



**J. Ryan McMahon, II**, County Executive  
**Frank Mento, P.E.**, Commissioner  
650 Hiawatha Blvd. West  
Syracuse, NY 13204-1194  
(315) 435-2260 or (315) 435-6820  
FAX (315) 435-5023  
[www.ongov.net/wep](http://www.ongov.net/wep)  
[www.savetherain.us](http://www.savetherain.us)

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# GREEN IMPROVEMENT FUND

## Program Description and Application

May 8, 2020 – December 18, 2020

# Green Improvement Fund Program Description

## 1. Background:

Onondaga's County's Department of Water Environment Protection (WEP) is sponsoring a grant incentive program, the Green Improvement Fund (GIF), to provide financial incentives for the installation of green infrastructure (GI) technologies for stormwater management and combined sewer overflow (CSO) abatement, including but not limited to:

- a. Rain Gardens
- b. Bioretention
- c. Dry Wells
- d. Underground Infiltration Systems
- e. Green Roofs
- f. Porous Pavement
- g. Tree Plantings
- h. Tree Trenches
- i. Planter Boxes
- j. Cistern Systems
- k. Added Green Space

GIF grant funding is intended to offer assistance to applicants installing GI technologies as an aspect of the development, redevelopment, and/or retrofitting of certain classes of privately owned properties (commercial, business, and not-for-profit owned properties) in specific geographical locations within the Clinton, Harbor Brook, and Midland combined sewer system (CSS), as outlined in the *Green Improvement Fund Program Boundary Map*, and generally located in the City of Syracuse.

## 2. Eligibility:

An owner of a commercial, business, or not-for-profit facility located within the GIF program boundary proposing to undertake an otherwise privately sponsored development or redevelopment project can apply for a GIF grant. An "owner" is defined as any person or business that can provide evidence to Onondaga County (the County) of a fee-simple title or a lease to the property. Tenant applicants possessing a lease to the property and/or commercial facility must have written consent of the owner.

Projects are not able to claim stormwater runoff currently managed by public GI projects. Locations for completed public GI projects can be found on the Save the Rain website:

<http://savetherain.us/green-projects-3/>. Applicants are encouraged to inquire with the County as to specific boundaries of public projects.

## 3. Eligible Project Reimbursement Costs for a GIF Grant:

Eligible reimbursement expenses include: (1) design and engineering costs, as furnished by a New York State Licensed design professional (architect, landscape architect, or engineer), for specific green infrastructure measures for the property and soil testing costs, if required, to determine suitability of the project and, (2) furnishing of labor, material, and construction costs to modify the site for the installation of green infrastructure that meets the minimum program thresholds and exceeds ALL stormwater capture/management requirements as regulated by state or local permit requirements.

All projects funded through this program shall comply with any and all environmental laws and applicable regulatory permits. The owner is responsible for obtaining all applicable permits prior to construction. Onondaga County must review all plans and specifications and verify that the proposed incorporation of green infrastructure will reduce stormwater runoff beyond what is required by state and local MS4 permit requirements. No funding is guaranteed prior to full review and approval by the County and final execution of a GIF contract.

Projects plans that propose to modify property that does not contribute runoff to the combined sewer system are not eligible to receive grant funding.

Applicants should be aware that the IRS has determined that grant awards from programs similar to this one may be taxable income. Onondaga County will issue a form 1099 – Miscellaneous Income with contract reimbursement. Applicants should consult a tax expert for further information.

#### **4. Application Process:**

The GIF application process will be administered by WEP on a rolling, first come/first served basis for a time period to begin Monday, May 8, 2020nd end at 3:00p.m. on Friday, December 18, 2020. Upon completion of the application period, WEP will suspend the application submissions to re-evaluate program efficiency and **target areas most in need of stormwater management solutions.**

Any project Owner seeking GIF funds must complete a GIF application form during the application period and submit all required documents, including the GIF application checklist, to:

Onondaga County Department of Water Environment Protection  
ATTN: GIF Program, Jed Walsh  
650 Hiawatha Boulevard West  
Syracuse, NY 13204

Questions on the GIF Program may be referred to Jed Walsh at 315-435-2260.

