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Have you solicited or served as an intermediary for any contributions?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Has a member of your immediate family made any contributions over and above $2,600?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Has a member of your immediate family solicited or served as an intermediary for contributions over and above $2,600?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Name of Contributor</th>
<th>Relationship</th>
<th>Name of Recipient</th>
<th>Date of Contribution</th>
<th>Amount of Contribution</th>
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<tbody>
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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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Non-Profit</th>
</tr>
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<tbody>
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<td>Has the business made any contributions?</td>
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<td>Has the business solicited or served as an intermediary for any contributions?</td>
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<td>For for-profit businesses only: Has an officer, controlling shareholder, or partner of the business made any contributions?</td>
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<td>For for-profit businesses only: Has an officer, controlling shareholder, or partner of the business solicited or served as an intermediary for any contributions?</td>
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<td>Has an affiliate of the business made any contributions?</td>
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<td>Has an affiliate of the business solicited or served as an intermediary for any contributions?</td>
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<td>Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the business made any contributions?</td>
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<tr>
<td>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?</td>
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<tr>
<td>Has the business or an affiliate of the business reimbursed another individual or business for a contribution that the individual or business has made?</td>
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<tr>
<td>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?</td>
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<tr>
<td>Has a political committee controlled by the business or by an affiliate of the business made any contributions?</td>
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<tr>
<td>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?</td>
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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.

<table>
<thead>
<tr>
<th>Name of Contributor</th>
<th>Relationship</th>
<th>Name of Recipient</th>
<th>Date of Contribution</th>
<th>Amount of Contribution</th>
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</table>

Please use additional pages as needed.
### Definitions

<table>
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<th><strong>Affiliate</strong></th>
<th>A parent, subsidiary, or otherwise affiliated entity of a business.</th>
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<tbody>
<tr>
<td><strong>Applicant</strong></td>
<td>An individual or business who has filed an application for City Financial Assistance.</td>
</tr>
<tr>
<td><strong>Attribution Rules (Philadelphia Code §17-1405)</strong></td>
<td>The following attribution rules shall apply to determine what contributions shall be considered to be contributions of an Applicant or Consultant.</td>
</tr>
</tbody>
</table>

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.

2. The following shall be considered a contribution by a Business:

   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).
(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.

(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.

(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.

(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.

| 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.

<table>
<thead>
<tr>
<th><strong>Immediate family</strong></th>
<th>A spouse or life partner residing in the individual’s household or minor dependent children.</th>
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<tbody>
<tr>
<td><strong>Incumbent</strong></td>
<td>An individual who holds elective City office.</td>
</tr>
<tr>
<td><strong>Individual</strong></td>
<td>Single persons whose business is not incorporated.</td>
</tr>
<tr>
<td><strong>Intermediary</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Political committee</strong></td>
<td>Any committee, club, association or other group of persons which receives money or makes expenditures for purpose of influencing any election.</td>
</tr>
<tr>
<td><strong>Solicit a Contribution</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>