



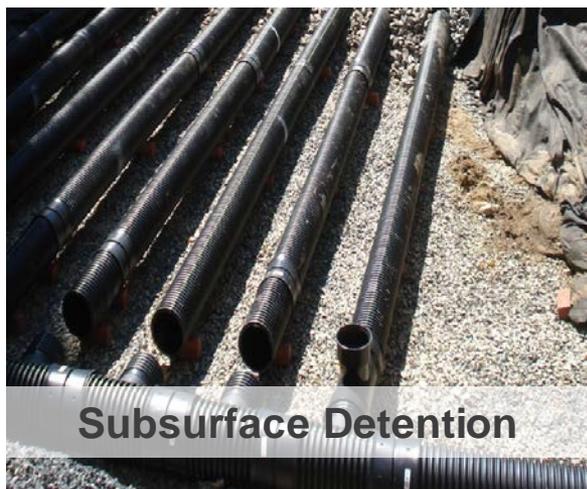
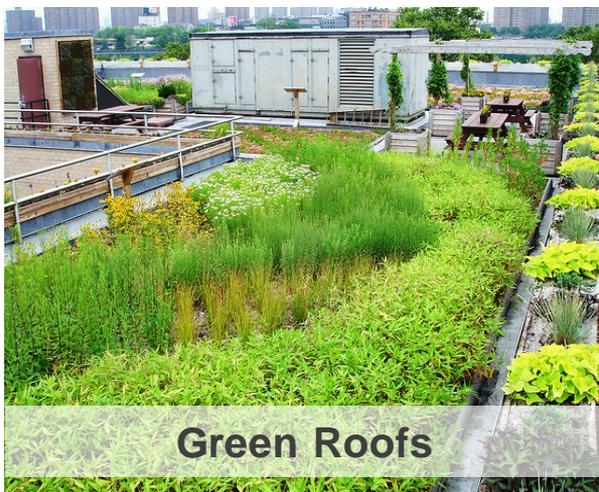
Green Infrastructure Grant Program

2014 Grant Workshops

- What is Green Infrastructure?
- What is the Green Infrastructure Grant Program?
- How has the Grant Program changed?
- Steps for Submitting an Application
- Online Application
- Resources
- Current Projects
- Questions

What is Green Infrastructure?

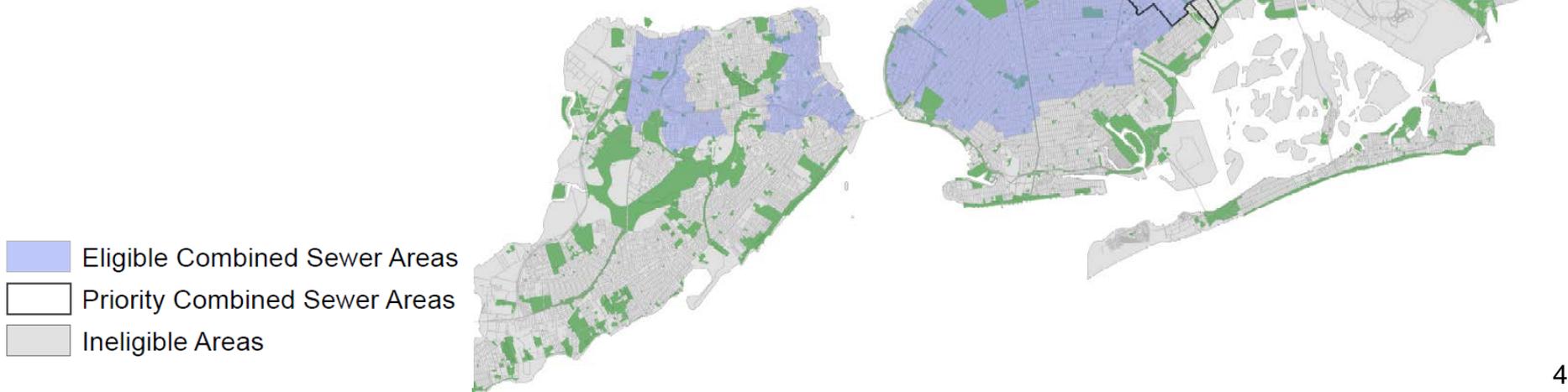
Techniques that detain or retain stormwater runoff from impervious surfaces (parking lots, rooftops, walkways) by infiltration, vegetative uptake and evapotranspiration, and/or storage for reuse or controlled release.



What is the Green Infrastructure Grant Program?

DEP will fund up to \$6 million for design and construction costs for green infrastructure projects that manage 1” of stormwater from the contributing impervious area on private property in combined sewer areas of New York City.

Online application is available at www.nyc.gov/dep/grantprogram all eligibility requirements can be found after creating a log-in

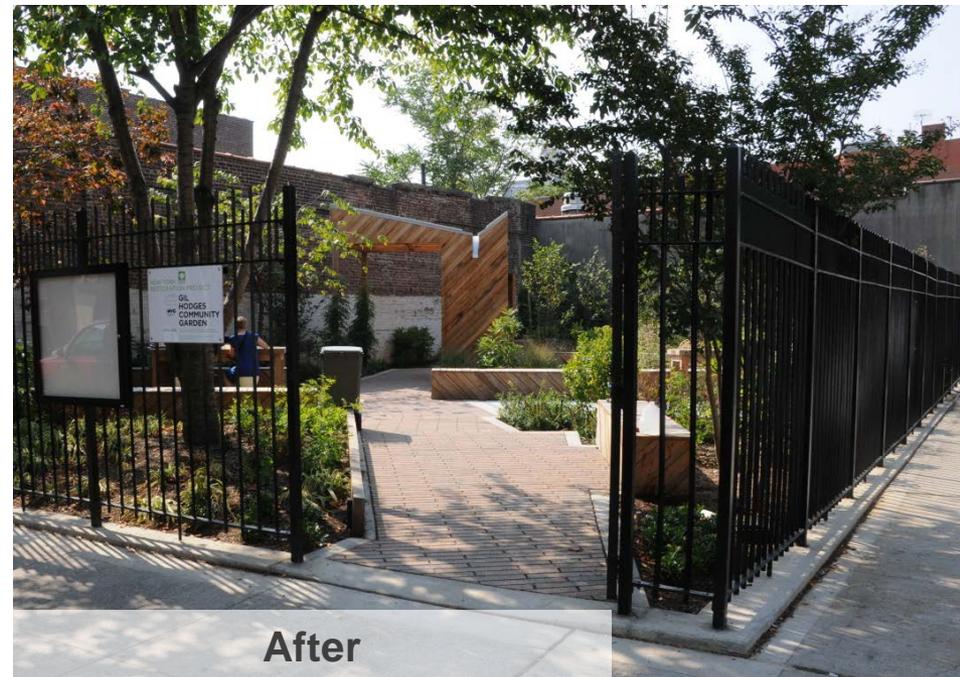


- Maintenance and operations
- Education programs, signage or outreach materials
- Non-green infrastructure project components
- Research not related to the proposed grant project construction
- Political advocacy, boycotts, advertising or litigation
- Legally mandated actions under local, state or federal law
- Legal fees for contract execution

- Also...
 - Grantees must be in compliance with all local, state and federal permits and laws
 - The City of New York will have unrestricted rights to use the designs selected for any future project at no additional costs

Encouraged...but not required!