#### **5. Retroactive Funding Eligibility:**

Projects that begin construction of GI elements prior to application submittal will not be eligible for award for those GI elements. The program will allow projects to begin construction while application review is pending; however, they must notify the County of the construction schedule and move forward at their own risk without formal confirmation of award. Onondaga County reserves the right to deny funding for any component or portion thereof the GIF funding application.

#### **6. Available Funding:**

Applicants eligible for a GIF reimbursement grant may receive funding for eligible costs associated with the implementation of the green infrastructure components for a project. Final award determinations will be based on the amount of stormwater reduction (measured by gallons captured annually) achieved through the implementation of green infrastructure technologies and types of GI elements implemented. Potential funding for runoff capture will be calculated on a sliding scale-of-funding based on property location determined by stormwater prioritization (please refer to GIF program boundary map). GIF award funding shall be distributed in the following categories:

1. High-Priority Site Locations – Eligible for funding not-to-exceed \$0.30/per gallon captured
2. Medium-Priority Site Locations – Eligible for funding not-to-exceed \$0.20/per gallon captured
3. Low-Priority Site Locations – Eligible for funding not-to-exceed \$0.10/per gallon captured

Properties located in sewershed 007, are restricted to \$200,000 maximum award per applicant, and subject to an aggregate budget limit of \$400,000 in total. Properties in sewershed 039 are restricted to \$200,000 maximum award per applicant, and subject to an aggregate budget limit of \$1,500,000 in total. (Note: Due to demand and the benefit of CSO reduction in CSO 039 on the system as a whole, as of 06/18/2020, the aggregate budget limit for CSO 039 has been increased from \$650,000 to \$1,500,000.) Properties in in sewershed 073A are limited to an aggregate budget limit of \$250,000 in total. Properly completed applications will be processed in the order they are received, and once the allotment has been awarded, no other applications will be considered in this application cycle. If this occurs, a revised GIF boundary map and application will be posted to the Save the Rain website reflecting the changes. The County reserves the right to increase available funding in these aggregate-restricted sewersheds.

GIF applicants and design professionals have access to the GIF project calculator to assist in determining eligible reimbursement funding based on annual stormwater reduction to the CSS. The calculator will provide an applicant with a preliminary award amount for the proposed scope of work. The applicant must include a completed copy of the GIF calculator with their application submission.

Onondaga County will verify the location of the project site, review the project scope and calculator, analyze the area being managed through green infrastructure, and determine a final grant award amount.

If an applicant's property and proposed project area is near a sewershed boundary line, it is recommended that before they begin the application process they contact WEP to confirm eligibility, which may require a site visit to inspect local drainage characteristics.

Grant funding will **ONLY** cover costs for the installation of green infrastructure technologies including design, testing, and construction costs above and beyond traditional (gray) infrastructure practices. Applicants should strive to be as cost effective as possible in the development of the project. Onondaga County will consider cost-effectiveness as a criterion in determining grant awards.

In some rare occasions, itemized additional required work may be eligible for funding. An example may be adding roof gutters and/or downspouts to direct runoff to an adjacent bioretention system and capture additional drainage area. The cost for these elements may be identified in the application GIF calculator, however, the total cost (typical unit GI costs plus the itemized eligible additional required work) must not exceed the funding limit based on capture (on a line item basis). The costs for these elements must also be substantiated with a cost estimate by a licensed professional, or a quote from a contractor, and actual as-built costs must be provided at the time of reimbursement.

**Final award determinations rest solely with Onondaga County, whose decisions shall be final.**

All grants shall be on a reimbursement basis with funds transferred only after the green infrastructure is installed, verified by WEP, proof of payments and expenditures is provided, and all other requirements are met. Eligible projects shall have a minimum total stormwater reduction (above and beyond all regulatory requirements) of at least 100,000 gallons (on an annual basis) captured through green infrastructure enhancements to be eligible for funding.

