



City of Palo Alto Innovative Storm Drain Improvements Grant Guidelines and Application

INTRODUCTION

As part of the Storm Drain Fee Increase Measure that passed in April of 2005, a fund for innovative storm drain improvements was created.

GOAL

The goal of this program is to help residents and businesses in Palo Alto complete projects that will improve the quality of stormwater runoff and / or capture or reduce stormwater runoff from individual sites.

GRANT ELIGIBILITY

Only residents and businesses in the City of Palo Alto are eligible to apply for a grant. All projects must be located within the city limits. Construction projects that are required to provide stormwater solutions for their development are not eligible to apply. Past Innovative Fund Grant recipients and City employees are exempt from receiving grant funds. Approved projects must have a quantitative evaluation component that can be measured to evaluate its effectiveness.

WHAT TYPE OF PROJECTS WILL BE FUNDED?

The Innovative Storm Drain Improvements Program provides funding for innovative projects that lower the amount of runoff that flows into the storm drain system or improves the water quality of that runoff.

Sample projects include (but are not limited to):

- Detention / Bioretention basins or ponds
- Bio-swales or vegetated filter strips
- Stormwater harvesting for reuse (Cisterns or rain barrels)
- Gray water systems
- Permeable Pavements (driveways, pathways)
- Retention Grading
- Green Roofs
- Covered Car washes for multi-family units

Online Resources:

<http://www.sanfranciscuito.org/runoff/techniques/index.htm>

<http://www.treepeople.org/trees/>

WHAT FUNDS ARE AVAILABLE?

For the fiscal year 2007-2008, it is expected that the Innovative Projects Fund will have \$375,000 available. In the future, \$125,000 will be budgeted annually for this Program. The maximum award for any one property is capped at \$25,000.



City of Palo Alto Innovative Storm Drain Improvements Grant Guidelines and Application

EVALUATION AND SELECTION PROCESS

The Grant Review Committee will evaluate and score eligible applications according to the following criteria for project development, implementation, and budget. (See below) Subsequently, the Committee's recommendations will be submitted to the Citizen's Storm Drain Oversight Committee for consideration.

| <u>A. PROJECT DEVELOPMENT CRITERIA</u> | LOW (0-1 point) | MODERATE (2-3 points) | HIGH (4-5 points) |
|---|--|---|---|
| 1. Proposed project accomplishes the Innovative Storm Drain Improvements Fund's goals. | Proposed project <i>does not effectively</i> accomplish the Fund's goals or does not positively affect a significant amount of stormwater. | Proposed project <i>generally</i> accomplishes the Fund's goals and / or positively affects a significant amount of stormwater. | Proposed project <i>directly</i> accomplishes the Fund's goals and / or positively affects a very significant amount of stormwater. |
| 2. Proposed project uses innovative ideas to improve the quality of the local watershed. | Proposed project uses old ideas to improve the quality of the local watershed. | Proposed project uses relatively new and innovative ideas to improve the quality of the local watershed. | Proposed project creatively uses new and innovative ideas to improve the quality of the local watershed. |
| <u>B. PROJECT IMPLEMENTATION CRITERIA</u> | LOW (0-1 point) | MODERATE (2-3 points) | HIGH (4-5 points) |
| 3. Proposed project outlines a clear and concise work plan, including a project timeline, environmental results, deliverables, and outcomes. | Proposed project application provides a poorly organized work plan that <i>does not</i> include a project timeline <i>or</i> | Proposed project application provides a <i>general</i> work plan that <i>or does</i> include a project timeline, deliverables <i>or</i> environmental results, and an | Proposed project application provides a <i>well-articulated</i> work plan that includes a <i>well-organized</i> project timeline with <i>detailed</i> |



City of Palo Alto Innovative Storm Drain Improvements Grant Guidelines and Application

| | | | |
|---|--|--|--|
| | environmental results, and <i>no clear</i> connection between the implemented project and the outcomes. | <i>indirect</i> connection between the implemented project and the outcomes. | environmental results, deliverables and a <i>direct</i> connection between the implemented project and the outcomes. |
| 4. Proposed project incorporates a clearly stated method for measuring project outcomes. | Proposed project <i>does not</i> propose or <i>clarify</i> a method for measuring project outcomes. | Proposed project <i>proposes but does not clarify</i> or <i>proposes and attempts to clarify</i> a method for measuring project outcomes. | Proposed project <i>proposes and clarifies</i> a method for measuring project outcomes. |
| C. PROJECT BUDGET CRITERIA | LOW (0-1 point) | MODERATE (2-3 points) | HIGH (4-5 points) |
| 5. Proposed project applicant displays a level of fiscal commitment to the project. | Proposed project demonstrates <i>no</i> or <i>very little</i> applicant contribution | Proposed project demonstrates <i>some</i> applicant contribution. | Proposed project demonstrates <i>significant</i> applicant contribution. |
| 6. Proposed project clearly links grant award funds with specific project costs. | Proposed project <i>does not</i> link grant award funds with costs and <i>does not</i> demonstrate the appropriate level of grant award funds assigned to each project cost. | Proposed project <i>indirectly</i> links grant award funds with costs and <i>somewhat</i> demonstrates the appropriate level of grant award funds assigned to each project resource. | Proposed project <i>clearly</i> links grant award funds with costs and <i>generally</i> demonstrates the appropriate level of grant award funds assigned to each project resource. |