- Located in a Priority Watershed
- Has secured matching funds/in-kind contributions
- Provides a monitoring plan
- Provides letters of support from community stakeholders
- Allows for education and/or public access
- Supports workforce development
- Advances the ultimate sustainability goals of the Green Infrastructure Plan and PlaNYC



Changes From the 2013 Application

- Two submission deadlines – first is **May 6, 2014 and October 21, 2014**
- Green roof projects must submit a structural analysis with the application
- Opportunity to meet with DEP engineers on project proposal
- Restrictive Covenant – changes to Section 6 – *please review*
- Conceptual plan submission requirements are more defined in the application

Registered Applicant Login

User ID:

Password:

Login

[Forgot Your Password?](#)

New Application? [Register Now](#)

Usernames and passwords created for the 2012 and 2013 GI Grant Application are still active.

[FAQ](#)

**New FAQ
available on the
application
homepage or DEP
website HERE.**

Welcome to the Green Infrastructure Grant Program

Welcome to the online application for the New York City Department of Environmental Protection's Green Infrastructure Grant Program!

Up to \$6 million will be available for green infrastructure projects such as rain gardens, green roofs and porous pavement on privately owned property. This year, for the first time, DEP will accept applications in both the spring and the fall and applicants will have the opportunity to review conceptual designs with DEP prior to submitting their application.

What does this mean? Potential applicants can begin developing proposals today and may submit their final proposals any time before May 6, 2014 at 4:00PM. These applications will be reviewed in the spring and winners will be contacted in early summer. The fall due date is October 21, 2014.

Only applications received by 4PM on May 6, 2014 will be reviewed in the spring. All applications received by 4PM on October 21, 2014 will be reviewed in the fall.

For more information on the Green Infrastructure Grant Program visit the [Green Infrastructure Grant Program](#) page of the DEP website.

Hard Copy Submittals

Applications may be submitted by mail, but must include an electronic copy on compact disc (s). The due date for mailed applications is the same as on-line submissions. **Mailed applications received after May 6, 2014 will be reviewed in the fall.**

Use the following address to request a hardcopy application and to submit by mail:

Mikelle Adgate, Office of Green Infrastructure
NYC Department of Environmental Protection
59-17 Junction Blvd. 11th Floor
Flushing, NY 11373
GIGrantProgram@dep.nyc.gov

Steps for Submitting an Application

Order	Steps
Step 1	Determine Eligibility
Step 2	Review Grantee Requirements
Step 3	Assemble a Project Team
Step 4	Advance a Design Concept
Step 5	Begin the Online Application

The **proposed property** must:

- Be privately-owned
- Be in a combined sewer area of New York City
- Have an owner willing to sign the Funding Agreement and Declaration of Restrictive Covenant as-is

The **proposed project** must:

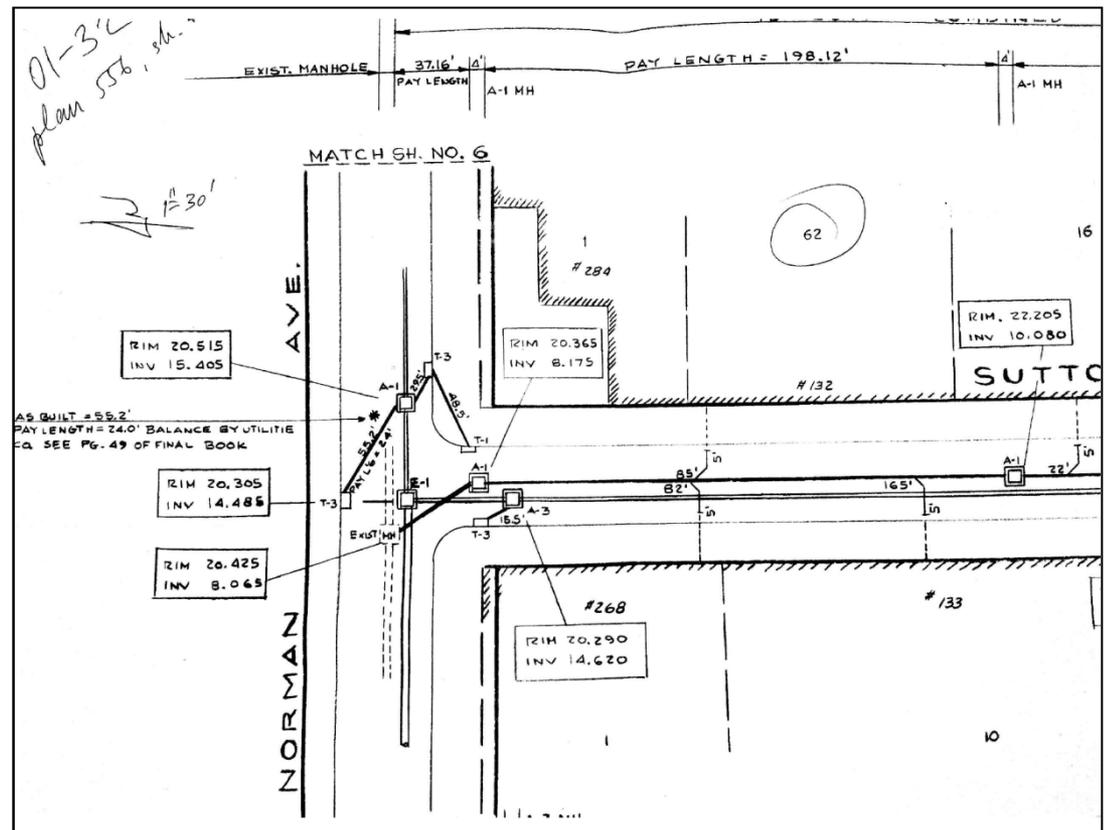
- Manage at least 1” of rainfall on the impervious tributary area
- Be completed within one year from the construction start date
- Provide for 20 years of maintenance
- Be eligible for **Capital Funding**:
 - Soft Costs: design, permitting, engineering services
 - Hard Costs: labor, materials, construction

Capital eligibility is defined by the **Generally Accepted Accounting Principles and Accounting Directive 10** issued by the Office of the New York City Comptroller (May 31, 2011) [Link here](#)

Step One (continued): Site Connection

All applicants must go to the relevant Borough Water and Sewer Records Office to determine the watershed and if the property is served by a combined sewer.

- Bring the property address and BBL information
- Request copies of certified Sewer Certification Proposals and sewer connections. Ask for assistance in retrieving all records available for the property
- If the Office indicates no records are available email gigantprogram@dep.nyc.gov with the date/time of your visit and the name of the person you spoke to
- Convert the records to a PDF for the online application



Property Owners must sign a Statement of Agreement stating that they have reviewed the Funding Agreement and the Restrictive Covenant with their legal counsel and if awarded will sign both documents as-is.

Funding Agreement

- Contract between the Property Owner and the City of New York
- Boilerplate outlines Property Owner and DEP Responsibilities and cannot be altered
- Appendices are Project Specific (Final Scope of Work, Budget, Maintenance Plan)

Restrictive Covenant

- Required for all projects
- Provides for long term maintenance of the green infrastructure installation for the 20 year project term
- Cannot be changed or edited