## 7. Project Resubmissions:

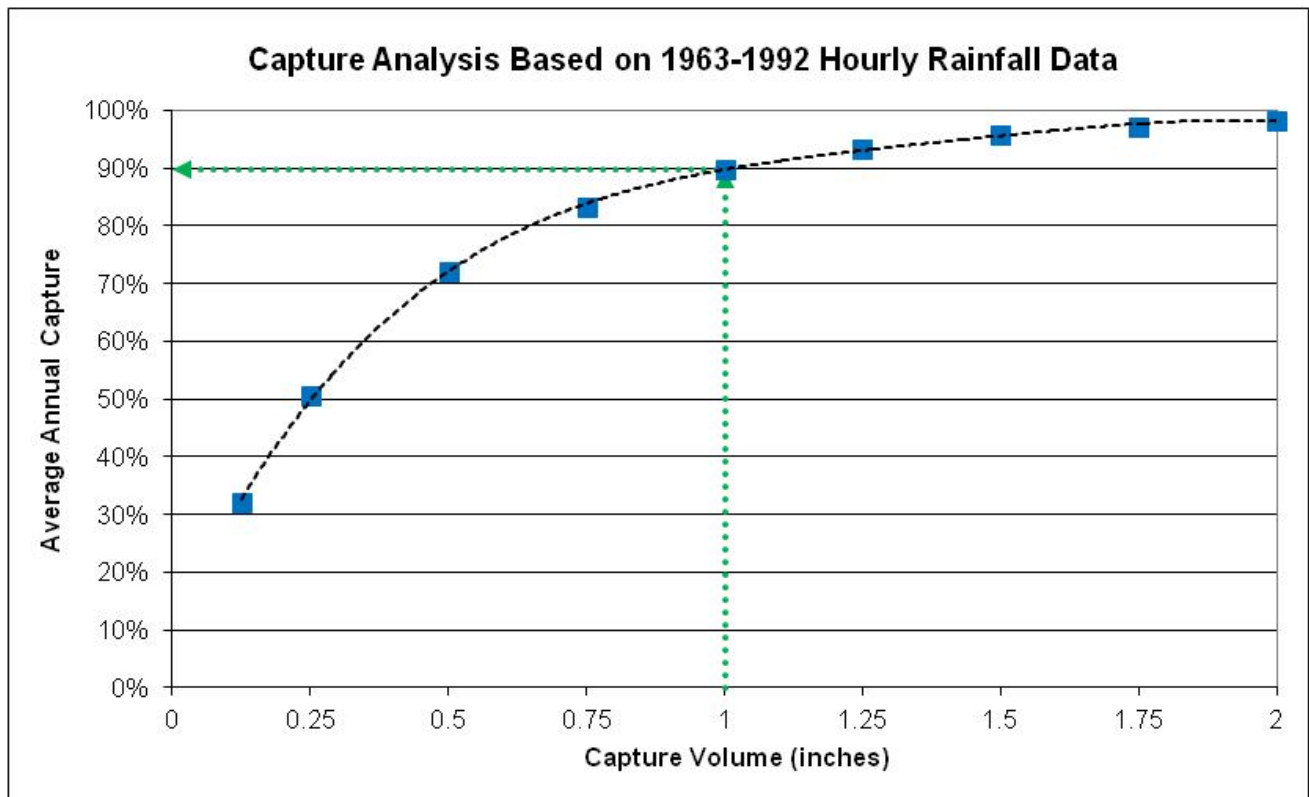
The County urges applicants and their design professionals to submit GIF grant applications for projects that are construction-ready. That is, the project has been reviewed and approved by all permitting authorities (City of Syracuse, Onondaga County Plumbing Control, others as appropriate). In the event that a previously approved GIF application is resubmitted to the County GIF Program by the applicant due to design modifications that affect the GIF funding amount, the County will deduct \$250 for the first resubmission and \$1,000 for subsequent resubmissions from the award amount for the project to cover the County's cost for re-reviewing the project. If there are extenuating circumstances that cause the design modifications, the applicant is required to provide the County with a detailed explanation. The County, may, at its discretion, consider waiving the resubmission fee. Final determination of applying the resubmission fee rests solely with Onondaga County, whose decisions shall be final.

#### **8. Selection Criteria for Green Infrastructure Projects:**

Selection of grant recipients will be based on the following considerations: (1) location of project (based on program boundary map); (2) completeness and accuracy of application; (3) amount of surface area managed by green infrastructure; (4) potential volume of runoff eliminated from the CSS; (5) cost-effectiveness of project; (6) location and visibility of project for educational purposes; and (7) inclusion of an effective maintenance plan.

