



Green Infrastructure Grant Program

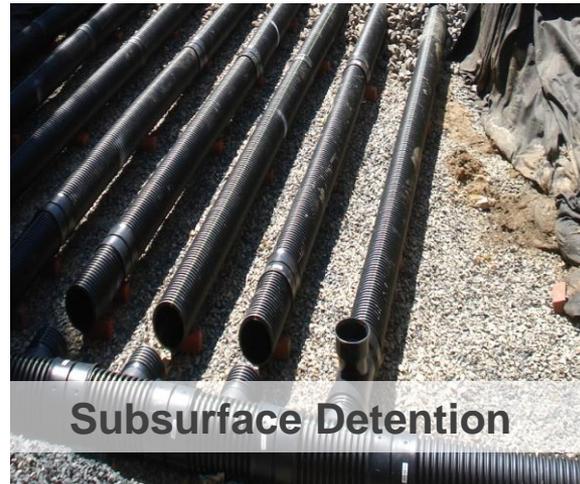
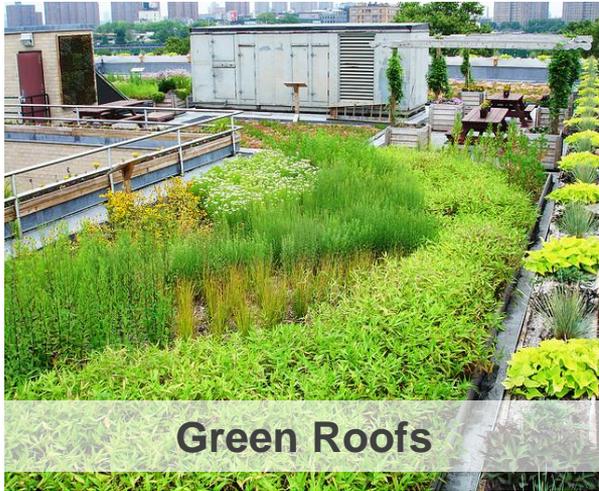
2013 Grant Workshops

- ❖ What is Green Infrastructure?
- ❖ What is the Green Infrastructure Grant Program?
- ❖ How has the Grant Program changed?
- ❖ 2013 Green Infrastructure Grant Program – Steps for Submitting an Application

Step One	Determine Eligibility
Step Two	Review Requirements for Grantees
Step Three	Ask Questions Before Deciding to Apply
Step Four	Assemble a Project Team
Step Five	Advance a Design Concept
Step Six	Begin the Online Application

- ❖ Questions
- ❖ Resources

What is Green Infrastructure?



Techniques that detain or retain stormwater runoff from impervious surfaces (parking lots, rooftops, walkways) through capture and controlled release, infiltration into the ground, and/or vegetative uptake and evapotranspiration

What is the Green Infrastructure Grant Program?

DEP will fund up to \$6 million in 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
- ❖ Designs, plans or research that are not part of a green infrastructure construction project
- ❖ Funds cannot be used for:
 - Political advocacy, boycotts, advertising or litigation
 - Legally mandated actions under local, state or federal law
- ❖ 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

Not Required...but encouraged!

- ❖ Located in a Priority Watershed
- ❖ Has secured matching funds/in-kind contributions
- ❖ Can be widely adopted
- ❖ Provides letters of support from key local community stakeholders
- ❖ Promotes education and community involvement
- ❖ Provides a monitoring plan
- ❖ Can be completed early (i.e. June 2013)
- ❖ Supports economic development and job creation
- ❖ Advances the ultimate sustainability goals of the Green Infrastructure Plan and PlaNYC



Changes from the previous years

- ❖ Applications are due by 4:00PM not midnight
- ❖ Only non-city owned properties are eligible - no sidewalk projects
- ❖ One application per property – members of block associations or groups should submit individual applications
- ❖ Only three applications per person
- ❖ Only Condominiums with no more than 2 units can apply
- ❖ Projects must be built within 12 months of a Notice to Proceed. Longer construction timelines may be considered on a case by case basis

New FAQ available on the application homepage or DEP website [HERE](#).