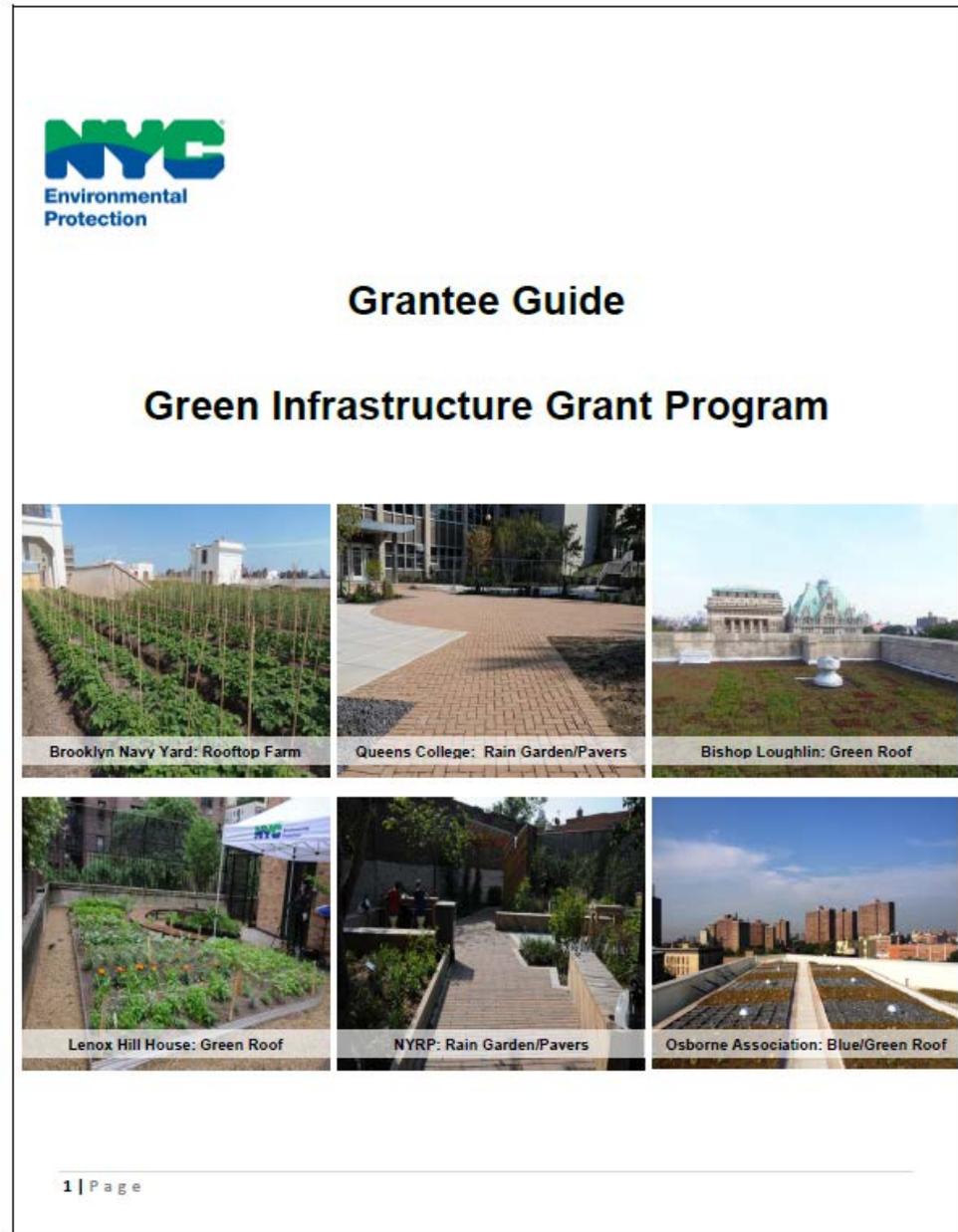


IMPORTANT NOTE: The GI Grant Program is a **REIMBURSEMENT** program. Grantees must begin and fund site investigations immediately after being selected.

Design Review will occur simultaneously to budget review.

DEP **WILL NOT** sign a Funding Agreement until designs are nearly final.

Grantee Guide is available on the online application.



NYC
Environmental
Protection

Grantee Guide

Green Infrastructure Grant Program

Brooklyn Navy Yard: Rooftop Farm

Queens College: Rain Garden/Pavers

Bishop Loughlin: Green Roof

Lenox Hill House: Green Roof

NYRP: Rain Garden/Pavers

Osborne Association: Blue/Green Roof

1 | Page

Ultimately a design professional will be responsible for producing and stamping contract plans for construction.

Team Member	Role
Private Property Owner	<ul style="list-style-type: none">• Owns the property where the project will be built• Signs all legal documents associated with the program• Ultimately responsible for the design, construction, and maintenance of the project
Project Manager (can be owner or design professional)	<ul style="list-style-type: none">• Coordinates project with property owner and DEP
Designer Professional Engineer Registered Architect Registered Landscape Architect	<ul style="list-style-type: none">• Prepares construction documents for the design submittals• Stamps final plans
Contractors	<ul style="list-style-type: none">• Constructs and installs the project
Maintenance Team	<ul style="list-style-type: none">• Maintains the project for its 20 year useful life

Minimum Requirement: Manage 1” volume of stormwater runoff from the contributing impervious area

- This requirement is meant to encourage cost-effective projects given that 90% of storms in NYC are 1.2” or less
- Projects that propose to manage 3, 4, and 5x that amount may not necessarily be more competitive

Design Strategy:

- 1) Identify green infrastructure practices/technologies that are being proposed for the property.
- 2) Identify design opportunities and challenges. Can the full 1” volume be managed? Are there existing drains on the site?
- 3) Review the Grantee Guide for the 60% design criteria before advancing a concept.

Note: DEP will not consider projects that propose to direct on-site flow into the street or street flow into the site.

