

Common Mistakes

In addition to the pre-application meeting, use this checklist to prepare and check for common issues associated with completion of a competitive Stormwater Grant application. Please reach out to the Stormwater Incentives Team with any questions, assistance, or clarification.

- ☐ **No grant amount requested, or combination of funding sources and grant request does not equal the total project budget. Check that the grant request amount has been filled out.**
 - Property owners are encouraged to commit additional funding sources to a project to make it more cost competitive. Due to this, the Stormwater Incentives Team will not assume you are requesting the full project amount.
 - If additional funding sources (grant funding, loans, donations, etc.) will be used, be sure to list them in the application along with their status (Applied, Pending, etc.) Also ensure that these add up with the project budget. If there's any uncertainty, let the Stormwater Incentives Team know.
 - The Stormwater Incentives Team can accept project budget "ranges", depending on the project's circumstances, if there's an "expensive" or "cheaper" option based on scope, technical uncertainty, or funding availability. Talk to the Stormwater Incentives Team for more information.

- ☐ **Environmental due diligence is incomplete or not summarized**
 - A list of resources is provided on page 13. These should be utilized along with any past reporting on the site and testimonials from property owners. Once this information is gathered, it should be **gathered into an executive summary** to explain the current conditions of the site and implications on the concept plan, budget, or timeline. Additional environmental reports should be included in an appendix.

- ☐ **Forms or contracts are not signed or finalized.**
 - Please ensure that submitted contracts are signed. If no contracts are submitted, a **Letter of Intent** is **required** from the property owner when a vendor is the Grant Manager. See **Appendix C** for a template.
 - **Proof of Consent**, which demonstrates that the property owner will sign or join PWD's Subgrant Agreement and sign PWD's Operations and Maintenance Agreement, is **required for all projects**. See **Appendix D** for a template.
 - **Tax certification forms** need to be completed by **all parties**—all property owners and Grant Managers (who are filling out the grant application and signing or joining the subgrant). **Financial disclosure forms** should be completed by the Grant Manager. See **Appendices E and F** for these forms.

- ☐ **No consultation with PWD regarding offsite drainage area capture.**
 - Since PWD has a number of projects managing stormwater in the street, please tell the Stormwater Incentives Team **as soon as possible** if you are intending to include Right-of-Way capture in your project. This will give our Planning Analytics team enough time to determine if this drainage area is included in another project. Including Right-of-Way capture in your project can make your application more competitive.