Registered Applicant Login

User ID:

Password:

LOGIN

[Forget Your Password?](#)

New Application? [Register Now](#)

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

[FAQ](#)

Welcome to the Green Infrastructure Grant Program

Welcome to the online application for the New York City Department of Environmental Protection's 2013 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. **Applications are due by 4:00 PM on Monday, February 04, 2013.**

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 Monday, February 04, 2013 (regardless of postmark date) will be considered late and will not be reviewed.**

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
sustainability@dep.nyc.gov

DEP will host 4 grant workshops in the fall of 2012 to answer questions about the grant program. Attendance is optional but strongly encouraged.

Date and Time	Location
Thu Nov 29, 2012 05:30 PM	Bronx Borough President's Conference Room

The **proposed property** must:

- ❖ Be privately-owned
- ❖ Be in a combined sewer area of New York City
- ❖ Have an owner willing to sign the 2013 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**:
 - Design: Design and engineering services
 - Labor: Excavation and Installation
 - Materials: Growing mediums, Plants and soils, Cisterns

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](#)

2013 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)

2013 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

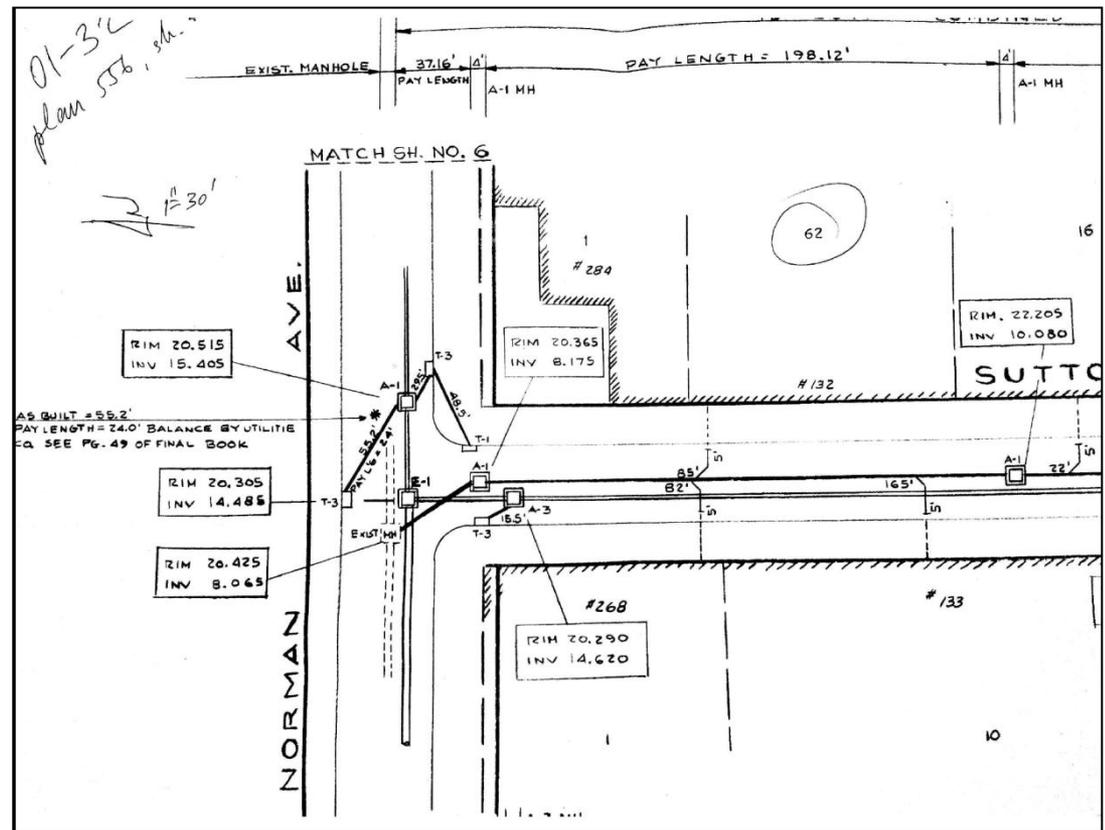
Property Owners must sign a **Statement of Agreement** stating that they have reviewed the Funding Agreement and the Restrictive Covenant with their legal counsel and if awarded will sign both documents as-is.