Avoid these mistakes

- Colored boxes on images are not a conceptual design

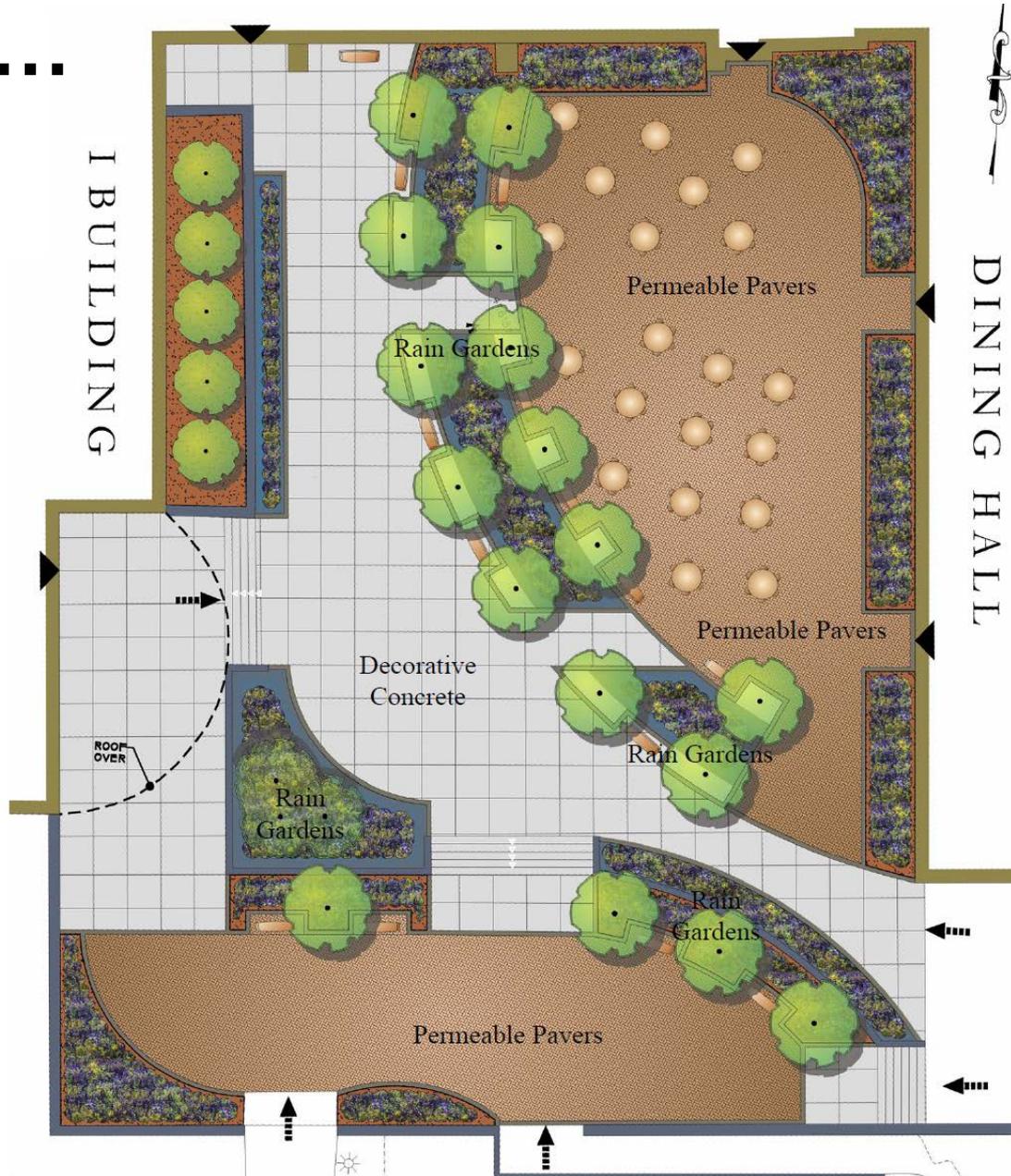


Green Roof

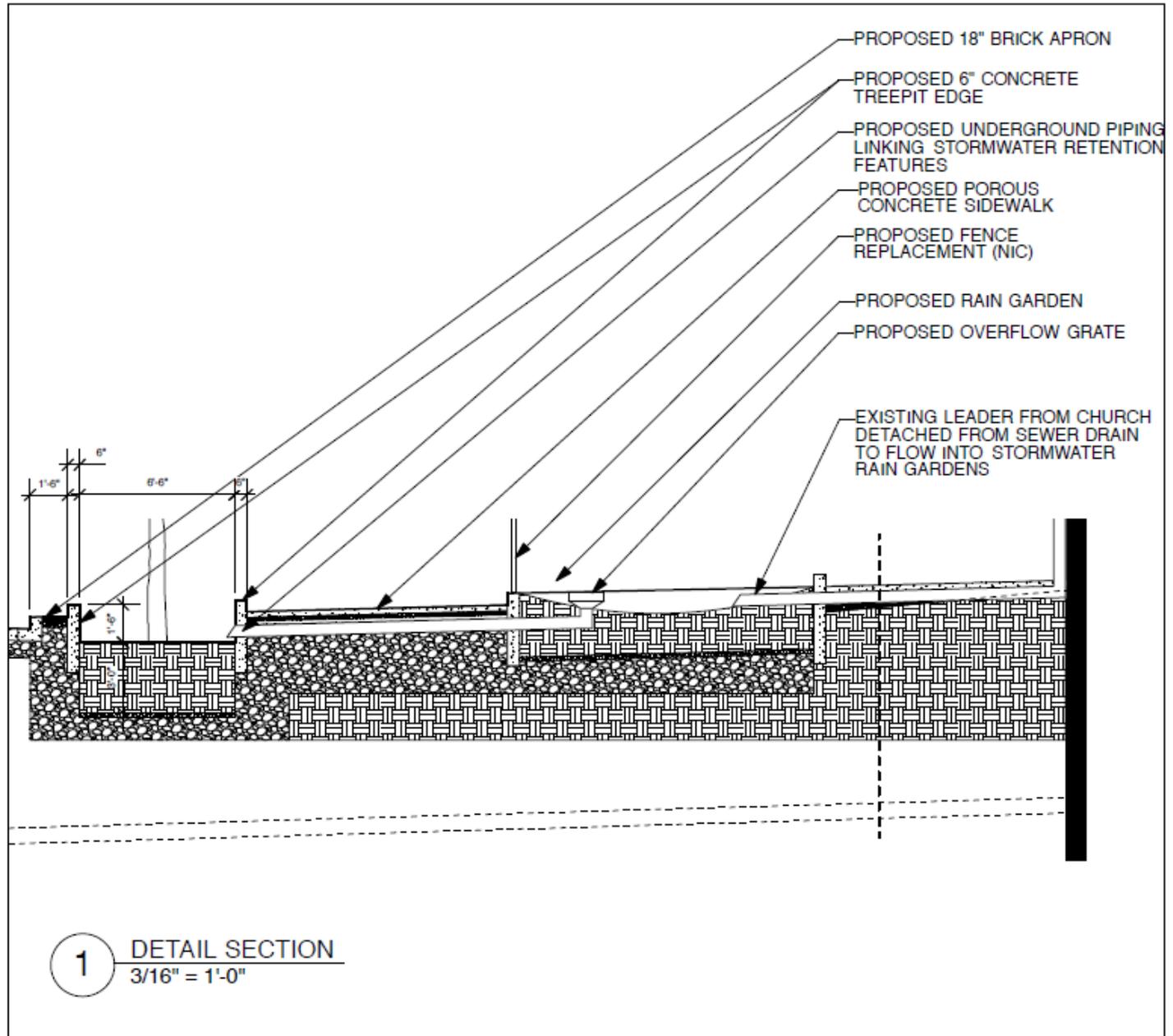


Porous Pavement

Site Plan...



Sections



Step Five: Begin the Online Application

Green Infrastructure Grant Program



Log in to access to your application.

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User ID:

Password:

Login

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General Information

DEP's Green Infrastructure Grant Program provides funding to design and construct green infrastructure projects on non-city owned property. All private property owners with property located in any of the combined sewered areas of New York City are eligible to apply. However, priority will be given to those projects that manage stormwater runoff in areas that discharge into the following water bodies: Bronx River, Hutchinson River, Westchester Creek, Gowanus Canal, Newtown Creek, Jamaica Bay, Flushing Creek and Flushing Bay. See map [here](#).

The following list provides examples of the types of green infrastructure projects eligible for funding under the Green Infrastructure Grant Program:

- Rooftops
 - Green Roof
 - Blue Roof
 - Roof leader diversion to rain garden (subject to DOB approval)
- Bioinfiltration
 - Rain Garden
 - Vegetated Swales
- Rainwater Harvesting
 - Cisterns
 - Rainwater Reuse Systems
- Subsurface Systems with Infiltration Capacities
- Porous Paving Systems

Since 2011, DEP has committed \$11.5 million to 29 projects. In March 2012, DEP and the New York State Department of Environmental Conservation (DEC) amended a consent order to incorporate green infrastructure into the City's CSO control program. As a result, DEP has agreed to dedicate \$1 million in Environmental Benefits (EBP) Funding in addition to the \$5 million set aside in City capital funds for the Green Infrastructure Grant Program. EBP projects are undertaken in connection with the settlement of an enforcement action taken by New York State and DEC for violations of New York State law and DEC regulations.

For information on the NYC Green Infrastructure Program and to learn about previous grantees, click [here](#).

DEP, as the administrative manager of the Green Infrastructure Grant Program, has the sole discretion to determine eligibility, award or retain funds, and make payments to Grantees.



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Eligibility Criteria



Read the following eligibility criteria closely. In order to receive grant funding through the Green Infrastructure Grant Program, applicants must meet all of the eligibility requirements.

PROPERTY ELIGIBILITY

1. Any property within a combined sewer area of New York City that is not owned by the City of New York is eligible for grant funding.