City of Palo Alto Innovative Storm Drain Improvements Grant Guidelines and Application

HOW WILL FUNDS BE DISTRIBUTED?

Award funding will be disbursed in two stages: 60% of award funds will be released at the execution of the grant agreement between the City of Palo Alto and the grantee; and the remaining 40% will be awarded upon receipt of the final project report. The City may adopt additional guidelines regarding the distribution of Grant funds.

USE OF GRANT FUNDS

Grant award dollars may only be used for purchases to complete the proposed scope of work as identified, requested, and approved in the applicant's itemized budget. Any budget modifications that might be seen as altering the scope of work must be submitted in writing to the City and approved prior to any expenditure (see Budget Adjustment Procedure).

Grant awards must be expended within twelve months of the grant program's project commencement date and grant recipients shall be fully responsible for all project cost overruns in excess of the approved amount.

PERMIT REQUIREMENTS

Grant recipients are required to obtain all necessary permits, insurance, and liability coverage to implement the proposed project.

GRANT RECIPIENT REQUIREMENTS

Grantees shall permit the City to conduct one project site visit during or following construction of the improvement. Grantees will be asked to identify ideal dates and times at which the City's representatives may visit. Additionally, an Innovative Storm Drain Improvements Open House will be hosted at the completion of all of the grant projects, which grantees are required to attend to display and present their projects. Lastly, a Project Report will be required to be submitted at the end of the project. This brief report must include pre- construction, during construction and post construction photos. The report must also contain a written description of the previously existing conditions, the solution to the problem, and a presentation of the quantitative benefits of the implemented solution.

DATES TO REMEMBER

APPLICATIONS DUE:

GRANTEES NOTIFIED:

PROJECT COMPLETION DEADLINE / REPORT DUE:

CONTACT

If you have any questions or want further information concerning the Innovative Stormwater Grant Program, its guidelines, or the preparation and submittal of the grant application, please contact: **Matt Brunnings** at (650) 617-3148, or matt.brunnings@cityofpaloalto.org.



**City of Palo Alto
Innovative Storm Drain Improvements
Grant Guidelines and Application**

A. Application Coversheet

Applicant Name: _____

Applicant Address: _____

Phone: _____ **Email:** _____

Project Title: _____

Project Location: _____

Brief Project Description: _____

Grant amount requested: \$ _____

Signature: _____

Date: _____

Print Name: _____

CITY OF PALO ALTO
 INNOVATIVE STORM DRAIN IMPROVEMENTS
 2007 GRANT APPLICATION: BUDGET WORKSHEET

Applicant Name:

Project Title:

| | | |
|----------------------------|---|-------------------------------------|
| Total Project Budget | Non-Palo Alto Project Contributions | Innovative Fund Grant Request |
|----------------------------|---|-------------------------------------|

Labor

| Employee (Classification/Title) | Raw Labor Hourly Rate | Raw Labor Hours | Raw Labor Amount |
|---------------------------------|--------------------------------|-----------------------|------------------------|
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |

| | | |
|------|------|------|
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |

Materials

| Description | Unit Cost | Unit of Measure | No. of Units | Amount |
|-------------|-----------|-----------------|--------------|--------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |

| | | |
|------|------|------|
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |

Small Tools

| | Unit Cost | Unit of Measure | No. of Units | Amount |
|--|-----------|-----------------|--------------|--------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |

| | | |
|------|------|------|
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |

Equipment Rentals

| | Unit Cost | Unit of Measure | No. of Units | Amount |
|--|-----------|-----------------|--------------|--------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |

| | | |
|------|------|------|
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |

Other Costs

| Please Describe: | Unit Cost | Unit of Measure | No. of Units | Amount |
|------------------|-----------|-----------------|--------------|--------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |

| | | |
|------|------|------|
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ - |

Grand Totals

| | | |
|------|------|------|
| \$ - | \$ - | \$ - |
|------|------|------|

100% #DIV/OI #DIV/OI