2011 Grantee Brooklyn Navy Yard

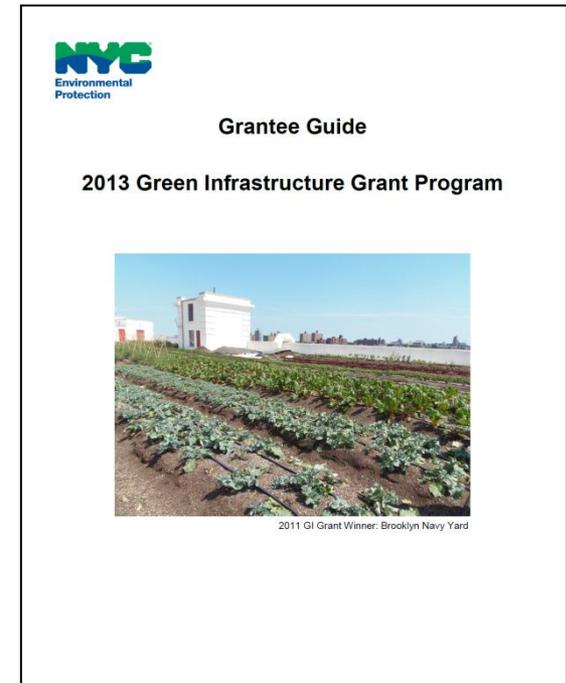
All applicants must go to the relevant Borough Water and Sewer Records Office to determine the watershed and if the property is served by a combined sewer.

- ❖ 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 sustainability@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



Step Two: Review Grantee Requirements

Milestone	Due Date
Award Letter Sent	April 2013
Grant Acceptance Form	14 days from Award Letter
Structural Analysis due (for rooftop projects)	30 days from Award Letter
Required Paperwork	30 days from Award Letter
Borings and Permeability due (for infiltration projects)	60 days from Award Letter
60% Designs Due	90 days from Award letter
Design Review	Two/Three Months
Signed Funding Agreement	October/November 2013

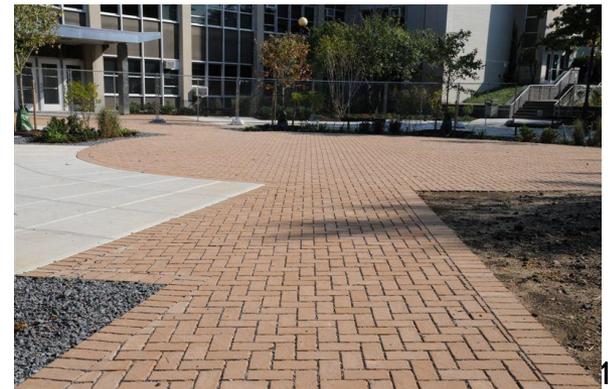


Grantee Guide with details on each step is available on the online application

IMPORTANT NOTE: The GI Grant Program is a **REIMBURSEMENT** program. Grantees must begin and fund site investigations immediately after Awarded. Design Review will occur simultaneously to budget review . DEP **WILL NOT** sign a Funding Agreement until after the 90% design mark.

Step Three: Helpful Questions

- ❖ Is the property served by a combined sewer? What green infrastructure technology will cost-effectively manage the 1" volume of stormwater runoff?
- ❖ Will the property owner sign the Funding Agreement and Declaration of Restrictive Covenant?
- ❖ Are there any particulars about the property that would be problematic in signing the Funding Agreement and Restrictive Covenant?
- ❖ Have any preliminary site investigations been conducted? If awarded can my project team mobilize and conduct a structural analysis within 30 days and/or borings/permeability within 60 days?
- ❖ If awarded can my project team produce 60% designs prior to a signed funding agreement?