All five boroughs of the City of New York have combined sewer areas. If your property is served by a combined sewer, your property is eligible for the grant program. Please see the [provided map](#) that shows the combined sewer area boundaries. This map is provided for reference purposes only. All applicants must confirm with [DEP's Borough Water and Sewer Office](#) in advance to confirm that the property is in fact served by combined sewers. The best, most effective way to get this information is to go to the Borough Water and Sewer Office in person with the address and Borough, Block and Lot number (BBL) of the property and ask the staff to pull the records for the property. **Be sure to make a copy of the Site or House Connection Proposal. This information is required to be submitted with your application.**

Useful Links

- Eligibility Criteria is split between “Property Eligibility” and “Project Eligibility”
- Users **MUST** acknowledge that they have read the eligibility criteria before proceeding with the application
- Applications that do not meet the Eligibility Criteria will not be reviewed

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Grantee Requirements

[Download Documents](#)

Once notified that their project has been selected for funding, Grantees will receive a *Green Infrastructure Grantee Guide*. All Grantees are required to follow the general dates, requirements, and deadlines set forth in the guide and must design and construct the project as described in the proposal.



Read the [Grantee Guide](#) carefully now to determine if you are able to successfully carry out the requirements if awarded.

Failure to render satisfactory progress or to complete the project to the satisfaction of DEP may be deemed an abandonment of the project and may cause termination of further grant funding and recoupment of funds already granted. Satisfactory progress toward implementation includes, but is not limited to, executing agreements and submitting payment requests in a timely fashion, retaining consultants, completing plans, designs, permit applications, reports, and construction or other tasks identified in the Grantee Guide and/or the Funding Agreement within the time allocated for their completion. DEP may rescind funding or recapture awarded funds if satisfactory progress is not demonstrated by the Grantee. By submitting a Green Infrastructure Grant Proposal, the applicant accepts the responsibility to complete the project as described.

Funding Agreement and Restrictive Covenant

The primary contract between the City of New York and the Grantee (Private Property Owner) is called the Funding Agreement. All Grantees are required to execute the Funding Agreement.



Carefully review the Funding Agreement with your legal counsel prior to submitting an application. Funding Agreement [Template Provided Here](#).

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Project Scoring Information

Although DEP is only able to fund capitally-eligible project components (i.e., project-related design and construction costs), DEP will take into account in project scoring any additional benefits that green infrastructure installations provide. DEP encourages applicants to highlight these ecological, community, or economic co-benefits in the application. **Projects that can be completed in shorter timeframes, use innovative designs, submit monitoring plans, facilitate community involvement, support economic or workforce development, and/or provide matching funds, are strongly encouraged.**

Priority will be given to those projects that manage stormwater runoff in areas that discharge into the following water bodies: Bronx River, Hutchinson River, Westchester Creek, Gowanus Canal, Newtown Creek, Jamaica Bay, Flushing Creek and Flushing Bay. See map [here](#).

The project scoring system described below is one part of the evaluation process that will lead to selection of grant awards, and is provided for guidance. DEP retains the sole discretion to evaluate proposals and provide grants.

1) Cost/Benefit Ratio

DEP will only fund projects that offer stormwater management benefits that are cost-effective and reasonable in comparison to the project costs, including all soft costs. Note that an optimal project will manage 1" of rainfall (the 90th percentile storm) for a reasonable cost. Projects that propose to manage 3, 4, 5 times or more than that are not going to be cost effective as they are fully utilized during less storms. Note further that DEP will not fund soft-costs (design and project management costs) in excess of 20% of the hard-costs (construction, materials, and installation) and projects with soft costs closer to the industry standard (10%) will be looked upon favorably.

2) Feasibility

Projects will also be scored on the feasibility of construction and/or implementation (determined by the design, stormwater calculations, drawings, schematics, maps, and feasibility analyses such as soil borings and permeability tests or structural analyses).

3) Application Completeness

Applicants must provide detailed and accurate information about project scope, drawings, schematics, maps and plans. Applications with incomplete information will not be reviewed. All verification of property ownership must be included for the application to be complete. Finally, the package should be clear, legible, and timely.

4) Other Factors

DEP will consider the context of each project, including whether it:

- Has a short construction timeline;
- Leverages funding through matching funds or significant in-kind contributions;
- Is visible and accessible to the public



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[Project Proposal](#)

[Project Details](#)

[Design Submittal](#)

[Additional Information](#)

[Review/Submit](#)

Required Applicant Information



Instructions

Complete the following form describing the grant applicant(s). Be sure to press the Save button before moving to the next section, or if you want to save your work and complete it later.

▶ Property Owner Information

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Email Address:

Telephone Number 1:

 - - Ext.:

Telephone Number 2:

 - - Ext.:

If you are a business or a nonprofit include your *Employer Identification Number* (also known as a Federal Tax Identification Number).

Organization Name:

Check if Project Manager Contact Information is the same as Property Owner

▶ Designated Project Manager Contact Information

First Name:

If the user begins more than one application – all can be accessed from the “My Application” landing page

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[Applicant Information](#) | [Project Proposal](#) | [Project Details](#) | [Design Submittal](#) | [Additional Information](#) | [Review/Submit](#)

Project Proposal Summary



Instructions

Complete the following form describing the proposed project. Be sure to press the Save button before moving to the next section, or if you want to save your work and complete it later.

▶ **Title for the Proposed Project:**

▶ **Address Where the Proposed Project is Located**

Property Type:

Address:

City: , NY

Zip Code:

Borough / Block / Lot: / /

▶ **CSO Tributary Areas Where the Proposed Project Is Located:**

▶ **Type of Green Infrastructure Technology**

- Cistern
- Rainwater Reuse System
- Green Roof
- Blue Roof
- Porous Pavement
- Rain Garden/Bioinfiltration System
- Detention Systems With Infiltration Capabilities

Project Proposal (continued)

▶ Approximate Project Timeline:

Complete Project Timeline template provided in the [Project Details](#) tab of the application and use to complete this field.

Weeks

▶ Budget Summary

Complete Proposed Project Budget template provided in the [Project Details](#) tab of the application and use to complete the following fields.

Total Project Cost:	<input type="text" value="\$ 200,000"/>
Total Hard Costs:	<input type="text" value="\$ 180,000"/>
Total Soft Costs:	<input type="text" value="\$ 20,000"/>
Total Requested Funds From DEP:	<input type="text" value="\$ 160,000"/>
Matching Funds (if applicable):	<input type="text" value="\$ 40,000"/>
Soft Costs as % of Total Project Cost:	<input type="text" value="10"/> %
Monitoring Costs (if applicable):	<input type="text" value="\$ 0"/>

- 1) Download templates from the "Project Details" Section
- 2) Use the templates to fill in Project Timeline, Budget Summary, and Stormwater Capture Summary

▶ Summary of All Matching Funds/In Kind Contributions

[+ Add](#)

▶ Stormwater Capture Summary

Use the numbers derived from stormwater calculations template provided in the [Project Details](#) section.

Total Impervious Tributary Area:	<input type="text" value="40000"/> sf
1" Volume/Impervious Tributary Area:	<input type="text" value="24933"/> gal
Total Proposed Volume Managed:	<input type="text" value="25000"/> gal

▶ Costs Per Gallon Summary

Total Project Cost/Total Proposed Volume Managed:	<input type="text" value="8"/> \$/gal
Total Requested Funds from DEP/Total Proposed Volume Managed:	<input type="text" value="6.40"/> \$/gal

Cost per Gallon is automatically generated

Back

Save

Next

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[Applicant Information](#) | [Project Proposal](#) | [Project Details](#) | [Design Submittal](#) | [Additional Information](#) | [Review/Submit](#)

Project Details



Instructions

Complete the narrative descriptions for each of the questions below. Responses should be typed in **Word**. Click "Browse" to select your document and then click  to complete the upload.

► Existing Conditions – 2 pages max

Existing Conditions **must include** all of the following:

- Where exactly is the property located?
- Describe the site ownership and if leased, include name of lessor and length and general terms of lease.
- Describe the current uses of the property.
- What is the proposed project area (e.g. parking lot, rooftop etc.)? Describe the current uses of the proposed project area if different from above.
- Describe any feasibility studies or assessments prepared for the proposed project and any major results. This should include but is not limited to flow analyses, plant lists, soil borings, and permeability tests.
- Describe any required construction or necessary repairs that must be completed prior to installation of the green infrastructure.
- Describe the existing drainage, and if applicable plumbing, on the site including yard drains, downspouts, detention systems, or other related drainage systems or structures.