Specific to runoff reduction, GIF funding requires that the green infrastructure capture at least 0.5 inches of runoff from contributing drainage areas and does not fund capture beyond 2.0 inches. The program goal is typically for green infrastructure to capture 1 inch of runoff from impervious areas because:

- One (1) inch will achieve approximately 90% (percent) annual capture based on the long-term precipitation record for Syracuse (see graph below).
- 1 inch is similar to the water quality volume (WQv) in the NYSDEC Stormwater Manual
- Increasing the capture volume beyond 1 inch results in diminishing returns for capture because the systems will fill up less often (low efficiency)
- Decreasing capture significantly below 1 inch has diminished benefit to reducing impact to CSS because the combined sewer system has capacity to convey and treat smaller storms.



Projects that target the 1 inch goal are likely to result in the best efficiency (cost to runoff reduction), and likely find that the GIF award is optimized (grant to total cost).

Onondaga County will select projects that closely meet GIF program goals based on these selection criteria.

Note: Time spent by WEP obtaining necessary application information will extend the approval process.

**9. Construction and Monitoring Requirements:**

Applicant shall comply with all state and local laws. These include but are not limited to the City of Syracuse Building Code Chapter 17 and the City of Syracuse Stormwater Ordinance (General Ordinance #53-2007). Applicants are advised that the City has the right to require additional improvements to the adjoining right-of-way to achieve code compliance, based on the condition of the right-of-way and the nature of proposed work adjacent to the right-of-way. These improvements may have additional costs not covered by the GIF award, which will be the responsibility of the applicant. Additional information can be found at [http://www.syr.gov.net/Stormwater\\_Management.aspx](http://www.syr.gov.net/Stormwater_Management.aspx).

The grantee must notify the County in advance of construction (see Section 12). Grantees must allow the County and its representative’s access to the site upon request pursuant to the life of the contract with the County. Failure to notify the County and its representatives of the start of construction or construction progress may result in a loss or reduction of funding at the discretion of the County. The County or its representatives must be on-site at the time of porous pavement installation, if applicable. The owner agrees to allow the County use of photos of the project in various stages of completion for promotional purposes and placement on County websites, including [www.savetherain.us](http://www.savetherain.us).

## 10. Other Requirements for Receiving GIF Funding:

The County reserves the right to suspend grant funding due to project inactivity, with prior notice to the applicant. Project progress will be evaluated by the County on an annual basis.

Each applicant must complete a detailed cost breakdown of the project which outlines the specific line item for installing the proposed green infrastructure improvements. Projects that include additional construction work beyond green infrastructure improvements must demonstrate how the green infrastructure portion of the project relates to the overall scope of work.

The applicant shall provide a to-scale proposed site drainage plan (via diagram) indicating how much of the existing surface area once tributary to the combined sewer system (CSS) will be removed and diverted to their proposed green infrastructure or pre-treated separated discharge. The impervious surface area tributary to proposed green infrastructure along with GI areas must be consistent with the GIF calculator. In addition, the volumetric capacity of each proposed green infrastructure system must be provided in consistent units as provided by the project calculator.

The drainage plan must include a description of ground cover characteristics, indicating impervious (non-porous) and pervious (porous) cover types. A calculation of total impervious cover type removed from the CSS must be provided. The proposed drainage plan should be provided to WEP in digital format.

## 11. Project Completion and Reimbursement Procedures:

Once the Grantee has finished installation of green infrastructure, the Grantee must contact WEP to schedule final procedures and site walk-through to ensure the project has been installed in accordance with all requirements of the GIF program and the Grantee's approved application. Any deviation (of type and/or quantity) from proposed project design plans must be reviewed and approved by Onondaga County PRIOR to installation. Green infrastructure elements installed without prior review and approval by Onondaga County are not eligible for reimbursement (see **Section 5 Retroactive Funding Eligibility**).

If WEP determines that the project has been completed successfully, WEP will issue a Certificate of Completion. After the Certificate of Completion has been issued, the Grantee shall have sixty (60) calendar days to submit a completed claim form (provided by WEP) requesting payment. Funding awarded under the GIF program will be disbursed in a one-time, lump sum reimbursement payment to the Grantee.

All applicants must demonstrate that they have a long-term general maintenance agreement and maintenance plan for their green infrastructure project.