Step Four: Assemble a Project Team

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	<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 are not necessarily better projects

Design Strategy:

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

Note: On-site flow cannot be directed to the street and street flow cannot be directed into the site.

Step Six: Begin the Online Application

https://a826-web01.nyc.gov/GIGrant/Default.aspx

Convert Select

NYC DEP - Green Infrastru... Web Slice Gallery

NYC DEP - Green Infrastructure Grant Program

NYC
Environmental
Protection

2013 Green Infrastructure Grant Program

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Date and Time	Location
Thu Nov 29, 2012 05:30 PM	Bronx Borough President's Conference Room 851 Grand Concourse, Bronx NY - RM 915
Wed Dec 05, 2012 05:30 PM	Brooklyn Public Library 280 Cadman Plaza, Brooklyn NY - Ground Floor Auditorium

Done Internet | Protected Mode: Off 100%

❖ Usernames and passwords are still active from 2012

2013 Green Infrastructure Grant Program

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General Information | Eligibility Criteria | Grantee Requirements | Project Scoring Information

Eligibility Criteria

 Before applying for the Green Infrastructure Grant, read the following eligibility criteria closely. All applicants must comply with all of the following to be eligible to receive a grant.

PROPERTY ELIGIBILITY

1. There are combined sewer areas in all five boroughs. If your property is served by a combined sewer within the City of New York, your property is eligible for the grant program. Please see the [provided map](#) that shows the boundaries of these areas. 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 to submit with your application.
2. Grantees shall be required to execute a Funding Agreement, according to the schedule indicated in the Grantee Requirements section of the application. A template of the Funding Agreement provided further explains the terms of the grant and can be viewed [here](#).
3. Any property within a combined sewer area, not owned by the City of New York is eligible for grant funding:
Note that projects on non-City property shall be required to execute a Declaration of Restrictive Covenant to ensure that the project will be kept in place and maintained by the grantee for a period of at least twenty (20) years. **If the grantee is not willing to sign the Restrictive Covenant, they will not be eligible for funding under this grant program.** All transferees of the property and mortgagees or other holding liens after the date of the grant will be subject to the Restrictive Covenant. A template of the Restrictive Covenant can be viewed [here](#).
4. Applicants must complete a Statement of Agreement, signed by the authorized signatory for the property, acknowledging that they have reviewed with their legal counsel both the Funding Agreement and Restrictive Covenant, and if awarded will execute both documents as provided and will comply with all of the eligibility requirements described in the Grant Application.
5. As described in #3 above, projects on property owned by the City of New York are not eligible for Green Infrastructure Grant Program funding. However, projects on city-owned property that is leased to private parties or other governmental entities will be considered on a case by case basis. Note further that projects on properties owned by public authorities, or by governmental entities other than the City, will also be considered on a case by case basis.
Please contact DEP at sustainability@dep.nyc.gov if you would like to propose a project on such a property.

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 (including the due date/time will not be reviewed)

[General Information](#) | [Eligibility Criteria](#) | [Grantee Requirements](#) | [Project Scoring Information](#)

Grantee Requirements



Following the announcement of the 2013 Green Infrastructure Grant Program's grant recipients, all Grantees will be required to construct the project as set forth in the project proposal. The Grantee Guide shows the general dates, requirements, and deadlines all Grantees must adhere to. Read the [Grantee Guide](#) carefully to determine if you are able to successfully carry out the requirements if awarded.

Grant Program Timeline

Milestone	Date / Deadline
Grant Awards Announced	Spring 2013
Award Letter and Final Grantee Guide Sent	Spring 2013
Grant Acceptance Form and Funding Agreement Due	14 Days from Award Letter
Structural Analysis Due For All Rooftop Projects	30 Days from Award Letter
Required Paperwork Due	30 Days from Award Letter
Geotechnical Report Due For All Infiltration Projects	60 Days from Award Letter
60% Designs and Project Appendices Due	90 Days from Award Letter
Design and Scope/Budget Review Process	Two/Three Months
Funding Agreement and Restrictive Covenant Execution	August/September 2013
Final Designs/Funding Agreement Registration/Notice to Proceed Issued	October/November 2013

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.