[Lefrak---Existing-Conditions.docx](#)



HINT: keep narratives simple and clear; use the questions from the application as a guide!

► Proposed Scope of Work - 2 Pages Max

Project Scope of Work **must include** all of the following:

Using the conceptual design required in the Design Submittal section, describe the proposed project in detail.

- Describe the green infrastructure design. What type(s) of green infrastructure is being proposed? What materials are required? Describe the cross-sections and section views of materials.

1) Download templates

2) Fill in with project details

3) Upload

the project.

[Section-1-Control-Runoff.docx](#) 

▶ **Proposed Project Budget**

(EXCEL) [Template Download](#)



No documents uploaded yet.

▶ **Stormwater Calculations**

(EXCEL) [Template Download](#)



No documents uploaded yet.

▶ **Project Timeline**

(EXCEL) [Template Download](#)



No documents uploaded yet.

▶ **Maintenance Plan**

(Word) [Template Download](#)



No documents uploaded yet.

▶ **Monitoring Plan**

(Optional)

(Word) [Template Download](#)



No documents uploaded yet.

STORMWATER CALCULATIONS PRESENTATION

Project Details – Budget Template

- **Hard Costs:**
construction materials,
installation costs
- **Soft Costs:** survey,
borings, design,
permitting, site
investigations and
general conditions

Notes:

- Use columns to show
funding sources
- All costs in the DEP
column must be
eligible for capital
funding

PROJECT NAME: JASMINE COURT						
Hard Costs	Description	Unit	Unit Cost	Total Unit Cost	DEP	Matching Funds
[Enter Material name in each line]						
TPO Membrane, 45 mm	Root and Water barrier	6250	5	\$31,250	\$31,250	
TPO Grip Membrane	pathway surface	1750	4	\$7,000	\$7,000	
Protection Mat	Water retaining fleece	3090	1	\$3,090	\$3,090	
EnkaRetain and Drain	drainage and geotextile	3090	2.63	\$8,127	\$8,127	
Aluminum Edging	soil barrier	470	12	\$5,640	\$5,640	
Rooflite Intensive	green roof medium, 6" deep	840	3	\$2,520	\$2,520	
Rooflite Intensive	green roof medium, 3" deep	2250	1.5	\$3,375	\$3,375	
Gravel Edge Band	2" deep stone ballast	470	0.73	\$343	\$343	
Drain inspection chambers	drain boxes (Zinco)	4	80	\$320	\$320	
Irrigation Line and Timers	drip irrigation system	1	1400	\$1,400	\$1,400	
Vegetation (shallow soil)	Sempergreen Mat	2250	6	\$13,500	\$13,500	
Vegetation (deep soil)	Perennials and seeds	840	20	\$16,800	\$16,800	
Tools	garden tools	1	700	\$700		\$700
Water Source	spigot installation	1	2600	\$2,600		\$2,600
Installation						
Forklift	unload soil sacks	1	500	\$500	\$500	
Crane/Blower	materials lifting (4 days)	4	5,000	\$20,000	\$20,000	
Labor (expert)	3 installers 10 days	30	300	\$9,000	\$9,000	
Labor (volunteer)	4 installers 5 days	20	96	\$1,920	\$0	\$1,920
General Conditions	garbage removal	1	2000	\$2,000	\$2,000	
	Subtotal			\$130,085	\$122,865	\$4,520
Soft Costs						
General Contractor Fee	Brooklyn Grange (in days)	45	200	\$9,000	\$9,000	
Design Fee	Bromley Caldari	1	12,500	\$12,500	\$12,500	
Site Investigations	Structural Engineer	1	5,000	\$5,000	\$5,000	

Example

DEP will not fund soft-costs (design and project management costs) in excess of 20% of the hard-costs (construction, materials, and installation) and projects with soft costs closer to the industry standard (10%) will be looked upon favorably

- All budgets must show line-item details
- Applications with lump sum budget amounts will not be reviewed
- Professional estimate is required to justify budget costs
- Maintenance Costs are not capitally eligible – Grantee must fund its own maintenance
- DEP cannot pay the Grantee directly for construction oversight or design. DEP can only pay third party contractors
- All costs in the DEP Column must be capitally eligible.
 - Design and Construction costs for the GI installation only
 - Ineligible costs include (training programs, educational materials, legal fees, rain barrel programs, fences, benches, etc.)

Project Details – Stormwater Calculations

Grant Application_SW Calculations Template [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

O40 fx

Stormwater Calculations Template

Instructions:
There are three tabs in this spreadsheet to assist stormwater professionals in calculating the stormwater volume to be managed for each type of green infrastructure proposed. If your project contains multiple types of green infrastructure systems, you must complete the relevant tab for each type. The spreadsheet will also assist in calculating the total volume managed for the entire project.
Review the list of tabs and examples below to select the tab most applicable to your project type. Note that there is a separate tab for green roof projects.
The summary table below will automatically compile the data from each of the three tabs. Enter the yellow cell values in the Summary Table into the Project Proposal Summary of the online application.

Tab 1: Vegetated and/or Infiltration Systems
Examples Include:
Rain Gardens
Porous Paving
Vegetated Swales
Open bottom subsurface detention systems

Tab 2: Green Roofs
Examples Include:
Vegetated Roof Systems

Tab 3: Detention Systems
Examples Include:
Blue Roofs
Cisterns
Rainwater Harvesting / Reuse systems

Summary Table

	Impervious Tributary Area	1-Inch Stormwater Volume over Impervious Tributary	Proposed Volume Managed (Gal)	
Vegetated or Infiltration Projects	0	0	0	From Tab 1
Green Roof Projects	0	0	0	From Tab 2
Detention Systems	0	0	0	From Tab 3
Total	0	0	0	<i>Sum of Tabs 1, 2, and 3. Enter these values into the online application.</i>

Ready Circular References Page: 1 of 1

Four Tabs: Instructions, Infiltration Systems, Green Roofs, Detention Systems

Application – Construction Timeline Template

2013 Green Infrastructure Grant Application

The proposed project schedule is based on a 5 day work week and NYBG site logistics. The schedule will need to be reviewed with final contractor and exact site requirements and phasing will need to be discussed with all internal departments before a final schedule can be approved.