## 12. Acceptable Green Infrastructure Technologies:

- a. **Rain Gardens** are shallow surface depressions planted with specially selected native vegetation to treat and capture stormwater runoff, and are sometimes underlain by sand or a gravel storage/infiltration bed. A rain garden is a method of managing stormwater by pooling water within a planting area and then allowing the water to either infiltrate into the surrounding soil or evapotranspire. In addition to managing runoff volume and mitigating peak discharge rates, this process filters suspended solids and related pollutants from stormwater runoff.
- b. **Bioretention** (also known as vegetated swales or bioswales) are area wide, shallow channels with a dense stand of vegetation covering the side, slopes, and bottom. Bioretention swales can be

natural or constructed and are designed to promote infiltration, reduce the flow velocity of stormwater runoff, and maximize the amount of time water spends in the swale, which also aids in trapping particulate pollutants and silt. Bioretention swales are commonly used around parking lots.

- c. **Dry Wells**, also referred to as seepage pits, are subsurface storage facilities (structural chambers or excavated pits backfilled with a coarse aggregate or alternative storage media) that temporarily store and infiltrate stormwater runoff from rooftops. Due to their size, dry wells are typically designed to handle stormwater runoff from smaller drainage areas (less than one acre in size).
- d. **Underground Infiltration Systems** generally consist of a rock storage (or alternative) bed below surfaces such as parking lots, lawns, and playfields for temporary storage and infiltration of stormwater runoff with a maximum drainage area of 10 acres.
- e. **Green Roofs** are flat or nearly flat building roofs that are partially or completely covered with vegetation and soil or a growing medium, planted over a waterproof membrane. Green roofs are used for stormwater management and energy savings, as well as for aesthetic benefits. Green roofs absorb stormwater and release some of it back into the atmosphere through evaporation and plant transpiration, while reducing urban temperatures. A green roof typically includes installation of an approximately two to six-inch deep system consisting of a root anti-penetration layer, a drainage layer, a water filtration fabric, a growing medium, and drought-tolerant living plants designed to be low-maintenance.
- f. **Porous Pavement** (also known as pervious paving or permeable pavement) is a term used to describe paving material and methods for driveways, parking lots, sidewalks, and pathways that allow stormwater runoff to infiltrate through the paving material to the soil below. Porous paving materials available include: porous asphalt, porous concrete, porous pavers or bricks, and other proprietary materials produced using a stone aggregate and a binding product.
- g. **Tree Plantings** are beneficial to stormwater management and may be eligible elements of a project; this item is intended to include simple tree plantings – from small container trees to larger bulbed and burlaped or even bare root trees. Applicants must identify caliper and species to allow evaluation for reimbursement.
- h. **Tree Trenches** (are designed to hold one or more trees and are built to capture and store additional stormwater to keep runoff out of streets and sewers and provide water for the trees. They can be connected to a building downspout system or placed along streets or between streets and sidewalks. Tree trenches may include amended soils, aggregate for storage and infiltration, perforated pipe for distribution, and geotextile lining to enclose the trench and are more sophisticated than simple tree plantings.
- i. **Planter Boxes** are deep planting boxes that receive roof runoff, releasing it to a storm drain conveyance system, cistern, or infiltrating into groundwater. Tree planter boxes can be raised or flush with the surrounding landscape. Vegetation in the planter usually is comprised of perennials and/or small shrubs. Planter boxes are generally not recommended for treatment of road or parking lot runoff.
- j. **Cistern Systems** are large receptacles for holding stormwater runoff that are connected to a storm drain collection system on a nearby building or structure. Rainwater can be stored in the cisterns



and may be reused to water gardens and lawns or for other uses. Cisterns typically range in capacity from 250 gallons to thousands of gallons.

- k. **Added Green Space** refers to the removal of existing impervious/paved areas and replacing it with pervious/unpaved ground cover, allowing stormwater to infiltrate to groundwater rather than surface water flowing into storm drains tied to the combined sewer system.