- ❖ Timeline
- ❖ Download the Grantee Guide
- ❖ Download the Funding Agreement and Restrictive Covenant Templates

❖ Four Categories:

- Quality of Proposal
- Grant Requirements
- Community Involvement and Other Factors
- Sustainability

❖ Review Committee:

- Department of Environmental Protection
- Department of Buildings
- Department of Design and Construction
- Department of Parks and Recreation
- New York State Department of Environmental Conservation



2013 Green Infrastructure Grant Program

Home My Application Profile Logout

My Grant Applications

Listed below are your Grant Applications.
Up to three project proposals can be submitted.
 [Click here to create another Project Proposal Application](#)
 Click on pencil to edit an application

Project Title	Application Status	View/Edit
Test	In Progress	
-	In Progress	

Last Update on 9/13/2012

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

Application – Required Documents

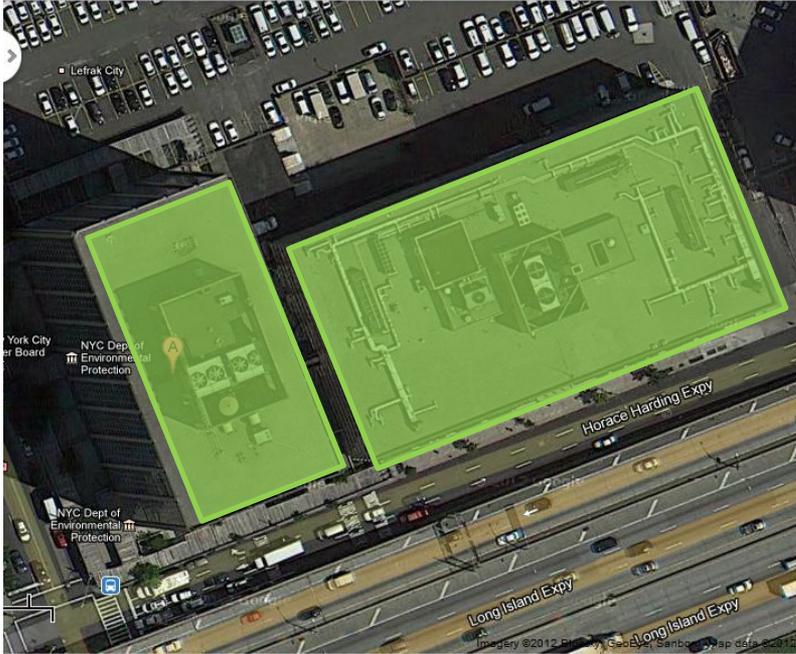
<p><u>Required</u> Applicant must provide</p>	<ul style="list-style-type: none">• Maps of Project Area• Photos of Project Area• Conceptual Designs and Drawings• Professional/Engineering Estimate to support budget• All sewer certifications and connection records• First and last page of Property Deed or copy of Title
<p><u>Required</u> Template Provided</p>	<ul style="list-style-type: none">• Budget• Stormwater Calculations• Project Timeline• Maintenance Plan• Statement of Agreement
<p><u>Optional</u></p>	<ul style="list-style-type: none">• Monitoring Plan• Letters of Support• Surveys/Structural Analyses (if available)

All maps, photos, and conceptual designs should be clear and show:

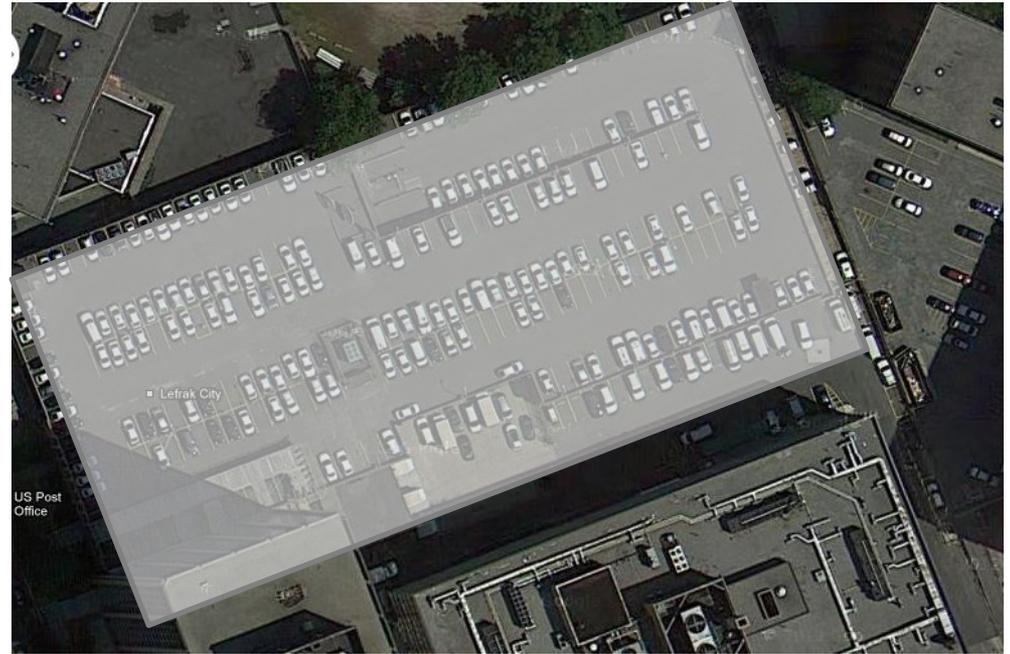
- Where the property is located in comparison to the receiving waterbody and current conditions of the site
- Where the GI technology will be installed on the property
- How the project is designed to function (all of the following **MUST** be included, Plan Views, Renderings/Illustrations, details of proposed GI practice, cross sections that show how stormwater will be collected and managed through the project)