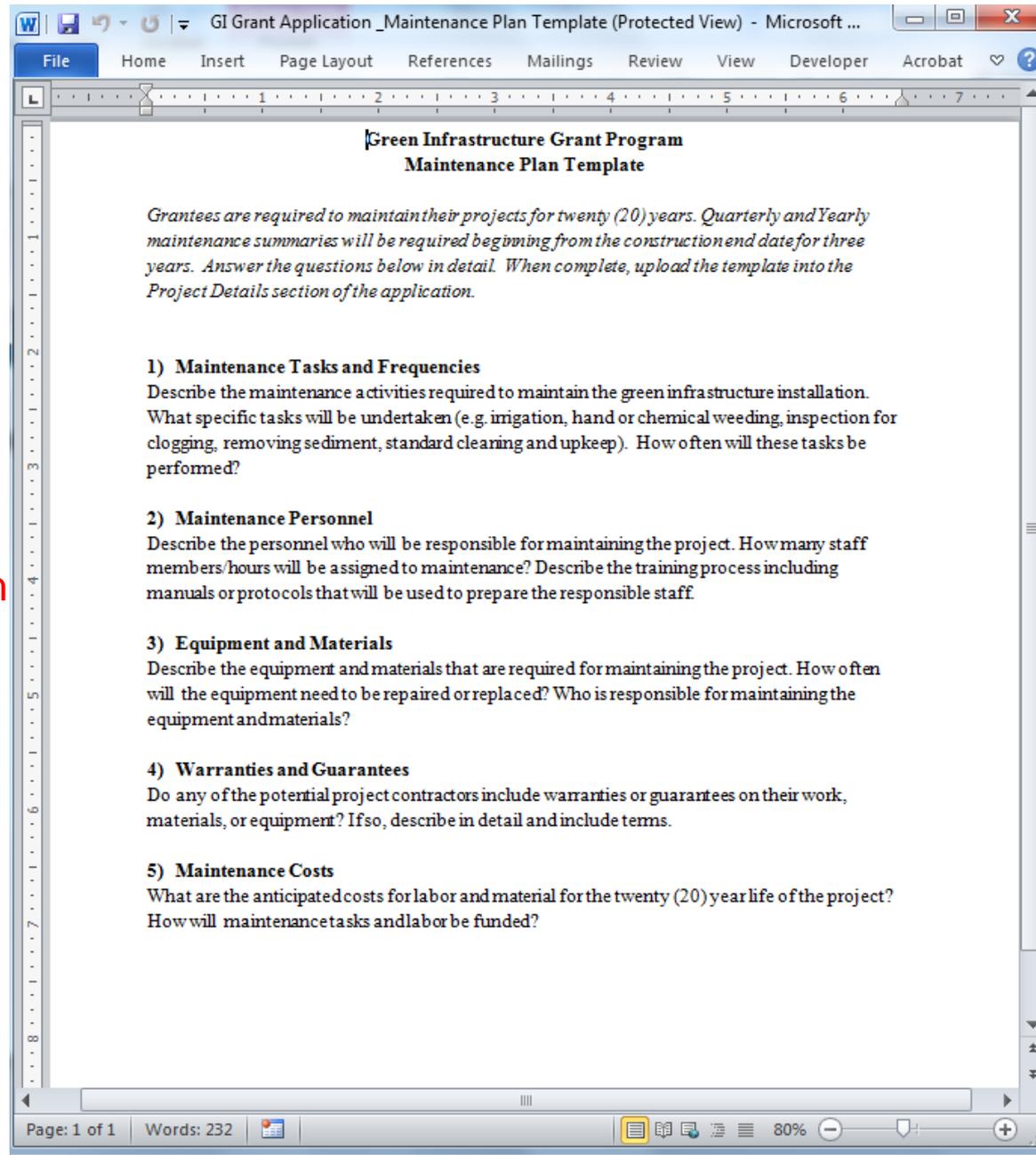
Detailed Task Description	Number of Weeks to Complete
Mobilization	2
Site Protection (storm drains, catch basins, plants)	2
Mill Existing Pavement	2
Surface preparation (clean, seal cracks)	3
Sawcut Existing Pavement	2
Install new wearing course	3
Excavate and prepare Trenches	6
Install new perforated drainage pipe	4
Tie in drainage pipe to catch basins	3
Fill trenches with gravel and setting courses	5
Install edge restraints	4
Install permeable pavers	6
Cleanup and demobilization	2
Total Number of Weeks for Construction	44

Example

Property Owners must sign a Declaration of Restrictive Covenant to ensure the functionality of the project for 20 years

Maintenance activities include removing sediment, cleaning blockages/floatables, vegetation maintenance, weeding, etc.

Grantees are required to submit maintenance reports each quarter for 3 years.



The screenshot shows a Microsoft Word document with the following content:

**Green Infrastructure Grant Program
Maintenance Plan Template**

Grantees are required to maintain their projects for twenty (20) years. Quarterly and Yearly maintenance summaries will be required beginning from the construction end date for three years. Answer the questions below in detail. When complete, upload the template into the Project Details section of the application.

- 1) Maintenance Tasks and Frequencies**
Describe the maintenance activities required to maintain the green infrastructure installation. What specific tasks will be undertaken (e.g. irrigation, hand or chemical weeding, inspection for clogging, removing sediment, standard clearing and upkeep). How often will these tasks be performed?
- 2) Maintenance Personnel**
Describe the personnel who will be responsible for maintaining the project. How many staff members/hours will be assigned to maintenance? Describe the training process including manuals or protocols that will be used to prepare the responsible staff.
- 3) Equipment and Materials**
Describe the equipment and materials that are required for maintaining the project. How often will the equipment need to be repaired or replaced? Who is responsible for maintaining the equipment and materials?
- 4) Warranties and Guarantees**
Do any of the potential project contractors include warranties or guarantees on their work, materials, or equipment? If so, describe in detail and include terms.
- 5) Maintenance Costs**
What are the anticipated costs for labor and material for the twenty (20) year life of the project? How will maintenance tasks and labor be funded?