### 13. Minimum Green Infrastructure Maintenance Requirements:

As part of acceptance of the GIF grant, the Applicant will be responsible for proper maintenance of the green infrastructure installed. The Applicant agrees to allow WEP or its representatives access to the project site for maintenance inspections in the spring (April to May) and fall (October to November) of each year, and if necessary, follow-up inspections. The Applicant will also agree to protect the effective operation and efficient function of green infrastructure so as to preserve and retain all environmental benefits, including stormwater capture components for which the GIF award has been provided. If inspections reveal that the Applicant is neglecting maintenance of the GI elements and effecting intended functionality, the Applicant agrees to allow WEP to complete the appropriate maintenance and bill the Applicant for the costs of doing so. The information provided below should be considered a MINIMUM level of maintenance and each maintenance plan shall be developed to consider the unique needs of each project.

- a. **Rain Garden / Bioretention** maintenance practices include:

- Clear debris (1-2 times per year)
- Clear catch basin/sump/forebay and properly dispose of waste (annually)
- General landscaping such as weeding, infill planting, irrigation, etc. (as needed)
- Replacement of mulch as needed (every 2 to 3 years)
- The first 2 to 3 years may require enhanced maintenance until the vegetation is established.

- b. **Dry Well** maintenance practices include:

- Clear debris (1-2 times per year)
- Observe actual infiltration rate in comparison to design infiltration rate presented in maintenance plan. (annually)

If infiltration rate is significantly diminished below the design rate, appropriate measures shall be taken to maintain proper functioning of system.

- c. **Underground Infiltration System** maintenance practices include:

- Maintain surface area above infiltration system as designed and avoid compaction of subsurface system (as needed)
- Stabilize any bare soils (as needed)
- Maintain inlets/Overflows/other structures should be maintained as necessary (minimum 2 times per year)

- d. **Green Roof** maintenance practices include:

- Fertilize, weed, infill planting (minimum 2 times per year)
- Maintain plant and weed inventory
- Irrigation may be required during drought, especially during the establishment period
- Maintain documented log of maintenance visits
- The first 2 to 3 years may require enhanced maintenance until the vegetation is established.

- e. **Porous Pavement** maintenance practices include:
  - Vacuum sweep (1-2 times per year)
  - Avoid using any sand/cinder based winter traction materials on or near pavement
  - Clear away visible debris (as needed)
  - Inspect condition of top-surface (annually)
  - Never seal coat or slurry seal pavement
  - Maintain inlets/overflows as necessary
  
- f. **Tree Planting / Tree Trench** maintenance practices include:
  - Pruning, landscaping, and weeding (1-2 times per year)
  - Watering (during dry periods)
  - Removal of trash and debris
  - Maintenance of grate or other ground cover (as needed)
  
- g. **Planter Box** maintenance practices include:
  - Weeding and general landscaping (1-2 times per year)
  - Watering (during dry periods)
  - Periodic replacement of soils, plants, and mulch (as needed)
  - Removal of trash and debris
  
- h. **Cistern** maintenance practices include:
  - Regular inspection of cistern unit and its discharge apparatus (at least 2 times per year)
  - Clear away and remove visible debris and sediment (as needed)
  - Clean gutters and downspouts connected to unit (1-2 times per year)
  - Document the frequency and rate water is removed from the unit

#### 14. Application, Approval, Construction, and Reimbursement Processes:

##### STEP ONE: APPLICATION PROCESS

A GIF application is considered COMPLETE when the applicant submits the following:

- Completed application form; please submit one (1) hard copy and one (1) electronic copy (PDF) including all attachments
- Existing site photos depicting the location of proposed GI technologies
- Project narrative outlining the scope of proposed GI technologies and describing the existing drainage conditions that will be improved
- Conceptual, to-scale rendering of site and proposed GI infrastructure improvements
- Site property survey and site plan, if available at time of application
- If property is owned by Applicant, provide legal description of property
- If property is leased by Applicant, provide description of leased premises, copy of existing lease or lease option contract, and Letter of Consent to construct project from the owner
- If the project is bank financed, a letter of interest from the proposed lender
- W-9 Form
- Detailed project budget related to proposed GI technologies (breakdown by engineering design, construction labor and materials, site testing, etc.)
- Completion of preliminary project calculator (Excel File Format)

Owner applicants must supply copies of deed, title policy, or purchase option or contract. Tenant applicants must supply copies of lease or lease proposal and owner's Consent Letter with minimum 5-year lease-term agreement.

Onondaga County (WEP) will review the application and notify the applicant if the project will be recommended for funding, and, if so the amount of GIF assistance approved.