Avoid these mistakes

- ❖ Colored boxes on images are not a conceptual design

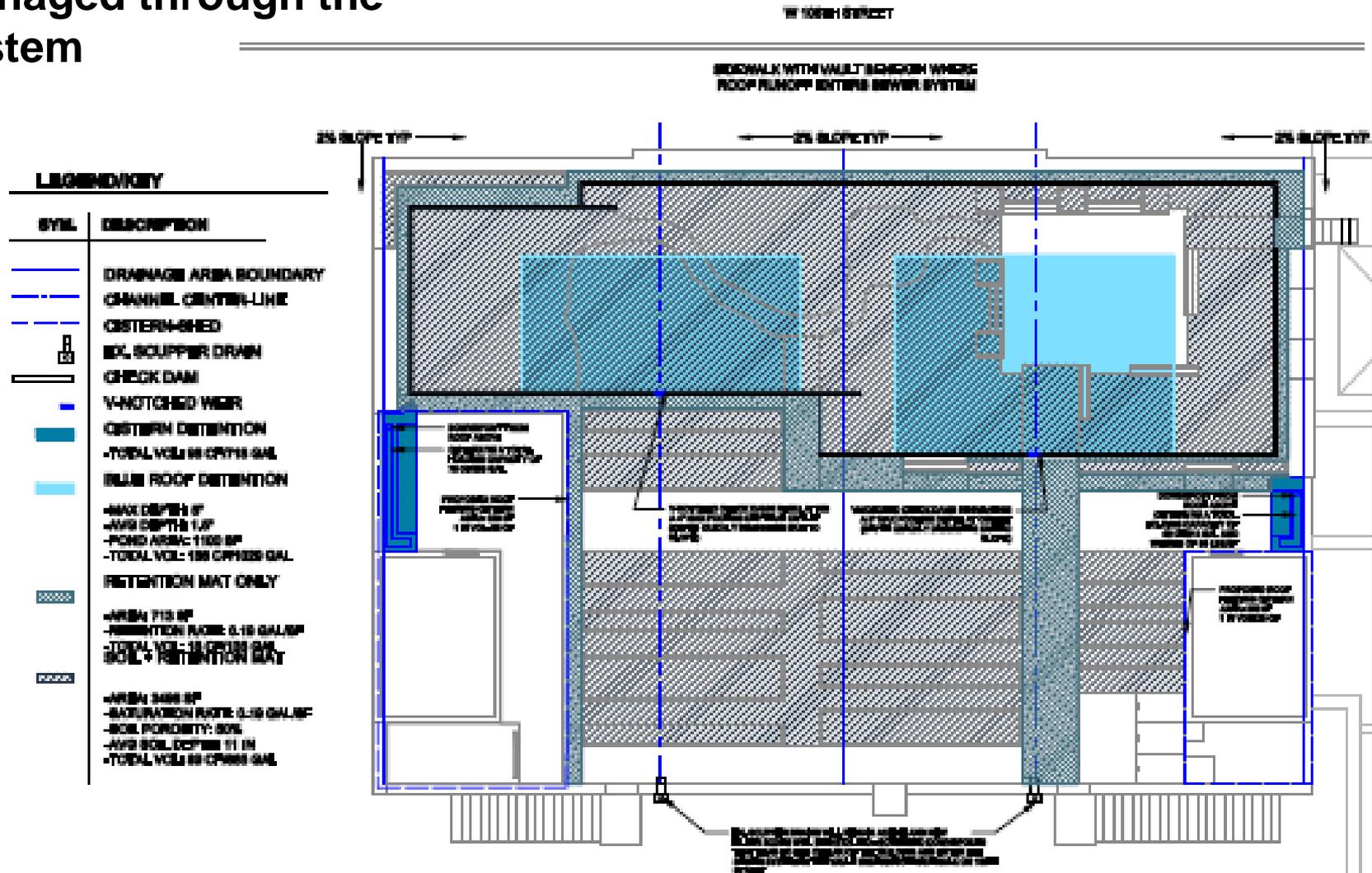


Green Roof



Porous Pavement

How stormwater is managed through the system



Ascension School Design Submittal
2012 Grant Program

Cross Sections



1 VEGETABLE GARDEN DETAIL
D-200 NTS



2 NATIVE MEADOW DETAIL
D-200 NTS

Application – 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:

Hard Costs	Description	Unit	Unit Cost	Total Unit Cost	DEP	Matching Funds
[Enter Material name in each line]						
Installation						
	Subtotal			\$0	\$0	\$0
Soft Costs	Description	Unit	Unit Cost	Total Unit Cost	DEP	Matching Funds
Design Fee						
Site Investigations						
Permitting						
General Conditions						
	Subtotal			\$0	\$0	\$0
Project Subtotal				\$0	\$0	\$0
Contingency		15%		\$0	\$0	\$0
Total Project Costs				\$0	\$0	\$0

Enter these fields in the Project Proposal Summary of Online Application

Enter this number in Total Project Cost	\$0
Enter this number into Hard Costs	\$0
Enter this number into Soft Costs	\$0
Enter this number into Total Requested Funds from DEP	\$0
Enter this number into Matching Funds	\$0

- ❖ 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 capital 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 capital eligible.
 - Design and Construction costs for the GI installation only
 - Ineligible costs include (training programs, educational materials, rain barrel programs, fences, benches, etc.)
 - Review the proposed project budget against Directive 10

Application – Stormwater Calculations

❖ Excel Document with Four Tabs

- 1) Instructions
- 2) Infiltration Systems
- 3) Green Roofs
- 4) Non-Vegetated Systems

Notes:

- ❖ Read instructions carefully
- ❖ Totals will be auto-generated

2013 Green Infrastructure Grant Program

Stormwater Calculations Template

Instructions:
There are three tabs in this spreadsheet to assist Grant Applicants 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, then 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 values in the Summary Table into the Project Proposal Summary of the online application.