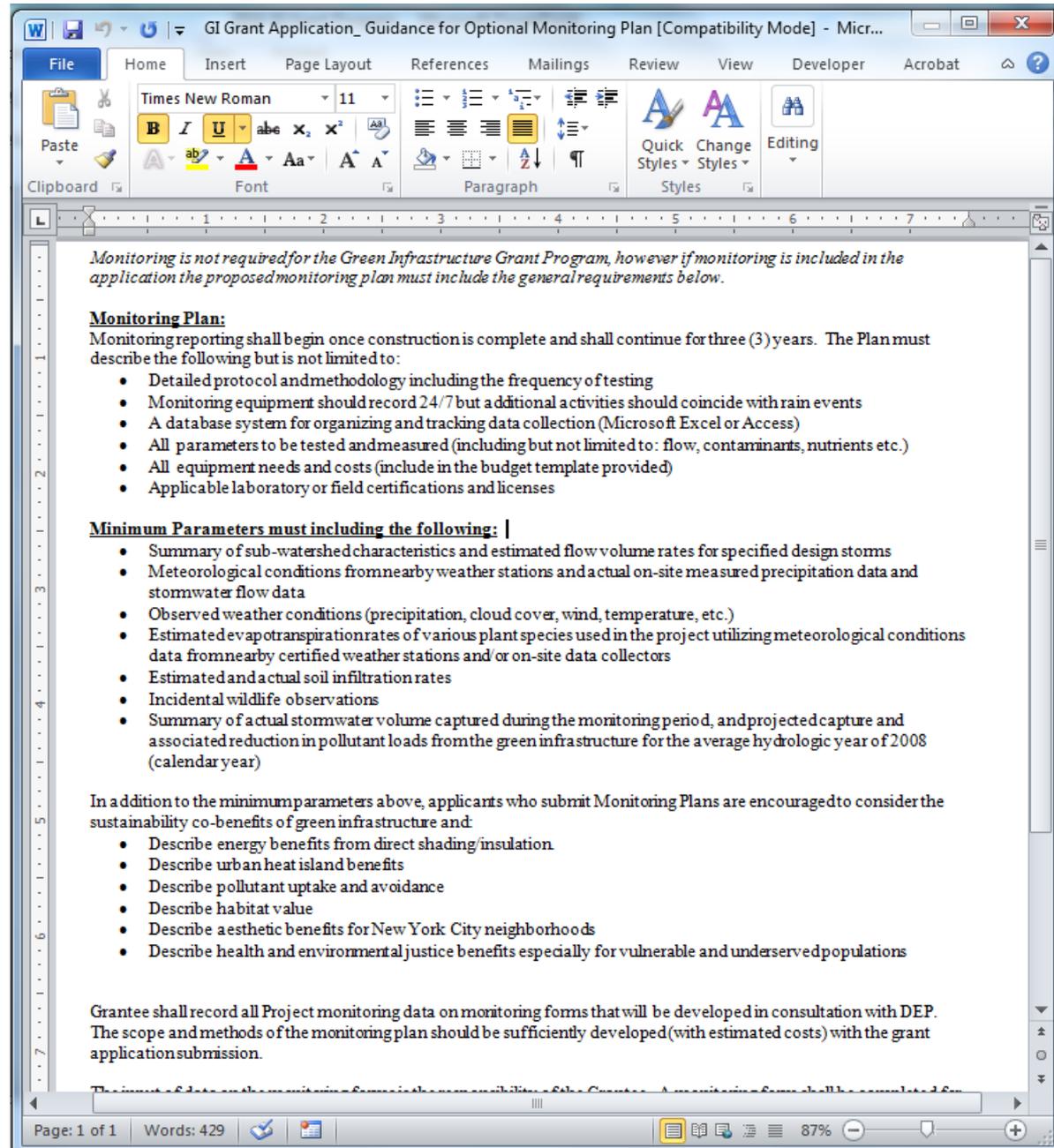
Page: 1 of 1 Words: 232 80%

Project Details – Optional Monitoring Template

Monitoring protocol is optional

Purpose is to capture the performance of the project during wet weather

Projects that receive funding for monitoring must also submit monitoring reports every quarter for 3 years.



All images and rendering should be simple and clear.

How is the project is designed to function?

Make sure to include: plan views, renderings, illustrations, details of proposed GI practice, cross sections that show how stormwater will be collected and managed through the project

The screenshot shows the user interface for the Design Submittal section of the Green Infrastructure Grant Program. At the top, there is a navigation bar with 'Home', 'My Applications', 'Profile', and 'Logout'. Below this is a breadcrumb trail: 'Applicant Information | Project Proposal | Project Details | Design Submittal | Additional Information | Review/Submit'. The main heading is 'Design Submittal'. A box with an information icon contains the following instructions: 'Upload each documents in the format listed under each item. Click "Browse" to select your document and then click [upload icon] to complete the upload.' Below this, a section titled '30% Conceptual Designs and Drawings for the Proposed Project' lists requirements: 'Grantees must submit a 30% design prepared by a professional engineer, architect, or landscape architect. 30% designs are conceptual and must be of good quality, and must show how the green infrastructure project will function. The 30% design should include the following: 1. Renderings/illustrations 2. Site Plan (including tributary boundaries to each green infrastructure practice) 3. Existing and proposed grading 4. Existing drain locations 5. Boring plan (for infiltration projects) 6. Cross-sections (section views) that show how stormwater will move through the project area. 7. Materials specs/cut sheets" 8. Connection to an overflow back to the sewer'. A note states: 'Note: A green box on top of a photo of a roof or full drawing sets of complete plans will not be considered conceptual design materials. Applications that include submissions such as these will be considered unresponsive and will not be reviewed.' Below the note is a file upload area with the text '(4 max; PDF Format 8 1/2 X 11)', a 'Browse...' button, and an upload icon. A file named 'AnnualReportMapsCONTACTSHEET.pdf' is shown with a delete icon. At the bottom, there is a section for 'Maps of the Project Area'.

Green Infrastructure Grant Program

Home | My Applications | Profile | Logout

[Applicant Information](#) | [Project Proposal](#) | [Project Details](#) | [Design Submittal](#) | [Additional Information](#) | [Review/Submit](#)

Additional Information



Instructions

First download template provided. Then complete each template with the Project's details and information per the instructions within the Template. Save the file to your computer. Click "Browse" to select your document and then click the button to complete the upload.

▶ Statement of Agreement

All applicants must complete a **Statement of Agreement**, signed by the **authorized signatory for the property**, acknowledging that they have read both the Funding Agreement and Declaration of Restrictive Covenant, and if awarded will execute both documents as-is and will comply with all of the eligibility requirements.

(1 max; PDF, DOC) [Template Download](#)

No documents uploaded yet.

Template Download

▶ First and last page of Property Deed or Copy of Title

Applicants can visit the [Department of Finance's ACRIS](#) website for property deed and title information.

(2 max; PDF)

No documents uploaded yet.

Useful links

▶ Letters of Support

(Optional)

Review and Submit

The screenshot shows a web browser window with the URL <https://a826-web01.nyc.gov/GIGrant/App/Forms/ReviewSubmit.aspx?a=123>. The page header includes the NYC Environmental Protection logo and a navigation menu with options: Home, My Applications, Profile, Logout. Below the navigation is a breadcrumb trail: Applicant Information | Project Proposal | Project Details | Design Submittal | Additional Information | Review/Submit. The main content area is titled "Review and Submit" and contains a yellow warning box with a triangle icon stating: "Following required information is missing: Missing Design Document: Stormwater Calculations, Missing Design Document: Photo of the Project Area". Below this is an "Instructions" box with an information icon: "Review your application and then click Submit button. Once the application is submitted, you will not be able to change any data." At the bottom, there is a section for "Rain Garden and Pavers" with a sub-section "Required Applicant Information" containing "Property Owner Information": Applicant Name: test, mikelle; Address: 59-17 junction boulevard, Flushing, NY 11373; Email: madgate@dep.nyc.gov. A red oval highlights the warning box, and a red box highlights the "Export and save application" button. A red arrow points from the warning box to a text box on the right.

System will not let you submit with missing information

Export and save application

Considerations for a Stronger Application

Issue	Example
Cost Effectiveness	Is my project cost-effective? Do my proposed costs make sense for the amount of stormwater gallons managed?
Overall Design	Is the design sized correctly? Is the project overbuilt or underbuilt?
Feasibility	Is the proposed project feasible? Will it be accepted by DEP, DOB, or the Fire Department?
Replicability	Is the project overly complex? Can it be widely replicated?
Community Development	Does the project have community partners or is it publicly accessible? Is there a workforce development or educational component?

On April 9th from 1-5pm DEP will give a general presentation, a technical presentation on the stormwater calculations and give applicants an opportunity to sit one-on-one with DEP engineers

Participants should be prepared with:

- Site connection information
- Impervious area
- Photos of the site
- Renderings
- Drawings or
- Plans
- any other preliminary documents

DEP Offices

59-17 Junction Boulevard, Flushing
3rd Floor Cafeteria



- Visit www.nyc.gov/dep/grantprogram to access the online application, review eligibility criteria and grantee requirements
- Visit www.nyc.gov/dep/greeninfrastructure to
 - Download FAQs
 - Download Workshop Presentation
 - Review Press Releases with previous winner information
 - Find out about upcoming workshops
- Email gigrantprogram@dep.nyc.gov with questions

❖ General Information

- [NYC Green Infrastructure Plan](#)
- [PlaNYC – Sustainable Stormwater Management Plan 2008](#)
- [NYSDEC- Green Infrastructure](#)
- [USEPA – Green Communities](#)
- [The Low Impact Development Center, Inc.](#)
- [UNH Stormwater Center](#)
- Other Municipalities specs - [Philadelphia](#), [Seattle](#), [Portland](#), [Syracuse](#)

❖ NYC Design Guidance

- [Draft Guidelines for the Design and Construction of Stormwater Management Systems - 2011](#)
- [NYC High Performance Parks Guidelines](#)

DEP's GI Grant Program to Date

Grant Projects

- Green Roof
- Bioinfiltration
- Blue Roof
- Rain Harvesting
- Porous Paving



Since 2011, DEP has committed over \$11.5 million to 29 Projects.

Brooklyn Navy Yard – Rooftop Farm



Bishop Loughlin – Green Roof



Queens College – Rain Garden and Pavers



Lenox Hill Neighborhood House- Green Roof



Osborne Association – Blue/Green Roof



New York Restoration Project – Rain Garden/Pavers



New School – Green Roof