### **STEP TWO: APPROVAL PROCESS**

If the project is recommended for award by Onondaga County (WEP), a formal contractual agreement for reimbursement will be prepared between the County and the Applicant.

#### **The applicant must provide the following prior to approval of the agreement:**

- Proof of equity and lender financing
- Detailed project budget (final cost estimate)
- Copies of all required permits
- Detailed final design sealed by a New York State licensed design professional (architect, landscape architect, professional engineer)
- Copy of maintenance agreement and maintenance plan for the project
- Any other legal documents as required by WEP

**Note:** The grantee is obligated to notify WEP of any modifications or changes to the proposed design as outlined in the application prior to implementation. Any change or modification to the proposed concept or design is subject to technical review by WEP for analysis of effectiveness and award eligibility and amount.

### **STEP THREE: CONSTRUCTION**

#### **Prior to commencing construction:**

- Grantee must submit construction schedule prior to commencement of construction.

#### **During construction:**

- Applicant will complete the project as outlined in the contract terms.
- Grantee will maintain construction records and photograph progress. The County or its representatives have the right to and will inspect construction progress and photograph the project. The applicant must keep the County or its representatives up to date regarding construction progress and schedule.

#### **After construction:**

- The County will conduct a final walkthrough once the construction is completed and proof of completion has been provided. Upon completion WEP will issue a Certificate of Completion.
- Monitoring data and As-Builts must be submitted as requested.
- Maintenance records must be kept and submitted as requested.

### **STEP FOUR: REIMBURSEMENT**

#### **The Grantee must provide:**

- A signed Certificate of Completion
- A completed claim form (provided by the County)

- Documentation of sub-contract certification (if applicable for project)
- Copies of detailed invoices for engineering and testing costs for design of green infrastructure
- Copies of detailed invoices outlining cost of green infrastructure furnished and installed by contractor
- Approved maintenance agreement

# Green Improvement Fund Application Form

## Part I: Applicant Information

<b>A. Business/Organization Information:</b>		
1. Name of Business/Organization:	<input style="width: 100%;" type="text"/>	
2. What does your Business/Organization do?	<input style="width: 100%;" type="text"/>	
3. Address of Business/Organization:	<input style="width: 100%; height: 40px;" type="text"/>	
4. Name of Applicant point of contact:	<input style="width: 100%;" type="text"/>	
5. Applicant phone number:	Mobile number:	Email address:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. Name of NYS Licensed Design Professional (firm and point of contact):	<input style="width: 100%;" type="text"/>	
7. Design Professional phone:	Mobile number:	Email address:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
8. Type of Business/Organization entity (check one):		
<input type="checkbox"/> For-Profit Corporation		
<input type="checkbox"/> Non-Profit Corporation		
<input type="checkbox"/> Other (please describe):		
<b>B. Property Information:</b>		
1. Proposed Green Infrastructure (GI) site street address:	<input style="width: 100%; height: 40px;" type="text"/>	
2. Site Tax ID Number:	<input style="width: 100%;" type="text"/>	
3. Site Property Identification Number:	<input style="width: 100%;" type="text"/>	
Information can be obtained online at <a href="http://www.maphost.com/syracuse-onondaga">www.maphost.com/syracuse-onondaga</a>		
4. Is the Project within the GIF Program boundary? (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Refer to GIF Program Boundary Map, which can be obtained online at: <a href="http://savetherain.us/green-improvement-fund-gif/">http://savetherain.us/green-improvement-fund-gif/</a>		
5. Does the Applicant currently own or lease the property? (check one):		
<input type="checkbox"/> Own		
<input type="checkbox"/> Lease		
<input type="checkbox"/> Other (Please Explain): <input style="width: 100%;" type="text"/>		
<b>Note:</b> If Applicant does not own the property, provide a copy of any existing lease or lease option contract, and Letter of Consent to construct Project from the Owner.		

**Part II: Project Description**

**A. Green Infrastructure (GI) Project Scope:**

1. Complete the following table, indicating GI technologies proposed:

**Note:** Descriptions of acceptable GI technologies and minimum maintenance requirements are provided in the Application instructions.