Tab 1: Vegetated or Infiltration Systems
Examples Include:
Rain Gardens
Porous Paving
Vegetated Swales
Subsurface Detention

Tab 2: Green Roofs
Examples Include:
Vegetated Roof Systems

Tab 3: Non-Vegetated Systems
Examples Include:
Blue Roofs
Cisterns
Rainwater Harvesting / Reuse

Summary Table

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

Tips:
Non-vegetated projects should refer to the manufacturer and/or design specifications and enter them into the spreadsheet. Include the cut sheets/specification from the product supplier or manufacturer in the Required Documents tab of the online application.
For vegetated/infiltration systems, enter the void space ratio for each type of material. Add additional fields if necessary.
Blue roof projects should ensure that the slope is less than 2% to allow for adequate storage across the whole roof. Please refer to the DEP's Guidelines for the Design and Construction of Stormwater Management Systems for more information on designing a blue roof.
Green roof slopes should be less than 4%.
For green roofs, be sure to review the prospective growing media supplier's specification for their products. Enter the proposed growing media porosity rates into the table provided.
Include all of green roof system layers with retentive qualities in the table provided. Reference the manufacturer specifications for the maximum storage capacity for each layer.

❖ **Maintenance** (Template Provided)

- 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.
- **Maintenance costs will not be funded through the grant program**

❖ **Optional Monitoring** (Guidance Provided)

- Capture the performance of the project during wet weather
- Data must be recorded and reported to DEP as outlined in the grant application
- DEP may continue to monitor the installation beyond the three years

❖ **Project Description – 3 Pages**

- Describe the combined sewer watershed in which the project is located (i.e. which waterbody does the CSO discharge into?)
- Describe the proposed green infrastructure construction project in detail

❖ **Site and Project Analysis – 2 Pages**

- Describe the total stormwater volume and the 1 inch rainfall volume on the impervious surfaces of the site in cubic feet (cf) and gallons (g).
- If proposing more than one installation, include tributary areas and volume capacity of each

❖ **Co-Benefits – 1 Page Max**

What are the sustainability/ecological benefits of the proposed project? For instance urban cooling, energy reductions in buildings, ecological improvements, recreation and other quality of life benefits, and/or health and environmental benefits?

❖ **Community Involvement – 1 Page Max**

- How will the proposed project benefit local stakeholders?
- How will local institutions or groups be involved in design, construction and/or stewardship?
- Describe any community engagement elements including: educational or job training opportunities, future stewardship initiatives and economic benefits.

❖ **Experience/Expertise - 1 Page Max**

- Briefly describe the skills and expertise of the primary project manager, key staff, contractors, and designers who will be responsible for the project.

2013 Green Infrastructure Grant Program

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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:	<input type="text" value="test"/>
Last Name:	<input type="text" value="test"/>
Address:	<input type="text" value="test"/>
City:	<input type="text" value="test"/>
State:	<input type="text" value="New York"/>
Zip Code:	<input type="text" value="00000"/>
Email Address:	<input type="text" value="test@test.com"/>
Telephone Number 1:	<input type="text" value="123"/> - <input type="text" value="456"/> - <input type="text" value="7890"/> Ext.: <input type="text"/>
Telephone Number 2:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext.: <input type="text"/>
If you are a business or a nonprofit include your Employer Identification Number (also known as a Federal Tax Identification Number).	<input type="text" value="098-765-43"/>
Organization Name:	<input type="text" value="TEST"/>

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

▶ Designated Project Manager Contact Information

First Name:	<input type="text" value="test"/>
Last Name:	<input type="text" value="test"/>
Address:	<input type="text" value="test"/>



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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

❖ System will not let you submit application if material is missing

❖ No edits can be made after submission

❖ Confirmation email will be sent immediately

Issue	Example
Cost Effectiveness	Budget was too expensive for the amount of stormwater being managed
Overall Design	Design was not sized correctly and was either overbuilt or underbuilt
Feasibility	Project designs would have been rejected by other city agencies (DEP, DOB, FDNY etc.)
Replicability	Project was feasible but could not have been replicated on a larger scale
Community Development	Project had no community partners and provided no letters of support or community engagement plans

- ❖ 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 sustainability@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](#)
- [DEP – Drainage Plan Criteria](#)
- [NYC High Performance Parks Guidelines](#)