Green Infrastructure Type	Unit	Size / Quantity of Proposed GI Technology	Impervious / Paved Area Tributary to GI (Square Feet)	
<input type="checkbox"/> Rain Garden	Square Feet			
<input type="checkbox"/> Bioretention	Square Feet			
<input type="checkbox"/> Dry Well	Gallons			
<input type="checkbox"/> Underground Infiltration	Square Feet			
<input type="checkbox"/> Green Roof	Square Feet			
<input type="checkbox"/> Porous Pavement	Square Feet			
<input type="checkbox"/> Tree Planting	Each (Species/Caliper)			
<input type="checkbox"/> Tree Trench	Square Feet			
<input type="checkbox"/> Planter Box	Square Feet			
<input type="checkbox"/> Cistern	Gallons			
<input type="checkbox"/> Added Green Space	Square Feet			
<input type="checkbox"/> Other (specify): <input type="text"/>				

**B. Green Infrastructure Project Specifics:**

- |   |    |     |
|---|----|-----|
| 1. Provide the anticipated budget for GI portion of this Project:   | \$ | (a) |
| a. Engineering design of GI technologies:   |    |     |
| b. Construction (labor & materials) for installation of GI technologies:                                    | \$ | (b) |
| c. Field testing, if required, to confirm suitability of GI technologies (soil infiltration testing, etc.): | \$ | (c) |
| d. Total amount of GIF funding requested for this Project:  | \$ | (d) |

**Note:** WEP will not reimburse Applicant for costs associated with survey, permitting, periodic GI maintenance, construction contingency, or non-GI related construction. Applicant must include a detailed estimate outlining the specific line-item construction costs associated with the implementation of each Green Infrastructure technology utilized in the proposed project.

2. Proposed Project schedule (month/year):

a. Anticipated engineering design completion date: \_\_\_\_\_

b. Anticipated construction start date: \_\_\_\_\_

c. Anticipated construction completion date: \_\_\_\_\_

3. Has any other government financial assistance (grants, other funding vehicles, tax incentives, or other economic benefits) been provided to the applicant for the purposes of this Project?

No     Yes

If Yes, describe the type and amount of assistance provided (Federal, State, other):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Provide the following attachments to this Application:

Existing site photos depicting the location of proposed GI technologies

Project Narrative outlining the scope of proposed GI technologies and describing the existing drainage conditions that will be improved

Conceptual, to-scale rendering of site and proposed GI infrastructure improvements (after initial approval of Application by WEP, Applicant to provide design plans stamped by a New York State Licensed Design Professional)

Site property survey and site plan, if available at time of application

If property is owned by Applicant, provide Legal Description of property

If property is leased by Applicant, provide description of leased premises, copy of existing lease or lease option contract, and Letter of Consent to construct Project from the Owner

W-9 Form

Detailed project budget related to proposed GI technologies (breakdown by engineering design, construction labor and materials, site testing, preparation of maintenance plan, etc.)

**Part III: Maintenance Agreement**

Applicant must enter into a long-term general maintenance agreement to receive GIF funding. A maintenance **plan** must be prepared which identifies the extent and frequency of GI maintenance to be performed at the site. Describe (or attach) the maintenance plan for this project:

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**Part IV: Signatures**

All Applicants must sign Part A below and initial each page of the Application acknowledging that they have read and understand the information contained herein. Part B must be signed by the application preparer, if different.

**A. Applicant Signature:**

I, the undersigned, certify that I am authorized to initiate the GIF funding application process on behalf of the project described, and that the Green Infrastructure project will be constructed, in its entirety, on property owned or leased by the Applicant. I have read and understood the requirements described in this application and program description.

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**B. Application Preparer Signature:**

I, the undersigned, affirm that the project descriptions, numerical and financial estimates, and all other information I have provided in this application are true and complete to the best of my knowledge. I have read and understood the requirements described in this application and program description.

Application Preparer Signature: \_\_\_\_\_

Print Name and Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**C. Legal Disclaimer:**

Completion of this application does not entitle the Applicant to financial assistance. Any such assistance must be approved by WEP. Additional information may be requested to consider this application complete. Applicant must comply with all applicable federal, state, and local laws, including environmental laws and permitting requirements.



**D. Application with required attachments must be submitted to:**

Onondaga County Department of Water Environment Protection  
ATTN: GIF Program, Jed Walsh  
650 Hiawatha Boulevard West  
Syracuse, NY 13204